

## ***POE/POE+/POEA Site Proposal Application***

POE       POE+       POE Advanced

AGO Chapter Name: \_\_\_\_\_ Region: \_\_\_\_\_

Director name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone:      (\_\_\_\_) \_\_\_\_\_      Cell phone:      (\_\_\_\_) \_\_\_\_\_

Fax:      (\_\_\_\_) \_\_\_\_\_      E-mail:      \_\_\_\_\_

Proposed POE dates: \_\_\_\_\_

Adjacent AGO chapters: \_\_\_\_\_

Geographic areas to be served: \_\_\_\_\_

### CHAPTER INFORMATION:

Regular members: \_\_\_\_\_      Special members: \_\_\_\_\_      Subscribing members: \_\_\_\_\_

Student members: \_\_\_\_\_      TOTAL members: \_\_\_\_\_

Please give the approximate, realistic number of members who could be considered actively involved in chapter events: \_\_\_\_\_

Please indicate how many chapter members are willing to serve in the positions on the POE Committee:

\_\_\_\_\_

### FINANCES

Please attach a complete financial statement for the most recently completed year in whatever format your chapter regularly submits this information to its auditors.

Does the chapter have any accumulated surplus or reserve funds?  Yes  No

If so, how is it invested? \_\_\_\_\_

Is the use restricted?  Yes  No

If so, what are the restrictions? \_\_\_\_\_

### INSTRUMENTS

Please attach a list of instruments and sites that are suitable for teaching, practice and/or recital purposes. Include for each the following information: organ builder, year built (and/or rebuilt), type of action, number of divisions and ranks. (Please note, for the POE and POE+, the minimum requirement is one pipe organ for every two students. However, for the POEA, every student must have access to a practice organ.)

### ACCOMMODATIONS

Please describe available, low-cost housing (dormitory or hotel/motel), and indicate location in relation to lectures and performance sites, dining facilities, other cultural and recreational facilities.

### TRANSPORTATION

Is there a local airport serving major airlines?  Yes  No

If yes, how far is it from the housing facilities? \_\_\_\_\_

Train?  Yes  No                      Proximity: \_\_\_\_\_

Bus?  Yes  No                      Proximity: \_\_\_\_\_

Is there a local bus company to supply transportation between event sites?  Yes  No

Is parking available at the housing site?  Yes  No

Are the majority of proposed lecture and performance sites within walking distance of the housing site?  
 Yes  No

Do you have a sufficient number of reliable volunteer drivers available to transport students to lesson and practice sites if not using other means of transportation?  Yes  No

What is the distance and driving time to the nearest organ-building workshop?

Are tours of the workshop possible?  Yes  No

GENERAL CONSIDERATIONS

List any particular features about your city and chapter that would lead to a successful POE.

Has your chapter ever hosted a national or regional convention, a large conference, or a musical event of several days' duration?  Yes  No If yes, please describe:

Is there sufficient piano enrollment among students aged 13-18 in your geographic area to warrant hosting a POE? (Does not apply to POEA or POE+)  Yes  No

STATEMENT OF APPROVAL

The \_\_\_\_\_ (name of chapter) American Guild of Organists Executive Board has approved this application on \_\_\_\_\_ (date).

Chapter Dean signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Dean printed name: \_\_\_\_\_

Please submit a copy of this application with attachments to:

Committee on the New Organist  
American Guild of Organists  
475 Riverside Drive, Suite 1260  
New York, NY 10115-1260

Send a copy of the application to your Regional Councillor and retain a copy for your records.