

EDUCATIONAL PROGRAMS

600 Series

Musical Instrument Display Night

Code No. 606.11-R

The following procedures have been established to determine which musical instrument vendors will be qualified to participate in Display Night activities.

1. The administration shall publish a notice in the newspaper requesting all interested vendors to contact the district.
2. The administration with the assistance of the Band Director shall list the names of the specific instruments and method books that each vendor will be required to display.
3. The list of instruments and methods books shall be attached to the Conditions for Participation Statement and forwarded with a cover letter to each vendor that requests to participate in the Display Night program at least fifteen (15) days prior to the Display Night.
4. The vendor will be requested to make a written response to each item listed on the Condition to Participation Statement and forward the response to _____ (administrator) prior to _____ (15 day prior notice) .
5. Based on the review of each of the vendor's written response, the administration shall determine which vendor(s) qualifies to be invited to participate in the Display Night activities. Vendor qualification will be determined by a positive response to each and every item listed on the Conditions of Participation.
6. Music instructors from the school district shall be available during the Display Night activities to counsel and assist the student and parents.
7. The administrator or his/her designee will conduct the vendor informational meeting which will include the allocation of spaces and program presentation. Space allocation and program presentation will be mutually agreed to or determined by drawing lots.
8. The administrator or his/her designee shall receive and file the detailed listing of individual student's purchase/rental of instruments, instrument brand names, and methods books.
9. A review of the evening's activities will be made by the administrative staff to determine whether any violation of the Condition for Participation were observed. If a vendor did violate a condition, the vendor will receive written notice of the violation.