

**ADJUDICATOR/GAMES CONTRACTUAL GUIDELINES**

*These are suggested guidelines*

**SECTION 1: ADMINISTRATIVE**

Name of games: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. #: \_\_\_\_\_

Date of Games: \_\_\_\_\_

Title: \_\_\_\_\_

e-mail: \_\_\_\_\_

Judge's name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. #: \_\_\_\_\_

Music discipline: \_\_\_\_\_

e-mail: \_\_\_\_\_

**SECTION 2: ADJUDICATION FEE**

Fee: \$250.00 per day of judging, times \_\_\_\_\_ day(s)

**Total fee:** \_\_\_\_\_

**SECTION 3: TRANSPORTATION ARRANGEMENTS**

Between cities of \_\_\_\_\_ and \_\_\_\_\_

A. Air fare (round-trip): \_\_\_\_\_

B. Mileage (round-trip, based on current U.S. IRS mileage standard): \_\_\_\_\_ miles @ \$\_\_\_\_\_ per mile

C. Other travel arrangements: \_\_\_\_\_

D. Travel arrangements to be made by: \_\_\_\_\_

**Total transportation costs:** \_\_\_\_\_

**SECTION 4: ACCOMMODATIONS**

Name of hotel/motel: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. #: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Number of nights: \_\_\_\_\_ Rate per night: \_\_\_\_\_

Accommodation arrangements to be made by: \_\_\_\_\_

**Total accommodations cost:** \_\_\_\_\_

**SECTION 5: INCIDENTAL EXPENSES**

A. Meals: to be reimbursed as follows: \_\_\_\_\_ breakfast(s) @ \$10.00 per breakfast

\_\_\_\_\_ lunch(es) @ \$15.00 per lunch

\_\_\_\_\_ dinner(s) @ \$25.00 per dinner

**Total meal cost:** \_\_\_\_\_

B. Other incidentals: Parking fee(s) \_\_\_\_\_

Tolls \_\_\_\_\_

Taxi \_\_\_\_\_

Shuttle \_\_\_\_\_

Car rental \_\_\_\_\_

Other \_\_\_\_\_

**Total other incidental:** \_\_\_\_\_

**Total incidental expenses:**

**SECTION 6: NOTES**