

AGO Regional Conventions A Creative Partnership



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**GUIDELINES
FOR
REGIONAL
CONVENTIONS
OF THE
AMERICAN GUILD
OF
ORGANISTS**

Experience has shown us...

**GUIDELINES
FOR
REGIONAL CONVENTIONS
OF THE
AMERICAN GUILD OF ORGANISTS**

This book is the product of the work of many people. At the top of the list are the hundreds of hard-working Guild members who have planned, organized, and presented Regional Conventions. In response to the need for shared wisdom and a desire to stop the continuous "reinventing of the wheel," the document *Guidelines for Regional Conventions* was first prepared by the National Committee on Conventions and adopted by the National Council in April, 1986. The 2017 edition contains the most current information.

The Committee for Conventions has reviewed and edited this document, making every effort to be clear in what is required of Regional Conventions and what accumulated wisdom should be shared.

This document was first copyrighted in 1986, and revised in 1994, 2001, 2002, 2005, 2006, 2008, and 2017.

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FOREWORD

The document *Guidelines for Regional Conventions of the American Guild of Organists* was compiled to provide detailed instructions and information for the successful production of a Regional Convention, from the initial Chapter bidding process to post-convention responsibilities.

All committee chairs should read this entire document and are strongly encouraged to disseminate all relevant portions to their committee members, so that everyone has an understanding of the entire process.

The national organization (Councillor for Conventions, your Regional Councillor, the Committee for Conventions, your Regional Coordinators for Education and Professional Development, and the Regional Competition Coordinator, as well as the staff at AGO Headquarters and THE AMERICAN ORGANIST Magazine) stand ready to help you and your Chapter make your Regional Convention a truly memorable one.

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**THE REGIONAL CONVENTIONS
OF THE
AMERICAN GUILD OF ORGANISTS**

A Philosophical Statement

AGO Regional Conventions provide attendees the opportunity to celebrate their regional identity with music for organ, choirs, and other instruments. An ideal convention explores and enriches our musical world, expands our vision, and inspires us. Your effort and commitment will be greatly rewarded.

Recitals and concerts by performers should be of the highest artistic standard, and workshops should challenge as well as inform.

Regional Conventions bring us together for continuing education, professional development, and time with colleagues and friends. Each convention allows us the opportunity to explore new places and hear a variety of instruments in venues new to us.

A successful Regional Convention will accomplish the following:

- Bring organists from the host chapter's region together to celebrate their love for the organ
- Attract additional visitors from outside the region due to the inherent appeal of the host city in conjunction with an inspiring program
- Present many fine recitals and concerts of organ, choral, and other music
- Showcase interesting instruments in a variety of performance spaces
- Introduce visitors to the charms of an unfamiliar town or city
- Feature regional talent, including emerging organists and composers, but also recognizing those who have served the host chapter with distinction
- Provide stimulating workshops on diverse but relevant topics
- Run a vibrant, busy exhibit hall
- Send all visitors home thinking they were fortunate to have attended this convention
- Generate a large enough surplus of revenue over expenses to boost the chapter's treasury, allowing exciting programming to be planned in the coming years
- Strengthen bonds within the chapter and build enrollment
- Provide a lasting documentary record of the convention through appropriate and useful media, electronic and printed

CHAPTER I

GENERAL POLICIES FOR REGIONAL CONVENTIONS

GENERAL STATEMENTS

1. When a Chapter's bid to host a Convention is approved by the National Council, and the Letter of Agreement is signed, the national organization is granting a "franchise" to that Chapter to hold an event on behalf of the Guild. The Letter of Agreement specifies that the Convention will be planned and conducted according to AGO procedures and philosophy. The national organization, as a corporate entity, is responsible for overseeing Regional Conventions. With that responsibility comes the corresponding authority to take prudent measures to avoid financial difficulties. These measures include requiring program and budget approval, involving the Regional Councillor and the liaison from the Committee for Conventions (CFC) in the planning process, and adhering to the current *Guidelines for Regional Conventions*.
2. A Regional Convention of the American Guild of Organists is the biennial meeting of the membership in each of the seven regions of the Guild. The purpose of these meetings is to provide the opportunity for professional interaction and growth through emphasis on the unique strengths of the Region.
3. The majority of artists, presenters, composers, and worship leaders for Regional Conventions shall be from the region in which the chapter is located.
4. Each Regional Convention will have as its goal a program which reflects Gender balance among artists and presenters of 50/50, or at least 60/40 or 40/60. Inclusiveness in selection of convention participants: The Guild's current policy on inclusiveness will apply to all conventions. That is, issues of inclusiveness regarding gender, age, and ethnic/cultural diversity will be considered before approval is granted at any level. All AGO conventions will have as a goal a gender balance of 50/50 in each category of persons selected as participants in a convention program:
 - Performers (including conductors).
 - Composers of commissioned works.
 - Workshop presenters/panelists.
 - Worship leaders.
5. A regional business meeting shall provide an opportunity for concerns of the regional and national organization to be shared. Workshops will be scheduled that feature topics related to the Guild's work in Education, Professional Development, and Membership Development/Chapter Support. In addition, a forum will be offered during one workshop slot to provide members with an opportunity to ask questions and discuss concerns with regional leaders.
6. A Regional Convention provides the opportunity for the membership to hear some of the finest emerging musical talent through the AGO/Quimby Regional Competitions for Young Organists and subsequent winner's recital.
7. Conventions also provide an opportunity for fostering new music through commissioned compositions.
8. Although neighboring Chapters may wish to work together on a Regional Convention, a single Chapter assumes overall responsibility as the primary host of the Convention. Where Chapters are working together, all arrangements (including financial agreements) should be determined in advance and put in writing.

HOST CHAPTER SELECTION PROCESS

1. Chapters interested in hosting a Regional Convention shall contact their Regional Councillor at least four years before the proposed Convention date. After carefully considering Chapter resources and assessing general interest by Chapter vote, the Dean, with the approval of the Chapter Executive Committee, will notify their Regional Councillor of the Chapter's interest.
2. Chapter bids are submitted on the *Application to Host a Regional Convention form* to the Councillor for Conventions, the Regional Councillor, and the Executive Assistant at AGO headquarters by January 31, three

and one half (3 ½) years before the Convention would take place. These bids must include the proposed dates of the Regional Convention as well as the proposed hotel and the name of the proposed Convention Coordinator. Retain a copy of this form for your records.

3. The Committee for Conventions, along with the Executive Director, reviews all bids. CFC makes final recommendations to the National Council prior to Council's spring meeting three years before the Convention date.
4. Upon ratification by the National Council, the National Councillor for Conventions will notify the Chapter Dean of the action.

THE RELATIONSHIP BETWEEN THE REGIONAL COUNCILLOR AND THE HOST CHAPTER

1. The Regional Councillor is an *ex officio* member of the Convention Steering Committee, and will be involved in the selection of the Convention Coordinator, the planning of the Convention, monitoring, assisting and advising the host Chapter.
2. The Regional Councillor will promote the Convention by:
 - a. encouraging Convention attendance
 - b. contacting all Chapter Deans to enlist their support (possibilities include sponsorship of receptions, concerts, and/or workshops, convention app/program book advertising, financial contributions, etc.)
 - c. contacting all District Conveners to develop a list of potential performers/workshop presenters to assist the Convention Program Committee.
3. **By November 1st, 2 years preceding the Convention**, the proposed program and budget of the Convention must be submitted in the required format (see [AGO website](https://www.agohq.org/regional-convention-downloadable-documents-and-resources/) for templates at: <https://www.agohq.org/regional-convention-downloadable-documents-and-resources/>) to the Regional Councillor, the Councillor for Conventions, and the Executive Assistant.
4. The Regional Councillor will work with the Regional Competition Coordinator in organizing and conducting the AGO/Quimby Regional Competition for Young Organists. The Regional Councillor will approve the selection of the competition organ.
5. The Regional Councillor shall receive and review copies of all Steering Committee and Program Committee minutes, along with copies of all budgets.
6. **By December 1, one and one half (1 ½) years prior to the Convention**, the Councillor for Conventions, members from CFC, and the Executive Director must review the budget and program of the Convention. After approval is given by CFC, any subsequent revisions to budget and/or program must be approved by the Regional Councillor.
7. The Regional Councillor will plan for the regional business meeting in conjunction with the Program Committee. A time of at least one hour shall be chosen when all participants may attend. A meeting for Chapter Deans (or their designees), District Conveners, and Regional Leaders shall be planned with the Regional Councillor. The expense for this meeting will be paid out of the Regional Councillor's budget.
8. The Regional Councillor will meet with the current Convention Steering Committee and the Steering Committee for the next Convention in a debriefing session at the end of the Convention.

