

AMERICAN GUILD OF ORGANISTS
Committee on National Conventions

National Convention Site Selection Questionnaire for Chapters

Please provide the information requested either directly on this form or on separate sheets. This form is also available in a digital file from National Headquarters. Before completing this questionnaire, the applicant should be thoroughly familiar with the *Policies and Guidelines for National Conventions of the American Guild of Organists*, a document available from National Headquarters.

CONTACT INFORMATION

Name and title of person completing this form: _____

Address: _____

Telephone, fax, e-mail: _____

I. ABOUT THE CHAPTER

A. Chapter membership totals for the past three years:

	Regular	Special	Student	Non-Voting	Total
Current	_____	_____	_____	_____	_____
Last year	_____	_____	_____	_____	_____
Previous year	_____	_____	_____	_____	_____

B. Leadership: Please attach a list of officers, Executive Committee members, committee directors, etc., for the current year.

C. Involvement: What is the approximate number of members who could be considered actively involved (attend meetings, work on committees, etc.)? _____

D. Have you surveyed your members recently about their interest in, enthusiasm for, and availability to work on a convention? YES _____ NO _____

If so, when, and what were the results (numbers, please)? If not, please describe your Chapter's current level of interest in hosting a National Convention.

E. What is your Chapter's history of hosting conventions and other AGO events?

National Convention(s) hosted: _____

Previous National Convention bids: _____

Regional Convention(s) hosted: _____

Pipe Organ Encounters or other significant AGO events hosted: _____

F. What attendance would you anticipate drawing to your city for a National Convention? _____

G. Would any other chapters be involved if you were to host a future National Convention?

NO _____ YES (list) _____

II. CHAPTER FINANCES

A. Please provide financial statements for the most recently completed three fiscal years in whatever format your Chapter regularly keeps this information.

B. Does the chapter have any accumulated surplus or reserve funds?

YES _____ NO _____ If so, what are the current balances? _____

How are these funds invested? _____

If the use of these funds is restricted to particular purposes, please describe the restrictions.

III. PROGRAM CONSIDERATIONS

A. Organs: Please attach a list of significant instruments in your immediate area, including the following information for each.

1. Location
2. Builder(s)
3. Year the instrument was built (rebuilt)
4. Size
5. Quality and condition

B. Buildings: Please provide the following information on significant churches, concert halls, and other venues in your immediate area.

1. Location
2. Seating capacity
3. Significant considerations regarding acoustics, architecture, floor plan, parking, etc.
4. Suitability for various types of events (see *Policies and Guidelines for National Conventions*), including:
 - a. Full-convention services or convocations
 - b. Major concerts
 - c. Recitals and smaller concerts
 - d. Worship services

- e. Workshops
- f. National Young Artists Competition in Organ Performance (NYACOP) and National Competition in Organ Improvisation (NCOI)
- g. Pedagogy or other special conferences

C. Performing groups: List significant orchestras, choruses, early or new-music ensembles, and any other performing groups based in your immediate area that might be included in a National Convention.

D. Educational institutions: List any universities, conservatories, institutes, etc., in your immediate area that might be involved in a National Convention.

IV. LOGISTICS

A. Hotel accommodations: Please provide the following information about one or more hotels that would be suitable for convention headquarters and housing. This information may be provided in hotel sales brochures if that would be more convenient.

1. Name, address, telephone number, convention sales representative:

2. Location (general area of city; distance and transportation time from airport; accessibility to performance sites; bus-loading capability):

3. Number of sleeping rooms available to block: _____

4. Current room rates (“rack” and convention): _____

5. Exhibit space (size and location in hotel; number and size of separate rooms for sound-producing exhibits):

6. Meeting rooms (number, size, capacities, location in hotel):

7. Other considerations such as restaurants, catering, and banquet facilities:

If no one facility in your city will accommodate the entire convention, please describe how various convention functions could be housed (see *Policies and Guidelines for National Conventions*) and how transportation would be handled.

B. Alternative housing: Please list any low-cost, dormitory-style housing that might be available (location, facilities, transportation possibilities, etc.).

C. Transportation

1. Location of major airport (distance and travel time to major hotels, availability of ground transportation):

2. Distances and driving times to areas of performance sites that are not within walking distance of projected headquarters hotel(s):

V. GENERAL CONSIDERATIONS

Please describe any particular features of your city and Chapter that would help ensure a successful, attractive National Convention. Attach a convention and visitors' guide and any other supporting material from your city that would be useful in this evaluation.

Printed name of Chapter Dean: _____

Signature:

Date:

(Please add additional names and signatures if more than one Chapter is involved in this convention bid.)