

All-West Registration Checklist

Clinic registration will not open until after band auditions are complete. Online registration typically opens the Monday after band auditions. Please do not mail any registration materials until this time.

Upon registering students online, you will receive an email confirmation. If you do not, please email Susan Spain. (sspain@colliervilleschools.org) Online registration must be completed before the deadline. Late fees are based on the postmark of your registration materials.

The following registration materials and items must be included in the mail:

- Registration fees
 - Make checks payable to WTSBOA.
 - Checks should be from the school, booster association, or director. Parent checks will not be accepted.
 - Cash will not be accepted.
- Student contracts, signed by the director, student, and parent/guardian
 - If you chose to submit your contracts via PDF, you may skip this step.
- Percussion contracts, signed by the director, student, and parent guardian
 - If you chose to submit your contracts via PDF, you may skip this step.
 - Make a copy of this contract so you and the students will remember what to bring!
- A current copy of your NAFME card. This can include a printout from the NAFME website.
 - If you chose to submit your NAFME card via PDF, you may skip this step.
- The confirmation page generated from registering online

Mail all registration materials to:

Susan Spain
C/O West Collierville Middle School
1101 N. Byhalia Road
Collierville, TN 38017

If you have any questions, please email Susan Spain at sspain@colliervilleschools.org or call 901-270-8606.

Please do not send your registration to Darrell Evans.

Important Reminders: Article VI, Section 2, Letter B:

A \$100 late fee, **based on the post-marked date**, shall be charged for any late registration entries up through seven calendar days. After said seven days, no late entries will be accepted. Changes will be honored through the seven-day period. An invoice for the late fees will be sent to the band director.