THE RELATIONSHIP BETWEEN THE NATIONAL ORGANIZATION AND THE HOST CHAPTER

The Regional Conventions of the American Guild of Organists are held biennially in odd-numbered years, reflecting the diverse aspects of the Guild and its official work across the country. They are held as a function of the national organization in partnership with selected host chapters and represent a coalition between the national leadership and that chapter's leadership. This joint venture combines the talents and abilities of both partners with respect for the practical and creative strengths of each. While utilizing the advantages and resources of a given geographic area, it also expresses the larger vision of the whole regional membership and its needs. The national organization accepts full legal and

financial responsibility for the convention and, in the case of excess of income over expenses, will share with the host chapter in the proceeds. The local chapter is given the opportunity to demonstrate, through its programming and other creative planning, the state of our art and its related professions. The many aspects of planning and administering the convention can be divided between the partners in a practical and more or less equal manner. The respective categories of responsibility (accountability) and benefits are outlined below.

Host Chapter	National
Furnishes showcase for the profession	Grants franchise to conduct convention with National support and experience

Finance

Incur no financial risk	Assumes complete financial risk for convention with NC and ED oversight
Assists in providing start-up funds	Loans start-up costs from National treasury in consultation with ED
Retains 95% of net proceeds for the benefit of the local chapter	Receives 5% of net proceeds in the general operating budget
Drafts original budget	Provides guidance to host chapter in developing budget, then ratifies and supports it
Provides local accounting and investing	Provides liability insurance
Provides local fundraising support	Supports fundraising efforts

Administration

Provides volunteer personnel	Provides staff support in a timely manner
Provides a Convention Coordinator (CC) appointed by Chapter Executive Committee and approved by NC; CC is the principal administrator of the convention	Provides consultation through Councillor for Conventions (CCON) and Committee for Conventions (CFC), National Council (NC) reviews and ratifies
Provides Steering Committee (SC) nominated by CC and approved by Chapter Executive Committee and NC	Provides consultation through Executive Director (ED), and CFC
Conducts preliminary contract negotiations	Provides contract templates, reviews and approves hotel contract

Program

Initiates planning of the basic convention program and budget (which includes all performance, workshop, new music, and worship offerings) through SC	Supports process with guidance and approval through CFC
Determines event sites and instruments	Provides guidance through CFC
Promotes the convention via website, social media, etc.	Provides space for extensive convention promotion in The American Organist (TAO) and on the website as well as access to the Guild membership database
Sends out local news releases; works with local media	Publishes reports in TAO
Creates and produces program book and populates the convention app and website with advertising	Provides list of advertising prospects and general requirements for program book content
Responsible for performance licensing for non-ASCAP/non-BMI composers	Provides performance licensing for ASCAP and BMI composers

Registration

Uses online registration platform, process confirmations, creates badges and totebags), produces registration information for TAO	CFC provides guidance Publishes registration information in TAO
Finalizes contracts with local service organization to provide transportation package/budget	CFC provides guidance

Follow-up

Customizes the evaluation survey for online administration	
Provides minutes and reports to CFC and AGO Headquarters	Integrates reports into future planning

1. The Guild, as a corporate entity, is responsible for the oversight of Regional Conventions. This responsibility carries with it the obligation to assist the Chapter in the planning of the Convention, including but not limited to the Convention program, sites, personnel, budget, and contractual agreements with other individuals and organizations.
2. The Chapter, in its role as host Chapter of the Convention, agrees to provide the time and creative services of its members, on a volunteer basis, to staff the committee structure for planning and implementation of the Convention.
3. The National Council will appoint the Convention Coordinator upon nomination by the Chapter Executive Committee, in consultation with the Regional Councillor.
4. In the fall of the third year prior to the Convention, the Executive Director, the Councillor for Conventions, and the members from the Committee for Conventions will conduct an orientation session for all Convention Coordinators and Regional Councillors. The expenses related to this orientation session will be paid by National AGO.
5. A Letter of Agreement between the Chapter and the national organization will be signed. The Letter of Agreement should be signed and returned to AGO Headquarters as soon as hotel and dates are final, **preferably by August 15 or sooner and no later than September 1 two years prior to the Convention**. Any changes to items covered by the Letter of Agreement, such as Convention dates, Convention Coordinator, or hotel must be approved by CFC and the Executive Director.
6. **By December 1, one and one half (1 ½) years prior to the Convention**, the Councillor for Conventions, CFC and the Executive Director must review the budget and program of the Convention. After CFC and the Executive Director have approved the budget and program, any subsequent revisions must be approved by the Regional Councillor.
7. Regional Councillors, Regional Leaders, District Conveners, and Chapter Deans should attend their Regional Convention. Where possible, either the Executive Director or a member of National Council will attend the convention.
8. The finals of the AGO/Quimby Regional Competition for Young Organists will be held in conjunction with the Convention. The winner will play a recital as a part of the Convention. Rules for the competition are published in the fall of even-numbered years in THE AMERICAN ORGANIST Magazine and are available online. First- and second-prize awards for the AGO/Quimby Regional Competition for Young Organists are provided by Michael Quimby, President, Quimby Pipe Organs, Inc. These funds, totaling \$1,500 per region, will be distributed by National Headquarters prior to each Regional Convention.
9. National AGO provides liability insurance coverage for its Chapters. The AGO has a Directors and Officers Policy. The Named insured is the American Guild of Organists including all Chapters. The definition in the policy of Insured Person is any person who has been, now is, or shall become a duly elected director or trustee, a duly elected or appointed officer, an employee or committee member whether or not they are salaried, and any other person acting on behalf of the Association or at the direction of any officer or board of directors of the Association.
10. Requests for certificates of insurance should be directed to the AGO's liability insurance administrator:
 ONI Risk Partners
 1111 Chestnut Hills Parkway, PO Box 1705
 Fort Wayne, IN 46801-1705
 The AGO's contact person at Old National Insurance is: Abby Grimm, abby.grim@onirisk.com
 TEL.: 260-625-7216; FAX: 260-625-7525
 The form for requests is found on the AGO website under "Quick Links" section of every webpage footer under "Chapter Liability Insurance."

Certificates will be prepared by ONI Risk Partners and sent to the venue and/or Convention's designee upon request.

11. National AGO provides performance licensing through its contract with ASCAP and BMI for works by their member composers. The convention is responsible for performance licensing for works not in the ASCAP or BMI repertoire.

12. Upon request, AGO Headquarters will provide the Chapter with proof of tax-exempt status.
13. THE AMERICAN ORGANIST Magazine will provide free advertising in the magazine. Details and deadlines are available [here](https://www.agohq.org/regional-convention-downloadable-documents-and-resources/) (https://www.agohq.org/regional-convention-downloadable-documents-and-resources/).
14. The Steering Committee will appoint an individual who will submit an article to THE AMERICAN ORGANIST Magazine, reporting on the Convention. Details and deadlines will be provided by the TAO editor.
15. National Headquarters will provide at no charge an electronic file of the names and addresses of all members in the Convention's region. No direct mail/e-mail solicitation of members from other regions may be made by the convention. (Members of other regions are certainly welcome to initiate requests for information and register for any regional convention of their choice.)
16. The Committee for Conventions, the Competitions Committee, the Councillor for Conventions, and the AGO Headquarters staff are available to assist the host Chapter whenever necessary.
17. One of the members of the Committee for Conventions will serve as a liaison to the Regional Convention. The liaison shall receive and review copies of all Steering Committee minutes, Program Committee minutes, budgets, and the Chapter newsletter.
18. The Regional Councillor shall also receive and review copies of all Steering Committee minutes, Program Committee minutes, and budgets.

