



2028 American Viola Society Festival Call for Site Proposals

The AVS Board is pleased to announce a call for site proposals for the **2028 American Viola Society Festival**. For a proposal to be considered, all documents and items listed below must be submitted.

- Cover letter from Local Site Host, including an addendum with biography and contact information for the Local Site Host
- Letter of support from the site Executive Director or Dean
- Assurance that the proposed site has a full calendar week available in the proposed facilities for festival preparation and presentation during early June 2028
- Detailed descriptions of the required local site facilities listed below. Inclusion of photos or links to photos of proposed spaces is strongly recommended.
- Assurance that the Local Site Host can meet the following duties:

The Local Site Host is an important liaison between the AVS and the local site prior to the festival. However, the duties for the Local Site Host are relatively light once the festival begins since all needed information is relayed to and coordinated by AVS staff prior to the festival. Several days prior to the festival, the AVS board and staff will gather on site for final preparations. The AVS runs all major festival operations including registration, program selection, publicity, exhibitions, financial details, and scheduling, and as such these are not included in Local Site Host duties.

Local Site Host duties include:

- Confirm festival dates 2 years in advance of the festival, and facilitate facilities reservations.
- Serve as liaison to the local site conference services office, connecting the AVS Festival Coordinator to local offices in charge of conference planning and arrangements. This information is provided to the AVS Festival Coordinator at least 1 year in advance of the festival. *All final details are arranged by the AVS Festival Coordinator and must be approved by the AVS Board. Any contracts or letters of agreement must be signed by the AVS President.*
- Provide recommendations for local hotels and explore group rate options. This information must be provided to the Festival Coordinator by 1 year in advance of the festival. *All final arrangements must be approved by the AVS Board. Any contracts must be signed by the AVS President.*
- Provide recommendations for potential nearby banquet sites, rates, menus and prepare a final banquet proposal which includes pricing, any gratuity, any additional facilities charges. This information must be provided to the Festival Coordinator by 1 year in advance of the festival. *All final arrangements must be approved by the AVS Board. Any contracts must be signed by the AVS President.*
- Prepare a schedule for local rehearsal room locations and rehearsal scheduling in conjunction with Proposal Committee Chair and in consideration of AVS prepared festival schedule. AVS selected presenters will contact the Local Site Host to sign up for rehearsal time in designated spaces. This scheduling is completed during the two months prior to the festival. *No rehearsals in performance spaces can be guaranteed for presenters other than the designated Signature Presenters.*

- o Prepare a list of local collaborative pianists, including rates and availability, for publication to festival presenters and solo competition finalists. This list must be provided to the Festival Coordinator 9 months in advance of the festival.
- o Assist AVS Volunteer Coordinator as needed in securing additional volunteers and session presiders.
- o Provide ideas for how the local viola community can participate in local professional and student showcase events that are a part of the festival program.
- o Provide additional ideas for community performance outreach potential, additional informal performance options and ways the festival can be a positive presence in the community.
- o Is guaranteed a presentation slot at the AVS Festival for which they serve as local host, or for the following Festival (final decision must be made by the presenter response deadline).

Site Requirements

- Performance spaces – Superior acoustical space with multimedia capabilities suitable for presenting concerts, recitals, lectures, and master classes. Two such spaces are recommended– a large performance space to accommodate approximately 700, and a smaller performance venue to accommodate around 250 – 300 audience members. At least one performance venue should have live-streaming capability, and any associated costs must be included in the proposal.
- Available facilities staff– to assist as needed with AV setup for festival presenters. Any associated costs must be included in the proposal.
- Lecture spaces– Three additional medium-to-large classrooms, at least one of which is a choir room or large ensemble space with AV capability for presentations. Ideally all presentation spaces should have AV capability, and preference will be given to sites that allow for technologically integrated presentations.
- Exhibition space– approximately 3,000 – 4,000 sq. ft. exhibition space in a high-traffic area near the performance facilities. Additional adjacent smaller rooms for instrument/bow trials are recommended. All exhibition space must have the ability to be secured during non-business hours, or Local Host institution must provide security for the duration of the festival. If there is a charge for after-hours security, detailed rates must be included in the site proposal.
- Additional rehearsal spaces to accommodate individuals, piano rehearsals, and small ensembles.
- AVS Festival temporary and secure “office” space– with ability to secure AVS registration and other items while on location.
- Housing – Convenient, affordable housing options (hotel and dorm space) within walking distance to fit a variety of price points for students, families, and professionals. Capability to house 150 - 200 in campus dorm space in addition to nearby hotels is recommended. Detailed rates and details for dorm rental (including linens, keys, etc) must be included with proposal.
- Dining – availability of on-campus dining facilities and nearby walkable restaurants and eateries.
- Parking – available for those with cars.
- Travel – access to major transportation centers (airports, public transportation, shuttle availability).
- Accessibility – Site should collaborate with facility’s DRES/Disability center for possible shuttle service or other assistive services for those who may need them.

- Excursions– interesting tourist activities in or within the vicinity to enhance the attendee experience.
- Other– ability to interact with local viola societies, symphony sections, academic institution viola studios, etc., are welcome additions to the site proposal.

Host Sites that can provide facilities usage (except for dorm space) and support at minimal or no cost to the American Viola Society will be given high priority in the selection process.

Please note that there is a good possibility that the 2028 AVS Festival will also serve as an International Viola Congress, which means a slightly larger event with more international participation and visibility. Host sites with easy transportation for international visitors will receive priority.

Please send proposals electronically with all requirements listed
by December 31, 2024 to:

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