

## ***Pipe Organ Encounter—Technical Site Proposal Application***

*To be completed by both the organ builder and AGO chapter*

Builder: \_\_\_\_\_ AGO Chapter: \_\_\_\_\_

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

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

\_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Home Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_@\_\_\_\_\_

Proposed Dates: \_\_\_\_\_

Local/ Adjacent AGO Chapters: \_\_\_\_\_

\_\_\_\_\_

### **BUILDER/AREA INFORMATION:**

Total Active Staff: \_\_\_\_\_

Are these staff members available for the purposes of the POETech? \_\_\_ YES \_\_\_ NO

Are any of these staff members organists? \_\_\_ YES \_\_\_ NO If Yes, how many? \_\_\_\_\_

Are members of your local AGO chapter able and willing to participate? \_\_\_ YES \_\_\_ NO

Has this chapter been involved with the POE program before? \_\_\_ YES \_\_\_ NO

Please attach the following:

- A brief history of your firm
- A brief description of the layout of your facility
- A listing of organs in your local area available for lessons, workshop purposes, or concerts

### **FINANCIAL INFORMATION:**

In addition to the AGO Grant, describe your fundraising plans:

\_\_\_\_\_

\_\_\_\_\_

Does the builder and/or local AGO chapter have a financial surplus and could this be used a start-up funding for the POETech?  YES  NO

**PROGRAMMING INFORMATION:**

Please attach a tentative schedule of the activities for your POE Tech, being as specific as possible.

**ACCOMODATIONS:**

Please describe available, low-cost housing (dormitory or hotel), and indicate the location in reference to all workshops and events, dining facilities, and other cultural/recreational facilities:

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**TRANSPORTATION:**

Is there a local airport serving major airlines?  YES  NO

If Yes, what is the proximity to the housing facility? \_\_\_\_\_

Train  YES  NO Proximity: \_\_\_\_\_

Bus  YES  NO Proximity: \_\_\_\_\_

Is there a local bus company to provide transportation to event sites?  YES  NO

Is parking available at the potential housing site?  YES  NO

Are the majority of proposed workshop/event sites within walking distance of the housing facility?

YES  NO

Will there be a sufficient amount of reliable volunteer drivers available to transport students to workshop/event sites if other transportation is not available?

YES  NO

**STATEMENT OF APPROVAL:**

\_\_\_\_\_ (firm name/ AGO chapter) has approved this application to host a Pipe Organ Encounter—Technical on this day \_\_\_\_\_, 2008.

**Firm President:** \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**AGO Dean:** \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Please submit a copy of this application to:

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

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