CHAPTER II

PLANNING A CONVENTION

In order to succeed, it is imperative that Convention steering committees thoroughly assess these three interdependent areas before making detailed plans:

FINANCIAL RESOURCES

A well-planned Convention will produce a surplus of funds that rewards a Chapter for its hard work. Set a budget that makes a realistic assessment of potential funds:

- registration fees
- gifts and grants
- advertising
- exhibit fees
- ticket sales and free-will offerings

No decisions about any area of the Convention can be made without reference to the budget.

AVAILABLE FACILITIES

- available area instruments
- seating capacities
- instruments suited to a specific segment of literature or playing style
- location and accessibility of buildings
- availability of air-conditioned venues
- convention hotel
- proximity of transportation hubs

Decisions about programming and artists are affected by all of the above.

PROGRAMMING PHILOSOPHY

- highlight regional resources, including ethnic resources of the host city
- decide if your Convention will have a theme
- consider how regional artists, presenters, composers, and your hospitality could build on the theme
- include repertoire from a variety of periods and levels of difficulty, and feature works representative of local ethnic groups if appropriate
- follow Guild policies on diversity

A Chapter may begin anywhere in the list above, but none of these areas can be ignored.

Your Regional Councillor will assist with these initial assessments.

CHAPTER III

CONVENTION COORDINATOR, SECRETARY, AND TREASURER

CONVENTION COORDINATOR

1. The Chapter Executive Committee, in consultation with the Regional Councillor, will nominate a Convention Coordinator, who will be appointed by the National Council. The Coordinator is the senior Chapter official responsible for the Convention. Experience tells us that a Chapter Dean should not serve simultaneously as Convention Coordinator.

The Convention Coordinator should be a proven administrator with the ability to:

- envision and articulate large goals and follow them through to completion
- generate enthusiasm
- delegate responsibility
- empower others
- involve others in the planning and decision-making process
- develop consensus
- monitor the progress of committees
- inspire, encourage, and support colleagues
- make unpopular but necessary decisions (including recommending to the Steering Committee that a committee chair be replaced, if necessary)

Essential personal characteristics include:

- administrative skills and proven ability to organize and complete long-term projects
 - knowledge of Chapter members' strengths and abilities
 - a confident and business-like manner
 - insightfulness
 - openness to criticism
 - a sense of humor
 - good mediation skills
 - readiness to express appreciation to co-workers
 - calmness and grace under pressure
 - ability to divorce personal preferences from leadership role
2. In the fall of the third year prior to the Convention, all Coordinators must attend an orientation session scheduled by CFC, location TBA. The expenses for the orientation will be paid by National AGO. Each Coordinator should also attend the Regional Convention immediately preceding their own in order to promote their convention at the Regional Business meeting and participate in the wrap-up meeting following the convention.
 3. The Coordinator, in consultation with the Chapter Dean, shall conduct a brainstorming session or send out a survey/questionnaire in which Chapter members can express their ideas about the Convention and indicate areas in which they would like to volunteer.
 4. Soon after these sessions, the Coordinator recommends a Secretary, a Treasurer, and committee chairs for approval by the Executive Committee of the Chapter. This group serves as the Convention Steering Committee.
 5. The Coordinator conducts all Steering Committee meetings, **beginning 30 months prior to the Convention**, becoming monthly **at least two years before the Convention**. The Coordinator will be an

ex officio member of all committees. All committee chairs report to the Coordinator and send minutes of meetings to the Coordinator and Convention Secretary for inclusion in Convention records.

6. The Coordinator oversees the convention timeline. Many years of experience tell us that following the timeline is a key element in ensuring success.
7. The Coordinator is in constant communication with all committee chairs, intervening as necessary. If necessary, the Coordinator recommends replacement of a committee chair.
8. The Coordinator should read these Guidelines frequently, thus to ensure that all committees are working efficiently and in accord with the Guidelines.
9. The Coordinator, with the approval of the Steering Committee, establishes a budget for reimbursement of the Coordinator's expenses. Committee chairs shall also budget their expenses for Treasurer and Coordinator approval.
10. The Coordinator ensures that the Final Convention Report is filed with AGO Headquarters by the Convention Secretary **by August 31 of the Convention year.**
11. The Convention Coordinator signs all contracts.
12. In extreme circumstances, a Convention Coordinator may have to be replaced. This decision will be made by the Regional Councillor in consultation with the Executive Director and the CFC. The Regional Councillor will then meet with the Chapter Executive Committee to appoint another Coordinator.

CONVENTION SECRETARY

1. The Secretary is a member of the Steering Committee and attends all meetings of the Steering Committee. The Secretary takes minutes of all Steering Committee meetings. **Within one week**, copies of the minutes are sent to:
 - All Steering Committee members
 - Regional Councillor
 - Liaison from the CFC
 - Executive Assistant at AGO headquarters (Eric Birk: eric.birk@agohq.org)
2. The Secretary prepares and distributes a current roster of contact information, including e-mail addresses, for all committee chairs. This roster should be updated as necessary. A copy of the roster and all subsequent changes should be sent to:
 - All Steering Committee members
 - Regional Councillor
 - Liaison from the CFC
 - Executive Assistant at AGO headquarters (Eric Birk: eric.birk@agohq.org)
3. At the end of the Convention, the Secretary gathers the information for the Final Convention Report, including all financial data, hotel room block and pick-up reports, and the final reports of all committee chairs. The Secretary, with the assistance of the Convention Coordinator, is responsible for meeting the following deadlines:
 - **August 1:**
 - Upon conclusion of the Regional Competition, the Convention Competition Coordinator will provide photographs and biographies of first-and second-place winners, as well as updated contact information, to AGO Headquarters. E-mail to AGO's Manager of Competitions, Harold Calhoun, hc@agohq.org.
 - A narrative report for THE AMERICAN ORGANIST magazine with an official Convention photograph is due at National Headquarters. The editor of TAO will provide details.

August 31:

Final Convention Report due, including:

- Financial statements
- Hotel Room Block and Pick-up Report
- Reports from the Convention Coordinator and each Committee Chair
- Official Convention Program Book (5 copies) or digital file
- Completed Final Regional Convention Report Form (see template on page ?)

Report will be sent to:

- National Headquarters
- Regional Councillor
- Councillor for Conventions
- Coordinator of the next Regional Convention
- One copy of the Final Convention Report, along with all contracts (including those with venues), financial records, and program book shall remain in the Chapter's permanent file for at least 7 years. Contribution to the National AGO is due as required by the Letter of Agreement, with any additional contributions that the Convention would like to make.

CONVENTION TREASURER

1. The Convention Treasurer is the chief financial officer of the Convention. Practical experience in financial areas is essential. Accountability and propriety are essential elements of the Treasurer's position. He/she should be mindful of conflicts of interest and possible appearances of impropriety.
2. The Convention Treasurer should not serve simultaneously as Chapter Treasurer. Chapter accounts and Convention accounts shall be maintained separately.
3. The Convention Treasurer, along with the Finance Committee, develops the budget and monitors it once it is approved by the CFC. All budget alterations require adjustments to other line items.
4. A proposed budget - in the required format (found on the AGO website page for Regional Convention Planning documents at: <https://www.agohq.org/conventions/regional-convention-planning-documents/>) must be submitted by November 1 in the second year before the convention to the Councillor for Conventions, the Regional Councillor, and the Executive Assistant. Following approval of the budget by the CFC and the Executive Director, any revisions to the budget must be approved by the Regional Councillor.
5. The Convention Treasurer establishes accounting procedures, banking and investment accounts separate from the Chapter's operating account, expense authorization procedures, income deposit procedures, and prepares the final financial statement.
6. The Convention Treasurer reports income, expenditures, and cash balances at each Convention Steering Committee meeting.
7. The Convention Treasurer supervises all Convention accounts and signs checks as approved by the Convention Coordinator. Vouchers from committee chairs, co-signed by the Convention Coordinator, should support all expenses. The Treasurer, in coordination with the Convention Coordinator, may establish a dollar threshold at which both must sign a check.
8. The Convention Treasurer records and deposits all gifts and grants made to the Convention.
9. Checks for all performers' fees are prepared before each event and distributed according to contracted agreements.
10. When large amounts of income are on hand which are not required for immediate expenditure, the Treasurer should be authorized to transfer these funds into interest-bearing accounts in order to maximize the Convention income.
11. The bookkeeping procedures used throughout the Convention must conform to standard accounting practices. You may consult a professional bookkeeper or accountant.

