

# ***WORLD ASSOCIATION FOR SYMPHONIC BANDS AND ENSEMBLES***

## **GUIDELINES FOR PERFORMING ENSEMBLES AT WASBE INTERNATIONAL CONFERENCES**

### **General Conditions**

One of the most important dimensions of WASBE International Conferences is the presentation of concerts by wind bands/ensembles from throughout the world. The concerts demonstrate the highest standards in wind band/ensemble performance and present the finest in wind band/ensemble repertoire. Because the WASBE Board is responsible for a WASBE International Conference and the quality of the performances presented, these Guidelines define the responsibilities of the **Performing Ensembles**, the **WASBE Artistic Planning Committee**, and the **Local Organizing Committee**.

### **Letter of Application**

Ensembles wishing to perform at a WASBE International Conference shall apply in writing to the WASBE Artistic Planning Committee Chairperson. The Letter of Application shall include the following supporting materials.

- Three recent programs plus reviews (if possible) and other supporting documents
- A CD recording of a recent live performance (or digital delivery)
- A suggested listing of compositions the ensemble would consider performing at a WASBE Conference and the rationale for selecting the works.
- A statement indicating that the ensemble is familiar with these *Guidelines for Performing Ensembles at WASBE International Conferences* and is willing to adhere to these Guidelines.
- A statement indicating that the ensemble is willing, ten months in advance of the Conference, to sign a *Letter of Agreement* with WASBE. The *Letter of Agreement* shall be based on these *Guidelines* and shall include a performance rights and an audio and video reproduction agreement.
- The Conference Application Form

### **Responsibilities of the WASBE Artistic Planning Committee**

- The WASBE Artistic Planning Committee shall publicize in a timely manner the deadline for applying to perform at a WASBE International Conference. Application information shall be publicized via the WASBE World Magazine, the WASBE Website, social networks and the international music press.
- The WASBE Artistic Planning Committee shall coordinate all repertoire performed at the Conference.
- The WASBE Artistic Planning Committee shall, through an international auditioning process, recommend performing ensembles to the WASBE Board for approval. Ensembles whose conductors are members of WASBE shall be given preference since

these conductors are best informed as to the standards of performance and literature desired for WASBE Conferences.

- The WASBE Artistic Planning Committee shall invite selected ensembles to the Conference and inform them of the date and time as well as the maximum time limit for their performance.
- The WASBE Artistic Planning Committee shall provide any needed assistance and advice to ensemble conductors and/or administrators prior and during the Conference.
- The WASBE Artistic Planning Committee shall arrange for proper greeting and protocol for arriving ensembles.
- The WASBE Artistic Planning Committee shall work with the Local Organizing Committee to provide recognition of the ensembles at the end of each conference day.

### **Responsibilities of the Local Organizing Committee**

- The Local Organizing Committee shall provide all necessary facilities and equipment for rehearsals and concerts. Such facilities include but are not limited to the following:
  1. Performance hall
  2. Rehearsal rooms
  3. Large instruments such as timpani (set of 4), large bass drum, chimes (tubular bells), marimba, xylophone, vibraphone, orchestra bells, piano, and harp.
  4. Other equipment such as chairs, music stands, conductor's podium, and public address system.
- The Local Organizing Committee shall provide ensembles with a diagram showing the physical dimensions of the stage where their concerts will take place.
- Ensembles will, upon request, be assigned two 2-hour rehearsals (excluding set-up time) in a rehearsal room that will contain the proper number of chairs, music stands, conductor's podium and basic large percussion equipment. Other instruments such as piano and harp will be provided upon availability.
- Ensembles will normally be provided a sound check of not less than one hour (excluding setup time) prior to each concert in the hall where the performance is to take place.
- The Local Organizing Committee (LOC) will book all of the hotel arrangements for all ensembles planning to spend at least one night in the conference city as a part of their performance at the WASBE conference. This will be a service provided for the ensembles. This service does not increase the cost per room/person of the hotel, a cluster of hotels will be selected by the LOC and the ensembles will be required to stay in one of these hotels during their stay in the conference city. The LOC will negotiate the cost per room and a small commission will go to the LOC.
- The Local Organizing Committee shall work with the WASBE Artistic Planning Committee to provide recognition of the ensembles at the end of each Conference day.
- The Local Organizing Committee shall provide each ensemble with a guide/translator for the duration of its stay at the Conference.

Upon request, will assist each ensemble with their stage set-up prior to the concert.

