

**PLEASE BE SURE TO UPDATE ALL VENDOR INFORMATION!!! NEW BILLING ADDRESS**

- Vendor Form Submission: If your business office requires a vendor form, complete all the necessary information on the form and send it to the treasurer for signatures or any other missing information.
- Invoices will be sent after students are signed up for each ensemble. If you wish to combine both Wind Symphony and Jazz Ensemble audition entries, please contact the Treasurer.
- Check Payments: When paying by check, mail the provided invoice along with the check. Additionally, email the treasurer to mark as "in processing." You may combine both payments into One Check payment but institutions MUST contact the treasurer.
- Credit Card Payments: For credit card payments, the provided invoice will have a link to pay via PayPal. A PayPal link to make the payment can also be emailed. You may combine all payments including All State Participation Fees into One payment institutions MUST contact the treasurer.
- Payment Deadline: All payments must be submitted by February 1 each year.
- Institutional Fee for All State Ensembles: If your institution submits any student for All State Ensembles auditions, you must include a \$50 institutional fee. If submitting students for both ensembles, this institutional fee only needs to be paid once per year. Example: If Hill College submits 1 symphonic band entry at \$10 and 1 jazz ensemble entry at \$14, the total entry fees would be \$24. Adding the \$50 institutional fee results in a total of \$74.
- Multiple Campus Institutional Fees: If your college system has multiple campuses (e.g., LSC Cy Fair and LSC University Park), each campus must pay a separate \$50 institutional fee.
- Fee Payment Deadline: All fees and dues must be paid by May 1. Failure to pay by this date will result in the suspension of audition entries for your institution until all outstanding fees are cleared.