

March 2008

Dear Band Director,

In this packet, I am enclosing the following forms and letters.

1. Introduction letter
2. Reminders and special instructions
3. Instrumentation sheet
4. Repertoire sheet
5. Seating chart
6. Concession menu
7. Photography sheet
8. Directions to Havelock and maps of the campus
9. Festival schedule
10. Blank judge's sheet (Stage and Sight-reading)

Please read everything carefully so that you will not make any unnecessary mistakes. As always, a plaque will be given to those bands that receive a Superior Rating. A concert performance compact disc and four judges' tapes will be included in your packet.

These are the forms that each director must bring to the registration table when they arrive.
You may use the forms in your District Handbook if you lose these.

1. **MENC Card.**
2. **Repertoire sheet / Instrumentation sheet (information must be filled in three times for the judges).**
3. **The 4 year repertoire sheet (must list your festival selections for 2005, 2006, 2007,2008).**
4. **Seating Chart (should show your stage setup).**I tried my best to accommodate all of the special requests. If you have any questions please call me at (252) 444-5117. We look forward to seeing you at the festival.

Sincerely,

Jorge Benitez