



CULTURAL ARTS CENTER CHORAL FESTIVAL SCHEDULING FORM

This form is just to schedule your slots, it is not your complete application

**EXTENDED DEADLINE: Due September 29, 2026, no
payment with this form**

Name of your School: _____

Choral Director's Name: _____ Cell Phone: _____

Choral Director's Email Address: _____

School Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

School Accounting Dept. Contact Perso (Name): _____

Email Address for billing purposes: _____

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**FOR SCHEDULING PURPOSES ONLY PLEASE ANSWER THE FOLLOWING QUESTIONS: (This is  
not to be submitted to your accounting person for a check; this will be on a separate form)**

### **WHO'S COMING AND HOW MANY:**

Total # of CHOIRS you plan to bring: \_\_\_\_\_ ( share with me the names of your choirs so I can hold  
slots for them: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_) )

Total # of SHOW CHOIRS you plan to bring: \_\_\_\_\_ (Share wit me the names of your show choirs so I can  
hold slots for them) \_\_\_\_\_

\_\_\_\_\_) )

Total # of SOLOISTS you plan to bring: \_\_\_\_\_

Total # of INSTRUMENTALISTS you plan to bring: \_\_\_\_\_ Please tell us what kinds of instruments they  
will be playing, how many of each type, do they need chairs or stools: \_\_\_\_\_

\_\_\_\_\_

### **DATES YOU NEED: please check the day you need to come to festival**

Monday, November 2, 2026 8:00 AM to 12:00 noon \_\_\_\_\_

12:00 noon to 5:00 PM \_\_\_\_\_

Tuesday, November 3, 2026 8:00 AM to 12:00 noon \_\_\_\_\_

12:00 noon to 5:00 PM \_\_\_\_\_

**TRANSPORTATION PLANS: How do you plan to arrive**

Private Coach/ Tour Bus/Charter Bus \_\_\_\_\_ How Many? \_\_\_\_\_

School Bus \_\_\_\_\_ How Many? \_\_\_\_\_

Personal Cars or School Vans \_\_\_\_\_

**INFORMATION TO HELP YOUR DAY GO SMOOTHLY: It's the little things we need to know to help you the most**

1. Do you plan on arriving earlier than your performance time to watch other choirs perform? Y N
  - ❖ What time do you think you will arrive to watch? \_\_\_\_\_AM / PM
  - ❖ Will your students come dressed even if they are watching others perform? Y N
  - ❖ Do you need to have a changing time prior to warm up if you are arriving early? Y N
2. Will you be **ordering food to be delivered** to the CAC for lunch? Y N
3. Will you be bringing **HANDICAPPED STUDENTS**? Y N if yes, can you tell us the nature of the handicap? \_\_\_Wheelchair \_\_\_ Walker or braces \_\_\_ Blind \_\_\_ Cast or Boot
4. Will you be **staying at a local hotel** prior to your performance date? Y N
5. Is there a **specific time you need to leave** our festival and arrive back at your school? Y N If Yes, what time is that? \_\_\_\_\_ AM / PM CST or EST
6. Is there a **specific time you can LEAVE YOUR SCHOOL BY** so we can calculate your arrival time here to set your schedule? Y N what time is that? \_\_\_\_\_AM / PM CST or EST.

**Complete this form and email it to**

**[ann@theculturalartscenter.org](mailto:ann@theculturalartscenter.org) so that we can get you into the scheduling slots. You will hear from us about your schedule no later than September 30, 2026**