12. The Convention Treasurer must track all payments in excess of \$600 in any calendar year made to presenters, performers, composers, etc. Those earnings must be reported to the recipient by January 31 and to the IRS on form 1099-MISC by January 31 of the following year.

13. After the Convention financial report is complete, a copy should be given to the Chapter Treasurer for IRS compliance purposes, and all net income should be transferred to the Chapter's account. If your Chapter's gross income during the tax year July 1 – June 30 is \$50,000 or more, the Chapter will most likely need to file an IRS Form 990 (Return of Organization Exempt from Income Tax). The Chapter should consult an accountant and submit this form no later than three months and 15 days after the close of the Chapter's fiscal year (usually by October 15). All income received by the Convention, including registration fees, advertising sales, etc., must be counted toward the \$50,000. Since each Chapter of the Guild operates as a not-for-profit entity, the Chapter will not have any tax liability, but the report is due nonetheless.

CHAPTER IV GUIDELINES FOR CONVENTION COMMITTEES

Organizing a successful Regional Convention is a challenging task. It is extremely important that committee chairs be team players who work together to produce an outstanding Convention and who are willing to involve the Chapter membership whenever possible. Individual committees should be tailored to the local situation, depending on the specific needs and personnel available. The following areas of responsibility need to be covered:

- Finance, Budget, and Gifts and Grants
- Program: Recitals, Concerts, Workshops, and Worship
- Logistics, Transportation
- Website/Convention App/Program Book, Advertising
- Hotel, Hospitality, Volunteers
- Registration
- Exhibits
- Regional Competition
- Publicity, Promotion

Members of the various committees will generally be appointed by the chairs of the respective committees in consultation with the Convention Coordinator. Personnel should be selected on the basis of their expertise, sense of responsibility, and ability to follow through on assignments.

The confidentiality of all committee deliberations is critical. During planning, many individuals and venues are considered. There is a great potential for disappointment, hurt, and embarrassment if names and venues discussed in committee deliberations are disclosed prematurely to those not directly related to the decision process. Every committee chair and member must sign the Confidentiality Pledge found on page 56.

All committee members agree to adhere to the edition of the *Guidelines for Regional Conventions* in effect when the Letter of Agreement is signed.

THE STEERING COMMITTEE

The Steering Committee consists of the Convention Coordinator, Secretary, Treasurer, chairs of all committees, the Chapter Dean (ex officio), and the Regional Councillor (ex officio). Should it be impossible for a committee chair to attend a meeting, a deputy or representative should represent the chair. Additional committee members might attend those Steering Committee meetings where discussion and action are focused on the particular committee(s).

If at all possible, each member of the Steering Committee should attend the preceding Regional Convention.

Duties of the Committee

1. A reminder - the deadline for submitting a proposed budget and program for approval is **November 1, two years prior to the Convention**. Submit these in the formats provided. Members of the CFC and the Executive Director will meet to review the budget and program by December 1, or request further information as necessary. Committee chairs shall submit verbal or written reports at each meeting to maintain good and open communication between the various committees and their work.
2. The Chapter Dean shall serve in an advisory capacity on the Steering Committee.
3. The Steering Committee is empowered by the Chapter to prepare and adopt a Convention program and budget. The securing of any loans must be agreed upon by the Steering Committee and have the approval of the Chapter Executive Committee.
4. The Steering Committee should approve a Convention logo early in the planning process.

5. Each member of the Steering Committee will maintain strict confidentiality concerning committee discussions and deliberations. Each member will sign the Confidentiality Pledge (see page 56).

PROGRAM COMMITTEE

The heart of every Convention is its programming, which includes recitals, concerts, workshops, worship, and the commissioning of new music. The program should emphasize regional resources in the selection of performers and presenters. This does not preclude the inclusion of a limited number of nationally- or internationally-known performers from outside the region. The majority of the programming should reflect the region's strengths.

No firm program commitments can be made or program contracts issued until both the proposed budget and program have been approved by the Committee for Conventions and Executive Director, such approval to be conveyed in writing by the convention's liaison on the Committee for Conventions to the Convention Coordinator.

Discussions about availability and fees must be held as part of the planning process, and remain tentative until all plans are final and approved. Only then may formal contracts or letters of agreement be issued.

Cooperation among Program Committee members is essential for the well-being of the entire Convention, since it is responsible for planning all recitals, concerts, workshops, and worship.

It is possible that the Steering Committee may serve as the Program Committee. In this case, there is still a need for a Program Chair to handle all the details of programming. If a separate Program Committee is appointed, approximately five members, including a secretary, are usually adequate.

For your program to be approved, it must include the following:

1. Gender balance and diversity throughout the convention, in accordance with AGO National Council policy. (Please see page 6, number 4 under General Statements.)
2. Workshops on topics regarding the work of the Guild:
 - Education (examination and certification, encouraging young organists, Pipe Organ Encounter, the new organist)
 - Professional Development (e.g. salaries, contracts, clergy/musician relationships, mentoring)
 - Membership Development and Chapter Support (recruiting and retaining members, Chapter programming ideas, websites, newsletters)
 - Member forum - an opportunity for discussion of questions and concerns, led by the Regional Councillor, Regional Leaders, and District Conveners. AGO headquarters will gather topics via a national blog on the AGO website and will disseminate them to Regional Conventions.
3. AGO/Quimby Regional Competition for Young Organists and a recital for the winner.
4. Regional business meeting (allow at least one hour), scheduled at a time when all Convention participants may attend, planned in conjunction with the Regional Councillor.
5. Meeting of District Conveners, Education and Professional Development Coordinators, Regional Competition Coordinator and Deans with the Regional Councillor.

The National Council has mandated that program committees shall not arbitrarily shun non-pipe technologies when structuring their programs, and that issues particular to non-pipe technologies be addressed in workshops.

Before any contracts relating to the program can be signed, the Committee for Conventions and the Executive Director must approve the program and the budget of the Convention. The deadline for submitting a proposed program for approval is **October 1, in the second year prior to the Convention**. Submit the proposed program, the budget, and the schedule in the required formats (see sample documents) to the Executive Director, Regional Councillor, and the Councillor for Conventions.

Duties of the Committee

1. **Approximately 30 months before the convention**, the Program Committee must begin its work, meeting at least once a month. Later, meeting frequency may be reduced as appropriate.
2. One member of the Program Committee shall be named Secretary and shall maintain complete and accurate minutes of the committee's deliberations and discussions. Copies are sent to committee members, the Chapter Dean, the Regional Councillor, and the liaison from the CFC.
3. The duties of the Committee are to:
 - Make a recommendation to the Steering Committee as to whether or not to invite host Chapter and/or Steering Committee members to perform or present recitals or workshops as part of the Convention, and whether they will be paid for their services.
 - Select all artists and performing groups for recitals and concerts.
 - Plan all workshops and select workshop presenters.
 - Determine what services of worship will be held during the Convention, and either plan them or provide for the planning.
 - Maintain close communication with other committees as the planning progresses: Registration, Logistics, Publicity, Website/Convention App/Program Book and Transportation will all be directly affected by the work of this committee. It would be wise to have representatives from these committees attend appropriate Program Committee meetings.
 - Gratefully acknowledge unsolicited program proposals upon receipt.
4. Important issues to be discussed in the early planning include:
 - Total Convention time frame, venues and seating capacities, and available organs.
 - Criteria for choices of performers and workshop presenters.
 - Provision for a variety of types of events, a cross-section of repertoire, and learning experiences at various levels (both practical and scholarly). Music for smaller instruments and for choirs and organists with limited training and resources should be included in every Regional Convention program.
 - The National Council has mandated that convention planners not arbitrarily shun non-pipe technologies when structuring their programs, and that issues particular to non-pipe technologies be addressed in workshops.
 - The extent to which commissioning of new music will be a feature of the Convention; the criteria for types of compositions to be commissioned, and the choice of composers. (The Competitions and New Music Committee is available to serve as a resource in this area.)
 - When all artists, presenters and performing groups have been chosen and the program and budget approved by the Committee for Conventions and the Executive Director, the Committee will prepare contracts to be signed by the Convention Coordinator.
 - Graciously inform those not selected that program decisions have been finalized and that they are not included.