### **Responsibilities of the Performing Ensembles**

- Ensembles shall be financially responsible for their own travel, housing accommodations and meals.
- Ensembles shall be responsible for their own personal insurance.
- Ensembles shall be responsible for all instruments and equipment except those specified in the *Letter of Agreement*.
- Upon being accepted to perform at a Conference, ensembles shall make a US \$1000.00 deposit with the WASBE Treasurer. This deposit will be returned with interest after an ensemble has fulfilled all aspects of the *Letter of Agreement*. In the event that an ensemble or designated conductor withdraws from performing at a Conference or violates other parts of the agreement, such as those dealing with repertoire performed, length of concerts or encore policy, the US \$1000.00 and interest will be retained by WASBE. All moneys shall be transferred to and from the WASBE Treasurer via a bank transfer.
- In addition to the \$1,000 returnable deposit required of all ensembles, there will be a \$500 Ensemble Participation Fee required for each of the ensembles. This fee will provide the following:
  - a) Free tickets for each person traveling with the ensemble to attend all WASBE Conference musical events.
  - b) A conference badge that will admit each person traveling with the ensemble to all lectures, workshops, master classes and clinics.
  - c) The use of large percussion equipment for their performance, which includes, timpani, bass drum, marimba, xylophone, bells and chimes.
  - d) One rehearsal and a sound check.
  - e) Area-wide promotion of their concert.
- Concerts shall begin and end according to the times in the Conference schedule.
- Upon being accepted to perform at a Conference, ensembles shall provide a comprehensive package of promotional materials and information about their website. These materials shall include photographs of the ensemble, the conductor(s) and any soloist(s), as well as information about the ensemble, the conductor(s), the soloist(s), and the program that will be performed at the Conference. These materials will be used for both promotion and for the Conference printed program.
- All programs shall be jointly planned by the conductors of the ensembles and the WASBE Artistic Planning Committee. In order to avoid duplication and to maintain high artistic standards, the Artistic Planning Committee reserves the right to exclude any composition from being performed at the Conference. Ensembles may be asked to consider for performance compositions recommended by the Artistic Planning Committee. All compositions, including encores -- if deemed appropriate -- must be approved by the WASBE Board. Once the program has been approved by the WASBE Board, it may not be altered in any way without the written permission of the WASBE Artistic Planning Committee.

- Ensembles shall submit the following program information to the WASBE Artistic Planning Committee by the first of June of the year preceding the Conference.
  1. Compositions shall be listed in chronological order of performance.
  2. Titles shall be provided as they will appear in the printed program.
  3. Complete names of the composers.
  4. Birth and when appropriate death dates for all composers.
  5. Complete name(s) of any transcribers or arrangers.
  6. Dates the compositions were composed.
  7. Performance times for all compositions in minutes and seconds.
  8. Movement titles when appropriate.
  9. Names and addresses of all publishers.
  10. Copyright and performing rights information for all compositions.
- The Local Organizing Committee shall provide audio and visual recordings of all concerts. Each performing ensemble is responsible for clearing all recording rights with performers, conductors, and soloists. Any ensemble not wishing to participate in this recording and broadcast process must provide a written rider to the *Letter of Agreement* at the time that it is signed.
- Ensembles shall provide printed programs for distribution at their concerts. The number of copies shall be established by the WASBE Artistic Planning Committee. Printed programs shall be in English and may in addition be printed in other languages. The printed programs shall include the following information for each composition programmed:
  1. Title of composition with movement titles if any.
  2. Date of composition.
  3. Full name of composer.
  4. Composer's birth date and, when appropriate, death date.
  5. Performance time in minutes and seconds.
  6. Program notes.
  7. Biographical sketch of conductor(s).
  8. Information about the ensemble.
  9. Information about soloist(s).
- Ensembles shall provide the Conference Chairperson with the following information at least six months in advance of the Conference:
  1. Arrival and departure dates.
  2. A stage setup plan showing the number and location of all chairs, music stands, conductor's podium, conductor's music stand, etc.
  3. A list of needed instruments and equipment.

4. Number of two-hour rehearsals desired (maximum two).
- Ensembles shall perform at a Conference under the direction of the conductor stated in the *Letter of Agreement*. Any changes must be approved by the WASBE Artistic Planning Committee.

#### **Ensemble Residency at International Conferences**

The Biennial WASBE Conferences are designed to provide a rich experience for the delegates in attendance and also the performers in the visiting ensembles. Many ensembles stay for the full week and enjoy the benefits of attending concerts and seminar presentations, visiting the exhibits, meeting leading composers, conductors and performers from around the world. While there is no requirement to be present for the full conference, we hope that our guest ensembles will choose to attend as much of the conference as possible. In order to support this philosophy, it is strongly encouraged that all ensembles are present for a minimum of three days, in order to fully participate in the activities of the Conference.

#### **Letter of Agreement**

- The points discussed in these *Guidelines* shall be the basis for a *Letter of Agreement* between the performing ensembles and WASBE.
- Only a signed *Letter of Agreement*, the \$1,000.00 deposit and the \$500 Ensemble Participation Fee with the WASBE Treasurer shall be interpreted as a confirmation of an ensemble's right to perform at a WASBE International Conference.

*Amended January 2016*