**AGO National Conventions**

**Sample Documents**

**Recordings: Attachment A**

**CD Format, Thumb-Drive, and Documentation**

**20\_\_\_\_ AGO National Convention**

**City, State Dates of Convention**

1. Include all applause and continuity, including spoken program notes, if any (though some

trimming of unimportant ambience between selections is allowed as a production convenience so that a concert can be contained on a single CD).

2. Retain two seconds of ambience before the first track.

3. Provide track access points at the beginning of each selection, and each movement of any

multi-movement piece.

4. Provide one blank/mute track of :10 at the conclusion of each disc (to facilitate back-door

access).

5. Provide timings for all musical selections (music only, not applause, not track length).

6. Burn CD at ‘best’ rate (to maximize shelf-life).

7. Provide documented thumb-drive backup of all sessions, if possible.