Artists

1. After the program and budget have been approved by CFC, confirm contract details with the artist or artist's manager. Be clear about the committee's expectations as to:
 - the length of the program
 - the extent of the committee's control regarding the content
 - whether the premiere of a commissioned work is an expectation
2. A fee package should be negotiated with the artist or artist's manager. Elements to be considered include:
 - the performer's fee
 - transportation
 - complimentary registration
 - lodging

- per diem expenses including parking
 - Negotiating a flat fee is highly preferable. Be sure that everything you expect of the artist is clearly defined in the contract, especially:
 - Date by which proposed program is to be submitted (N.B.: Organ specifications must be provided to the artist well in advance of this).
 - Deadline for submitting biographical materials and photographs with specifics for length, size, and format
 - Name(s) and contact information of persons to whom the above materials are to be sent.
 - Recording and/or broadcast release as necessary.
 - How and when payment will be made.
3. Contracts should specify that artists are not to make any disparaging comments about any instrument or builder, nor should they use a regional convention performance to advertise or promote one product over another.

Workshops

1. After the program and budget have been approved by CFC, contact the proposed presenters in writing to confirm contract details:
 - Presenter must provide an exact title and description for use in the website/convention app/program book. Include date by which this is to be submitted
 - Deadline for submitting biographical materials and photographs with specifics for length, size, and format
 - Name(s) and contact information of persons to whom the above materials are to be sent.

2. Other details to be considered include:
 - Audio-visual and other needs. (Be certain these costs are in the budget if these are to be provided by the convention.)
 - Encourage presenters to test-drive their audio-visual equipment before their presentation, and provide the opportunity and time for them to do so.
 - Determine whether workshops will be recorded for future educational use (presenter permission required).
 - Ordinarily workshop presenters provide their own handouts. If the Convention agrees to pay for handouts for workshop presenters, it is wise to set a limit on the number of handout pages and a deadline for submission of materials. Be certain to include these duplication costs in the budget. Encourage presenters to provide digital copies that can be added to the convention website and/or the convention app, giving access to all who are interested. Having these online prior to the convention can help in promoting workshops and will allow attendees to access the information and take notes digitally.
 - A fee should be decided upon and be clearly stated.
 - Matching the size of the room to the projected attendance.
 - Being sure there are enough workshops to reflect a variety of interests.
 - Having attendees register for workshops aids in assigning workshop rooms and determining the number of handouts and reading packets needed.

Reading Sessions/New Music Sessions

It is of benefit to the attendees and a courtesy to music exhibitors to offer reading sessions/new music sessions as part of the workshop schedule.

There are several possibilities for reading sessions:

- Multi-publisher (coordination needed)
- Single publisher (give priority to those exhibiting at the convention)
- Sometimes a publisher will provide a clinician and reading packet even if not exhibiting.

Publishers evaluate distance, cost, and the projected number of attendees. Is there anyone from their company that is connected? Are composers in their catalog featured? Is there an opportunity for the publisher to showcase something immediately following a hymn festival, workshop, or concert?

Consider organ literature sessions featuring new organ music.

Let the publisher know what music will be performed so that it can be available in the exhibits.

The number of ways for the publisher to connect is more important than the number of people attending the convention. Be accommodating – think outside the exhibit hall!

Guild Service/Convocation

If there is to be a Guild service or convocation, it should be intentionally inclusive. It is recommended that the attending national and regional AGO officials participate in some way. If there will be a procession, appoint a person to organize it. Such a procession provides an excellent place for participation.

Worship Services

Model worship services at Guild Conventions should be viewed as essentially educational rather than religious activities. Planners should be sensitive to the impact of potentially exclusionary practices and should respect the traditions and practices of the host venues. Speakers at worship services should be balanced as much as possible by gender, age, ethnicity, and denomination.

Exhibits

Provide ample time for visiting the exhibits, which should be easily accessible and welcoming. Having food and beverages available in the exhibit hall encourages shopping. Imagine yourself in the shoes of the exhibitor – what would make your experience successful? Exhibitors carefully consider the cost in determining whether to come to the convention.

Social Events

Social events and receptions should provide a change of pace for the attendees—budget for them. Invite Chapters and businesses in the region to sponsor a social event.

Pre-Convention Events

If the Convention plans pre-Convention events, these events should be arranged so that everyone attending the Convention can be accommodated (or identify specific limits in the advance publicity). Events presented by local churches prior to the Convention may be listed in the website/convention app/program book. Specific deadlines should be established regarding these events if they are to be included in pre-Convention publicity and/or the website/convention app/program book.

Public Concerts and Recitals

The AGO encourages that concerts and recitals, especially evening performances, be open to the public as space allows. Convention attendees should be seated first or have space reserved for them. Consider an at-the-door fee (or donation) for individual events. Check with each church for any policy regarding the sale of tickets for concerts at their facility. Budget sufficient funds to cover costs of printing tickets and programs for these public events.

Building Arrangements and Organs

Arrangements to use all venues must be made as early as possible, in cooperation with the Logistics committee.

Unions

Be aware of musicians' union requirements regarding instrumentalists, concert halls, rehearsals, and performances.

Recording/Live Streaming of Events

If the Convention chooses to record/live stream events, all necessary releases and permissions must be obtained. All costs associated with recordings must be budgeted. Some musicians' union rules do not allow recording of member performances.

Performance Licensing

When a Convention includes public performances of copyrighted music, the Convention is responsible for paying licensing fees to the individuals or organizations that hold the copyrights.

AGO National pays for ASCAP and BMI licenses which cover performances at all AGO conventions of works in the ASCAP and BMI catalogs without further cost or obligation. Search their catalogs at the links below to determine which works are covered.

BMI:

[http://www.bmi.com/faq/entry/what is the difference between performing right royalties mechanical r](http://www.bmi.com/faq/entry/what-is-the-difference-between-performing-right-royalties-mechanical-r)

ASCAP:

<https://www.ascap.com/licensing/licensingfaq.aspx#general>

For works not in these catalogs that are not in the public domain, the Program Committee will need to pay for licensing.

See the following websites for information:

Program committees should check with SESAC to determine what fees may apply to public performances of copyrighted music within the repertory of that organization.

SESAC:

<https://www.sesac.com/Licensing/FAQsGeneralold.aspx>

More information on performance licensing:

<http://blog.songtrust.com/songwriting-tips/pros-whats-the-difference/>

If your convention plans to livestream events or post performances online, you will need permission from the performer(s) as well as a license for livestream or digital web. It is strongly recommended that you livestream at least one concert.

See the following website for information: Harry Fox Agency (www.harryfox.com)

Copyright Permissions and Payments

Be certain that you abide by the law to secure permission to duplicate any work under copyright and that you retain the written consent of the copyright holder. Fees for copyright permissions must appear in the budget. Written proof of permission to duplicate may be required by printers.

Commissions

The Program Committee may wish to commission new compositions for organ, with or without additional forces (choral, instrumental, vocal), as well as promote recently composed repertoire as part of the Convention program.

Important considerations in commissioning new works:

- Including works that are within the scope of the various forces available to the diverse range of churches and synagogues in the region, particularly smaller institutions.
- Matching the resources, available instruments, ensembles, and the theme of the Convention.
- Highlighting composers living in the region, including composers from local and regional colleges and universities.
- Establishing a competition for organ voluntaries, anthems, hymn-tunes, etc. Such a competition may be held in cooperation with another organization or a publisher.

The Program Committee is encouraged to:

- Consider programming works commissioned by previous Conventions and local Chapters of the AGO, works by past AGO Distinguished Composers (information on works commissioned at the National level is available agohq.org/ago-new-music-commissions), as well as other organizations connected with the organ, such as international competitions, colleges and universities, and religious institutions.
- Promote the work of composers from the region, including commissions and performances of already-composed works.

