



Music for All Summer Symposium, presented by Yamaha

DIRECTOR CHECK IN/CHECK-OUT INFORMATION

June 25-June 30, 2018 • Leadership Weekend Experience: June 23-24 • Ball State University, Muncie, IN



National Presenting Sponsor

Arrival to Ball State University Campus

Arriving:	When & Where do I get my room keys?	When do I register?	What dorms do we stay in?	What if I arrive after check-in closes due to travel delays?	What if I am driving to campus?
Friday, 6/22 Early Arrival to Leadership Weekend Experience	8 a.m. - 11 p.m. Dormitory Front Desk: Directors: Kinghorn Hall	Saturday, June 24 8 a.m. - 1 p.m. Studnet Recreation Center 122	Directors/Collegiate: Kinghorn Hall Students: DeHority Complex Park Hall Klippel Hall Baker Hall Johnson Complex	Any director or student arriving after the front desk of the dormitory has closed (11 p.m.) should call the Music for All Hotline at 877-643-6043. All dormitory doors will be locked after 11 p.m.	You will be given a complimentary parking pass when you receive your room key and meal card. Parking will be valid for ONLY the lots designated on the parking pass. REMINDER: ALL STUDENTS who drive to campus MUST turn in their car keys to their SWAG at registration.
Saturday, 6/23 Arrival to Leadership Experience Weekend		It is recommended to check into your dorm BEFORE registering			
Sunday, 6/24 Early Arrival to Symposium	8 a.m. - 11 p.m. Dormitory Front Desk: Directors: Kinghorn Hall	Monday, June 26 8 a.m. - 1 p.m. Student Recreation Center 122			
Monday, 6/25 Arrival to Symposium		It is recommended to check into your dorm BEFORE registering			

Departure from Ball State University Campus

Departing:	When & Where do I check-out?	What do I do with my room key?	What if I do not turn in my room key?	I'm transporting students home. Can we check out early?	I reserved a shuttle, how do I know what time my shuttle leaves?
Sunday, 6/24 Early Departure from Leadership Weekend	Until 7 p.m. Dormitory Front Desk: Directors: Kinghorn Hall	Room keys are to be turned in during check out in your dorm's lobby. If the dorm's front desk is closed, a key drop box will be available.	A \$60 fee will be imposed for each key that is not turned in upon departure.	If travel arrangements dictate an early departure, Music for All must have a parent-signed early departure release form on file for each student. Contact Music for All at symposium@musicforall.org to make arrangements in advance.	A member of the SWAG or DAA Team will provide you with specific instructions regarding your check out and shuttle procedures during camp.
Monday, 6/25 Attending Leadership Weekend Only	8 a.m. - 12 p.m. Dormitory Front Desk: Directors: Kinghorn Hall				
Saturday, 6/30 Departure from Symposium	3 - 5 p.m. Dormitory Front Desk: Directors: Kinghorn Hall				
Sunday, 7/1 Late Departure from Symposium	7:00 - 9:00 a.m. Dormitory Front Desk: Directors: Kinghorn Hall				