

HOST APPLICATION

THE INTERNATIONAL WOMEN'S BRASS CONFERENCE 2025

I. General Information

A. Host

1. Institution, host name, host position/title, email, phone.
2. Have you attended an IWBC Conference in the past?
3. Has your institution hosted a similar conference in the past? Please provide details. Was external or governmental support received for this conference?

B. Proposed Conference Dates

1. Please list proposed dates.
2. Alternate dates.

C. Facilities – please respond to the following in a narrative submission

Describe your facilities, including performance and rehearsal spaces. Please address venue capacity and any regulations that we should be aware of.

Please provide a proposal which details the requirements for the use of space at your institution. Include costs, (fees or rental charges), what could be provided in kind, is it under a union contract?

IWBC includes a large exhibitor element that necessitates extra setup and teardown time, the selling of musical instruments, sheet music, and accessories, the arrival of exhibitor shipments ahead of the conference (requiring secure storage), available exhibitor 6-8' tables and chairs, and guaranteed security. Please address the following: Would there be a fee for table rental? Is there a loading dock nearby? Can you confirm your institution permits such exhibitors to sell merchandise and whether it charges any associated fees? Please describe your potential exhibitor space and how your institution meets these needs.

Is there a campus parking fee for IWBC participants? If so, please indicate details. What is the proximity of parking to the conference site?

D. Accommodations - please respond to the following in a narrative submission

Describe the accommodations available at your institution in detail, including dorms, local hotels, food options, and potential large banquet settings. Include price ranges and distance from main conference venue.

E. Transportation and Location Considerations

1. Travel distance/time from your institution to nearest major airport?
2. What are the usual weather conditions for the projected time of the Conference?
3. Describe the transportation options from the local airport to your institution.

F. Services, Staff, and Equipment Needs - please respond to the following in a narrative submission

Please include information on **services** your campus/department might be able to provide: (university vans for local transportation, printing facilities, storage/check room or lockers for individual instruments).

Please comment on **staff** available to assist: (secretarial, concert hall technicians, recording technicians, accompanists, local percussionists and jazz musicians, professional photographer, on-site IT A/V personnel, how many A/V staff would be available during the event).

Please note availability of the following **equipment**: (50-75 music stands and chairs, percussion equipment, pianos for concerts and competitions, piano tuner, organ, audio/visual systems, 6-8' tables for registration, hand truck, lectern(s)). Please address costs associated with piano tuning.

G. Miscellaneous

1. Is it permissible to sell single-event tickets to the public? If so, can the International Women's Brass Conference split the profits from the single-event ticket sales?
2. Does the conference venue have a good community connection from which to glean volunteers (eg local adult organizations, music ensembles)?

Thank you for your interest in hosting the International Women's Brass Conference. If you have questions or concerns about any of the application material, please contact our Committee Co-Chairs:

Amy Cherry - amy@cherrybrass.com

Jan Duga – jzduga@verizon.net

Please address the above-mentioned questions and return this application to:

Amy Cherry, IWBC President

201 Lochwood Lane

Cell Phone: 828-399-0206

West Chester, PA 19380

E-mail address: amy@cherrybrass.com

Please include the following with your completed application:

1. a list of off-site restaurants and a map showing their proximity to the conference location
2. a map of your campus

3. a diagram of the stages in your performance facilities