The Committee on Competitions and New Music is available for suggestions and advice.
(<https://www.agohq.org/competitions-new-music/>)

Coordination with Other Committees:

- **Logistics**
All venue details must be discussed and confirmed with the Logistics committee.
- **AGO/Quimby Regional Competitions for Young Organists**
(b) Coordinate the location and time of the regional competition winner's recital with the Competition Committee. Remember to budget the cost for printing this recital program, since it will not appear in the program book. It is desirable to have the winner's recital at a time when no other convention events are scheduled.
- **Artists' Hospitality**
Be sure that arrangements have been made for artists' hospitality during the Convention, such as pick-up at the airport, local transportation, a small welcome gift, etc.
- **Media**
If program notes are expected, clearly specify length and a deadline for submission in the contract. If program notes are to be included in the website/convention app/program book, be aware that they will need to be received in plenty of time to meet production deadlines. If the event is open to the public, budget for the printing of programs and program notes.
- **Publicity**
Maintain a close relationship with the Publicity Committee. See that all publicity items are read and reviewed by the Program Committee before publication.
- **Transportation**
Coordinate the transportation schedule with the Transportation Committee to ensure efficient use of time, and smoothness of operation.
- **Volunteers**
Details and needs for all convention events must be communicated early and often to the volunteer committee.

THE FINANCE COMMITTEE/FINANCIAL POLICIES

The Convention Treasurer is the Director of the Finance Committee and in some cases may serve as the entire Finance Committee.

Sound financial planning and strict control of the budget must go hand-in-hand with creative program planning to have a successful Convention. A preliminary budget must be developed in consultation with the Regional Councillor.

The deadline for submitting a proposed budget for review is **October 1, two years prior to the Convention**. The Committee for Conventions and the Executive Director will then review the budget by **December 1**. After CFC and the Executive Director have approved the budget, any subsequent revisions must be approved by the Regional Councillor.

Convention Budget

A primary responsibility of the Finance Committee and/or the Convention Treasurer is to participate in planning the budget, and provide strict control of the budget once approved.

All budgets must be prepared using the template provided at <https://www.agohq.org/regional-convention-sample-documents-and-resources/>.

In developing the budget, the following must be considered:

- Research the number of paid registrations at the last two or three Conventions in your region. Compare your metropolitan area to similar areas of past Conventions. Set a paid registration goal based on the average of recent Conventions. The Convention break-even point (the number of paid registrations needed to cover expenses) should be very conservatively figured to ensure a financially solvent Convention. Remember that many members will register at early and/or special/student rates.

- Consult previous Convention reports for information on the percentage of paid registrations in each category.
- Based on the above information, calculate the amount of income from registration fees.
- The CFC is not likely to approve your budget if your number of paid registrations is unrealistic based on previous convention history in your region.
- Decide on reasonable fees for your region in the present economic climate. Consider what the total cost of attending the convention will be (registration, transportation, hotel, meals). Put yourself in the shoes of your potential registrants.
- The CFC, recognizing that our student members are vital to the health and growth of our profession, recommends substantially reduced fees for student registration/transportation. Consider offering student scholarships.
- Decide what meals will be included (if any).
- Set reasonable amounts of income expected from gifts, grants, sponsorships, contributions, ticket sales, advertising and exhibit fees.
- With the total income (registration fees, gifts, grants, contributions, ticket sales, advertising, and exhibit fees) in mind, the Finance and Steering Committees are now ready to discuss the expenses. Keep in mind all the financial responsibilities, in addition to programming, that must be covered by Convention income.
- Each Convention committee should prepare an estimate of expenses to be submitted to the Finance Committee in order to create a total working budget. The Convention Treasurer is responsible for controlling the budget.
- The Convention Account and the Chapter Accounts must be kept separate.

Advice on Setting Convention Fees

Attendance at your convention will be influenced significantly by the cost to attend. There are many approaches to setting prices; therefore, consider a range of factors as you prepare this most important part of the Convention budget.

Please focus on the following:

1) Review and measure your pricing against previous conventions, especially in your region. This information may be found in archive copies of TAO.

2) An attractive hotel price should be a high priority. This will encourage more registrations and will dissuade attendees from seeking cheaper alternative accommodation, which hurts your hotel room block pick-up.

However, pushing for an unreasonably low room rate will hurt the financial health of your convention. The hotel has to make a profit and will penalize you with higher fees elsewhere that you have to pay from your convention account for trying to get a very low room rate for your attendees.

3) Typically 50% of your registrants will respond to a discounted early registration rate. This discount should be attractive but not excessive. A \$25 discount will not achieve much, but a \$100 discount might be too much.

4) When reviewing information from previous conventions, avoid comparing apples and oranges. Some registration fees include transportation, others do not. Some include a banquet, others do not. Understand what you are offering and the associated costs.

For example, if you anticipate giving numerous complimentary registrations, you might want to have separate transportation and banquet fees which those receiving complimentary registration would be expected to sign up for and pay for. They still get a good deal, but you keep control over costs that can quickly get out of control, and you gather important information for planning efficiently.

5) Do not hesitate to contact your Committee on Conventions liaison to discuss this challenging and important aspect of setting up your convention for financial success.

6) Regional Conventions are urged to offer attractive (very discounted) student rates. It is important and necessary to support our young colleagues, as they are vital to our health as an organization. Experience shows us that deeply discounting rates for young organists results in increased attendance by our young colleagues.

7) Registration should begin December 1 to enable those who have continuing education funds remaining for the current year to use them for convention registration.

Start-Up Expenses

Working capital will be required to meet various expenses that may be incurred before any income is received. These expenses could include:

- Representation at the preceding National Convention and Regional Convention
- Promotional materials, advertising, website
- Printing of stationery
- Telephone and postage
- Payments on commissions
- Logo development and graphic design
- Hotel deposits, if required

The first source of pre-Convention financing should be the host Chapter itself. Loans from the Chapter's operating surplus or reserves should be made, as required, and accurately recorded for repayment as soon as possible.

Loans may be arranged through AGO National Headquarters for start-up expenses. They will be interest-free until September 1 of the Convention year, at which time repayment will be requested. If the funds cannot be repaid at that time, interest will be charged (beginning the following month), with repayment terms to be negotiated with National Headquarters. Consider asking the Steering Committee to pay their registration fees early to provide funds for pre-Convention expenses.

Required Convention Expenses

Host Chapters are responsible for:

1. Registration Module:

Reimbursement to AGO National Headquarters for your chapter's pro rata share of the cost of using Cvent's Online Registration Module is due three months before your convention begins. You will be given an approximate cost at Orientation, and will then be advised what amount to provide in your budget three months before the budget is due for presentation to the Committee for Conventions.

2. Complimentary Registration:

- Regional Councillor
- Regional Coordinator for Education
- Regional Coordinator for Professional Development
- Regional Competition Coordinator
- All AGO/Quimby RCYO competitors
- Judges (3) for the AGO/Quimby RCYO

3. Hotel:

- First Place Winner of the AGO/Quimby RCYO
- Competitors of the RCYO *during the practice and competition period*
- Judges (3) of the RCYO *from the time they are required to arrive until the convention begins*

4. Convention Transportation Package: (if separate)

- Regional Councillor
- First Place Winner of the AGO/Quimby RCYO
- Local Transportation:
- Competitors of the RCYO *during the practice and competition period*

5. Convention Meal Package: (i.e. banquet, box lunch – if separate)

- Regional Councillor

- First Place Winner of the AGO/Quimby RCYO
- Competitors of the RCYO *during the practice and competition period*
- Judges (3) of the RCYO *from the time they are required to arrive until the convention begins*

6. AGO/Quimby RCYO Judges Honorarium – see current rules

7. Contribution to National AGO

The Chapter will contribute 5% of the gross revenue of the Convention (not including gifts, grants, contributions, and loans) to National AGO. This money supports the work of the Guild in planning and administration of Conventions and meetings at national and regional levels. This contribution should be budgeted along with other anticipated expenses. Host Chapters are encouraged to contribute additional amounts, either to the Annual Fund, the Endowment Fund, or to a special project or other fund of the Guild. (Contact the Director of Development and Communications at National Headquarters for information.) This contribution is due by **August 31 of the Convention year.**

Financial Responsibility

If a Regional Convention's expenses exceed its income, the Convention Steering Committee and the host Chapter will attempt to renegotiate fees paid to service providers and venues, tap new and existing income sources that the Steering Committee and Chapter may not have previously accessed, and initiate post-Convention fund-raising campaigns. Providing the Steering Committee and the Chapter follow these Regional Convention Guidelines, AGO National Headquarters is ultimately responsible for satisfying the financial obligations of each Chapter.

