

ADJUDICATOR/GAMES CONTRACTUAL GUIDELINES

These are suggested guidelines (revised 11/6/17)

SECTION 1: ADMINISTRATIVE

Name of games: _____ Date of games: _____

Contact person: _____ Title: _____

Address: _____

Tel. #: _____ e-mail address: _____

Judge's name: _____ Music discipline: _____

Address: _____

Tel. #: _____ e-mail address: _____

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