

Sample Form for Contracting Adjudicators

From:

Music Festival Name

Executive responsible for Hiring Adjudicators

Address/ contact info

To:

Adjudicator name

Adjudicator address

Adjudicator email

Adjudicator telephone

It is a pleasure, on behalf of _____, to confirm our invitation for you to adjudicate the following:

Location

Dates (number of sessions)

Discipline (s)

Our fees are \$_____ per day (or) \$_____ per session_____

We cover reasonable travel expenses, including airfare (if applicable), or _____ cents per kilometre if you are driving. Hotel accommodation, paid for by the festival, has been reserved for you at the _____ for _____ nights, from _____ to _____.

Other special arrangements, as per our original verbal offer, are as follows:

In the case of other questions/ concerns, we will abide with the current **Guidelines for the Contracting of Adjudicators**, which can be found at <https://cmfaa.wordpress.com/information-for-festivals/guidelines-for-festival-committees/>

Confirmation of hotel arrangements, program copy, and other pertinent information will follow.

Please sign your acceptance and return as soon as possible.

Local Festival- signed

Adjudicator

Date