



WASBE Event Request/Terms of Agreement

There are three WASBE Event Formats:

Option 1: WASBE Event

- a. A stand-alone event lasting 1 to 3 days (e.g., conference).
- b. Required content:
 - i. Composition contest winners, and/or Commission piece, and/or WASBE Composers.
 - ii. A brief introduction to WASBE and our initiatives.
 - iii. Lab band or resident ensemble.

Option 2: WASBE Track

- a. A strand or track of WASBE sessions within a pre-existing event (e.g., festival, forum, etc.).
- b. Required content is more flexible than the stand-alone WASBE event. However, it must include a brief introduction to WASBE and our initiatives.

Option 3: WASBE Session

- a. A single WASBE session within a pre-existing event (e.g., festival, forum, etc.).
- b. Required content is more flexible than the stand-alone WASBE Seminar. However, it must include a brief introduction to WASBE and our initiatives.

Possible Topics:

- a. Composer Presentations
- b. International, National, and/or Local Repertoire Presentations
- c. Conducting
- d. Rehearsal Techniques
- e. Repertoire Selection
- f. Other

Application Information:

1. In order for the committee to approve an event request, we must see evidence of organizational infrastructure, pre-event planning, and financial means for a successful event (see requirements on the Request and Agreement Contract).
2. Each request will be evaluated on a case-by-case basis.
3. WASBE is firmly and unmistakably engaged in the battle against exclusion and celebrates diversity and inclusiveness. Seminar events should work towards inclusion and a blended representation.

Required Pre- and Post-Event Information:

1. Organizers will be expected to provide promotional information to the WASBE Executive Director at least one month in advance of the Event date. This information will be posted online as well as published in the e-postcard with a link to the Event's online materials.
2. Organizers will be expected to provide post-event content to the WASBE Executive Director. For example:
 - a. Short written reflections and pictures.
 - b. Video interviews with the attendees and/or the WASBE composers.
 - c. Short videos of selected seminar activities.

PLEASE COMPLETE THE FOLLOWING FORM (Please Print/Type)

WASBE EVENT REQUEST AND AGREEMENT

Please check the appropriate option:

- Option 1: WASBE Stand-alone Event
- Option 2: WASBE Track
- Option 3: WASBE Session

Name of Event: _____

Dates of Event: _____

Is this a new event? Yes ____ No ____

Is this part of an existing/established event? Yes ____ No ____

Purpose of the event? How will it impact your region?

What type of support are you looking for from WASBE for this event?

- Promotion/Social Media Advertising (including the e-postcard)
- Make connections with local professionals for the event
- Funding for the event (please see our Request for Funding form)
- Other (please specify):

Are you charging for the event? Yes ____ No ____

Will WASBE members receive a discount? Yes ____ No ____

***Attach a sample budget, including all sources of funding.**

Please list all items that apply to your Event:

Organizational infrastructure (i.e., specify organizers, including people and/or associations):

Sessions/master classes/workshops: _____

Lab ensemble (level/type): _____

Performing ensemble(s) (level/type): _____

Venues: _____

Print Your Name: _____

Signature: _____

****Please send this completed form and budget to: Emily Moss, WASBE Events Chair - emoss@unm.edu**



WASBE Event Request for Funding Form

****Please complete the following form and submit with your WASBE Event Request/Agreement Form**

Name of Event: _____

Dates of Event: _____

Specify your need for funding.

Attach a sample budget, including all sources of funding.

Are you charging for the event? Yes ____ No ____

Will WASBE Members receive a discount? Yes ____ No ____

How will the WASBE Event Funding be used and what resources will be provided by you/your organization?

	WASBE Funding	Provided N/A	
Lab ensemble:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing ensemble:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Venue(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sessions/master classes/workshops:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Clinician expenses</u>			
Housing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local travel:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meals:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When Event Funding Is Granted:

1. You will be asked to sign a contract.
2. Distribution of Funds: the funding must be applied to a specific expense (e.g., train fare). Payment details must be worked-out with the WASBE Treasurer.
3. Organizers will be expected to provide post-event content to the WASBE Executive Director. For example:
 - a. Short written reflections and pictures.
 - b. Video interviews with the attendees and/or the WASBE composers.
 - c. Short videos of selected seminar activities.

Print Your Name: _____

Signature: _____

****Please send this completed form to: Emily Moss, WASBE Events Chair - emoss@unm.edu**