Tax Status/Legal Restrictions

The Convention is a project of the host Chapter, and the Finance Committee should ensure early in the planning process that the Chapter is in compliance with all AGO, Federal, State and local regulations regarding proper registration as a tax-exempt organization.

The American Guild of Organists holds 501(c)(3) exempt status with the IRS for federal taxes, which includes most local Chapters through a group exemption. The federal I.D. number and Group exemption number are available from AGO Headquarters. Exemption from state income and sales taxes should be secured where possible under state laws. Start this process early! Other registrations which may be required include state franchise board, attorney general or charities bureau (to be properly registered to do business, raise funds, etc.) or local tax agencies. This may be covered in conjunction with state registration, though such items as admissions taxes may be purely local.

It may be advisable to consult a tax specialist (attorney or accountant) to be sure the Chapter is properly registered.

The Convention Treasurer must track all payments in excess of \$600 in any calendar year made to presenters, performers, composers, etc. Those earnings must be reported to the recipient by January 31 and to the IRS by February 28 of the year after the convention on Form 1099-MISC.

The Convention's final financial statement is due **August 31** as part of the Convention's final report. After the books have been closed, all net income should be transferred to the Chapter's account. If your Chapter's gross income during the tax year July 1 – June 30 is \$25,000 or more, the Chapter must file an IRS Form 990 (Return of Organization Exempt from Income Tax). The Chapter should consult an accountant and submit this form no later than three months and 15 days after the close of the Chapter's fiscal year (usually by October 15). All income received by the Convention including registration fees, advertising sales, etc. must be counted toward the \$25,000. Since each Chapter of the Guild operates as a not-for-profit entity, the Chapter will not have any tax liability, but the report is due nonetheless. If Chapter gross income is less than \$25,000 during the tax year July 1 – June 30, the chapter must file the E-postcard with the IRS.

GIFTS AND GRANTS COMMITTEE

An individual or a small committee should be appointed to seek gifts, grants and contributions in support of the Convention. Start early! This committee should work closely with the Finance Committee and may be a sub-committee, if desired. Try to recruit someone with experience in this field and connections with possible donors.

Gifts and grants increase income and hold registration fees down. A significant sponsor increases the visibility of the chapter and the convention.

Gifts, grants and contributions are distinguished from advertisements in that nothing is expected – and is not permitted – in return for a charitable donation (gift, grant or contribution). Your letter of acknowledgement to your donors should specify that they have received nothing of value in return for their gifts. This is necessary for tax purposes. If a company or an individual sponsors an event, that sponsor may also be purchasing advertising as well as making a sponsorship donation. A distinction must be made between how much of the sponsorship money is given strictly as a gift, and how much is paying for a service rendered (i.e., advertising). The amount paid for advertising is subject to the 5% fee to the National AGO as income, but the remainder of the contribution is not.

Duties of the Committee

1. The committee or chair should create a list in spreadsheet format of items which might be sponsored or donated to the Convention. These might include:

- Early registration prizes
- Receptions, coffee breaks or meals
- Convention tote bags and individual items such as guidebooks, maps, pencils and pads
- Commissioned works
- Scores for reading sessions
- Individual recitals, concerts, series of workshops
- Special ensembles (choirs, orchestras, etc.)
- Special instruments
- Rehearsals
- Daily newsletters

Potential sources of support include:

- Steering Committee members
- Chapter members
- Chapters in your region (to host receptions, sponsor commissioned works, place ads in website, convention app/program book, etc.)
- Local congregations (co-sponsorship)
- Organ building and/or maintenance firms
- Music publishing firms
- Retail music distributors
- Suppliers of other equipment (bells, vestments, liturgical furnishings, music stands, etc.)
- Denominationally-related agencies such as insurance companies, etc.
- Donors at previous Regional Conventions
- Private individuals
- Private foundations
- State and local arts councils
- Local corporations/businesses
- Local Chapter, American Federation of Musicians (Music Performance Trust Fund grants may be available for performances involving instrumentalists and open free to the general public.)
- Local music organizations

The Foundation Center www.fdncenter.org is a source that lists foundations by state.

State or municipal arts funding agencies may require that any events funded be open to the public.

Proposals to any source, once the interest of that source has been determined, must be very specific and submitted with due regard for application deadlines. Budget information provided must accurately reflect the Convention's projected needs.

Acknowledge all gifts promptly in writing, as well as in the website/convention app/program book and other places as appropriate.

LOGISTICS COMMITTEE

The Logistics Committee arranges for the locations of all Convention events, and is in charge of the production details of the Convention.

This Committee functions in conjunction with the Program Committee, and most responsibilities begin after major program decisions have been made.

Duties of the Committee

Early in the Program Planning:

1. The Committee will conduct a survey of all churches and venues that might be considered by the Convention. The survey should list:

- ADA accessibility
- capacity of the room
- availability of air conditioning
- size and type of instrument including specifications and condition
- location and number of restrooms
- distance from Convention hotel
- parking availability

2. At the direction of the Program Committee Chair, confirm in writing the use of all concert halls and other buildings which will be used for Convention events, and, if required, negotiate fees for the use of the spaces. Ascertain union requirements in concert halls and all contract requirements and stipulations. Be certain to budget these costs.

3. Obtain certificates of liability insurance coverage as required by facilities.

4. Determine the availability for potential rehearsal time (and charges) in the various facilities. Assemble a master rehearsal schedule.

5. List all equipment needed for a concert or recital—from risers to special percussion instruments, music stands, stand lights, etc. Budget all such costs.

6. Examine all performance and workshop locations to be sure they meet Convention needs and to identify potential problems.

7. Contact the Hospitality Committee to discuss ushering requirements and other needs.

8. At the direction of the Program Committee Chair, issue contracts to all venues which will be used for convention events. Include non-cancellation clause, no weddings etc.

9. Determine audio-visual needs for programs and workshops. Assign or hire personnel to deliver and operate equipment. Work with the Hotel Committee concerning arrangements for workshops that occur in the hotel. Budget all costs in cooperation with the Program Committee.

10. In conjunction with the Hotel Committee, determine what extra costs will be incurred from the hotel: signage, tables, a piano in a public room, security for exhibits, etc. **IMPORTANT:** The unexpected addition of service fees of 20% or more to the costs you have negotiated can affect your budget severely. Ask the hotel what service fees will be added; get them listed in writing so as to limit your exposure. Then build these items into your budget.

Closer to Convention Date:

1. Following the signing of a contract or agreement for use of any building, space, church, etc., it is wise to keep in contact with the building managers, etc., to be sure that all remains in order for your use.

2. Re-confirm all commitments with specifics two months to six weeks ahead of the Convention.

3. Complete and distribute Master Rehearsal Schedules to all appropriate committee members.
4. Inform all recitalists, instrumentalists, conductors, choruses, etc. of the rehearsal schedule.
5. Assign a committee member to each Convention event. Duties are:
 - Arrive at the recital/concert venue early to check on all details.
 - Assign a volunteer to act as stage manager to determine signals for starting the performance, operation of house lights, curtains, length of intermission, etc. Coordinate with the head usher or house manager.
6. Cooperate with the Hospitality Committee to place signs at all sites, directing registrants to workshop locations, restrooms, etc. Provide maps to be included on the convention app.

EXHIBITS COMMITTEE

The Exhibits Committee contacts potential exhibitors, arranges exhibit space, supervises exhibit setup and breakdown, and sees to the welfare of exhibitors during the Convention.

Develop a list of potential exhibitors from exhibitors at previous Conventions in your region, TAO advertisers, area music-related businesses, and others. Contact them via e-mail, describing your Convention, listing proposed exhibit hours, expected attendance, fees, and the deadline for purchasing exhibit space. This e-mail should also include ad prices for the website/convention app/program book. Consider offering package deals to exhibitors who also advertise on the website/convention app/program book and/or sponsor Convention events.

