

March 27, 2020

Dear Teachers, Parents, and Students,

NHMEA greatly appreciates your patience and understanding as we have been working diligently to create and enact procedures that allow our association to cancel our remaining events. As you can imagine, the logistical and financial repercussions of having to cancel our events are quite complex. The purpose of this letter is to share with you the process we will be using to distribute refunds moving forward.

All-State Concert Tickets

By now, all orders for concert tickets should have been refunded and the payment should appear as a credit on the card used to make the purchase. If you have not received the refund, please send an email to Eric Kobb at statemanager@nhmea.org with the name of the card holder, amount charged to your credit card, and the date the tickets were purchased.

Spring Conference Registrations

By now, all *credit card* orders for conference registrations should have been refunded and the payment should appear as a credit on the card used to make the purchase. If you have not received the refund, please send an email to Eric Kobb at statemanager@nhmea.org with the name of the card holder, amount charged to your credit card, and the date the registration was purchased.

If you paid by check, [please complete this form](#). Once we are able to verify that the registration check was received we will issue a refund within 48 hours.

Middle School Festival Registration Fees

No middle school registration fees have been deposited by NHMEA. If you have sent your registration fee in, the coordinator for your district is in possession of the check. Please send the coordinator an email to request the check to be returned and provide the address it should be sent to. We can also destroy the check if you give permission (be sure to check with your business office first).

Large Group Festival and Elementary Honors Choir Fees

[Please complete this form to request your refund](#). Once we have verified that NHMEA has received your registration check we will issue a refund within 48 hours.

All-State Festival Student Registration Fees

[Please complete this form to request your refund](#). We are currently waiting for our refund check from the DoubleTree. We anticipate receiving it within the next two weeks but ask for your understanding as we are unable to provide those funds until the DoubleTree has sent NHMEA our refund. As soon as we are in receipt of those funds and have verified the registration fees match the refund amount, we will send a refund within 48 hours. Please note -

a single refund check will be issued to each school for all of their student registrations. It is the responsibility of the school to issue refunds to parents. Registration fees for this event will not be issued directly to parents or students.

Exhibitors and Advertisers

[Please complete this form to request your refund.](#) Once we have verified that we received your check, a refund will be issued within 48 hours.

School Director All-State Hotel Reservations

If you paid NHMEA directly to reserve your hotel for All-State, your room reservation has been cancelled. [Please use this form to request your refund.](#) Once we have verified that we received your check, a refund will be issued within 48 hours.

If your school paid NHMEA directly to reserve your hotel for All-State, your room reservation has been cancelled. [Please use this form to request your refund.](#) Once we have verified that we received your check, a refund will be issued within 48 hours.

If you booked your room directly with the DoubleTree you are strongly encouraged to contact the hotel immediately to ensure your reservation has been cancelled.

Concluding Items

If there are any other refunds that are due, please do not hesitate to send an email to Eric Kobb at statemanager@nhmea.org. We ask that all requests for refunds are received no later than June 1, 2020.

At some point, NHMEA would like to try to collect music that has been distributed to your students. When school resumes, we will be back in touch regarding a collection process. We are in discussion with a number of our conductors about the potential of returning in 2021 to conduct the planned programs for this year. We would like to be able to use as much of the music that has already been purchased.

Thank you for your understanding and attention to all of these details as we bring closure to all of our events this year. Additionally, NHMEA extends our deepest gratitude for your support of our association and the students and educators served by these events. We look forward to returning to our regular schedule next school year and providing the highest quality music experiences for New Hampshire's students and educators.

Sincerely,

The NHMEA Executive Board