Remember that your exhibitors are running businesses and must justify the expense of participation. Anything you can do to enhance their experience will encourage them to participate in future conventions.

Duties of the Committee:

Exhibit Space and Details

1. Coordinate with the Hotel Committee chair to contact the Convention hotel about exhibit procedures and inspect all display space and rooms to be furnished by the hotel. Ideally, your display space should be located in one area – usually 2400-5000 sq. ft. Contact local music stores and publishers, local organ builders and other related vendors to provide a variety of exhibits.
2. If necessary, the hotel can recommend a display company to rent draping and table skirting. You are responsible for making this contact. Be sure to have a committee member on site when the exhibits are set up to ensure that all assignments and signs are correct. Your local Visitors' Bureau may provide booth signs.
3. Provide music dealers with the complete program as soon as possible to allow them to order multiple copies of repertoire and workshop music. Your attendees will want to purchase this music. Be sure to include organ, choral, and handbell music and CDs, as well as church supply items.
4. Make a map of the exhibit room and include it in your website/convention app/program book.
5. If exhibits are all in one area, digital organ dealers must provide headphones.
6. Arrange for security for all exhibits before, during, and after exhibit hours. Under the AGO insurance policy, THERE IS NO LIABILITY FOR EXHIBITORS' PROPERTY. Things that belong to exhibitors should be covered under their own policy no matter where they are – at home, business, or exhibition.
7. Have receptions and cash bars in the exhibit area to encourage traffic. Door prize drawings also draw people in.

Fees

1. When the Convention budget is set, fees for exhibits must be decided by the Steering Committee. The Convention charges the exhibitor a fee for the booth based on cost to the Convention plus a reasonable profit, if

possible.

2. At the discretion of the Steering Committee, exhibitors may receive complimentary registration. Special badges should be prepared for the exhibitors, listing company and location.

Exhibit Hours

1. Be sure to include ample exhibit time at reasonable hours in your schedule in order to attract the greatest possible number of exhibitors! Exhibits should be considered early in the planning process as an integral part of the schedule; they also provide useful revenue. The premium hours are after evening events, especially when receptions and cash bars have been arranged in the exhibit area. Exhibit hours often work well in conjunction with opening day registration, free time between events, and even music reading sessions on site. Avoid low traffic scheduling – during early morning hours or while events and workshops are held away from the hotel.

2. Exhibits **must** be closed during a Guild service/convocation, recitals, and the regional business meeting.

3. Clearly list exhibit hours on the website/convention app/program book.

VOLUNTEERS COMMITTEE

This individual or committee coordinates volunteer workers for the Convention.

Duties of the Committee:

1. List all personnel needs for the Convention by consulting with other committees -- especially Program, Registration, Hospitality, Exhibits, Transportation, and Logistics.

2. Make appeals for assistance through the Chapter newsletter. Include a response form or use a sign-up from which a master list of volunteers may be made.

3. Begin to assign volunteers in February of the Convention year. Be sure to make provision for alternates!

4. Communicate with each volunteer regarding duties, schedule, and contact information. Express appreciation for their willingness to serve in this capacity. Volunteers should be easily identifiable by means such as brightly colored shirts, sashes, or vests.

5. Arrange orientation sessions in cooperation with committee chairs. It can be helpful to gather all the Convention personnel for a session a few days before the Convention to walk through the entire Convention:

- who does what, when
- who needs to be where, when
- what equipment needs to be in place, when
- where and when buses will be loading
- where and when hospitality, coffee breaks will be, etc.

6. Have a pool of volunteers available to be on call should emergencies arise during the Convention.

7. If the Volunteer Committee is responsible for ushers, one member should serve as the usher director to coordinate with the Program Committee and organize all volunteers. Recruit ushers from the various churches. Ushers should be familiar with the layout of the buildings used for programs, the location of rest rooms, parking arrangements, and be prepared with first aid assistance and emergency phone numbers.

8. Each person connected with the convention should have a list of phone numbers for all essential contacts namely Steering Committee members, emergency services, hotel main number, and venues (as appropriate).

TRANSPORTATION COMMITTEE

The Transportation Committee arranges for transportation to each Convention event.

Average Regional Convention attendance is approximately 150 to 250 people, many of whom have their own cars available. The number of participants who will drive to events will depend upon the availability and cost of parking at the Convention hotel, the availability of parking at venues, and the complexity of the host city's street system. Chapters should estimate carefully the various factors in arranging for transportation for the Convention, keeping it as simple as possible. Urging the registrants to sign up for the transportation package helps the budgeting process and keeps things running smoothly.

Good communication between the Transportation Chair and the Program Committee Chair is essential.

Duties of the Committee

1. If possible, the program schedule should be arranged so that registrants may walk to some events.
2. Buses will leave from a central point (hotel) most of the time. If the Convention is divided into groups, clearly identify bus departure points and destinations.
3. Set up an itinerary, which is also agreed upon by the Program Committee Chair and the Convention Coordinator. At this time, get bids from local bus companies. Determine that the buses are clean, comfortable and air-conditioned.
4. The fee for transportation should be at least a break-even one. Keep in mind that not every bus will be filled. Depending on distances, buses which leave early may be able to return and take another group to the next venue.
5. Promptly report any major changes in the Convention schedule to the bus company.
6. As necessary, obtain special permits and assistance from the police regarding parking spaces.
7. Each bus should have a convention volunteer on board to assist the driver with directions. Loading and unloading buses must be well supervised. A designated person should make the final call or dismiss the last bus.
8. Before the Convention, decide how to indicate paid bus transportation on the badge. You may also have a daily transportation fee. Consult with the Registration Committee.
9. Adjust the number of buses after each day's events. Utilization of buses usually declines during the week except for the large concerts.
10. Plan for special needs transportation. Persons needing this service will request it on the Registration Form. The Registrar will inform the Transportation Chair, so that necessary arrangements can be made. Each person who has requested special needs transportation should be contacted outlining the arrangements.
11. It is essential to provide venue names, addresses and phone numbers for the people who want to drive their own cars, walk, or need to take other transportation.
12. Check each site to determine if traffic or parking guides are needed.
13. Make a dry run at the same time of day the buses will be traveling to be certain enough time is allowed. Leave enough time for emergencies and for unloading/loading. Check with city officials to determine whether any proposed routes are scheduled for maintenance at the time of the Convention. Be sure to consider holidays and special events that may impact traffic.

HOTEL/HOUSING COMMITTEE

The Hotel/Housing Committee works with Conference Direct to arrange for the housing of Convention participants and is responsible for overseeing, coordinating, and documenting specifications for all convention functions that take place in the hotel.

Duties of the Committee

The CFC has arranged for Andy Anastasi at Conference Direct andy.anastasi@conferencedirect.com to provide hotel selection and contract negotiation services.

1. Determine the approximate number of registrants. Work with Conference Direct to prepare an RFP (Request for Proposals) that Conference Direct will give to all hotels under consideration that specifies your hotel needs.
2. It is best to house the entire Convention in one hotel.
3. Inspect all meeting rooms and exhibit spaces with the Convention Coordinator, Program Chair, and Exhibit Chair. Determine costs for rooms and charges for equipment and services, such as pianos, audiovisual equipment, computers, message center, telephone, and tables. Factor in tax and gratuity costs.
4. Criteria for hotel selection:
 - Location, Location, Location – close proximity to performance venues
 - availability for proposed dates
 - appropriate number, size, and quality of guest rooms
 - competitive room rates
 - quality of food service
 - layout of the hotel
 - cleanliness
 - availability and fees for parking
 - access and security for registration and exhibit areas
 - ADA-compliant accessibility
 - convenience for convention buses
 - number and location of restrooms
 - flexibility of hotel contract requirements and room block reservations
 - availability of audio/visual support
 - attractive meeting rooms, exhibit space and banquet area
 - ease in working with hotel staff
 - surrounding restaurants and businesses
5. Conference Direct will negotiate a hotel rate and room block for the Convention that extends three to five days before and after the Convention dates. Conference Direct will work with you to determine a conservative room block. Be aware that not fulfilling your contractual obligation for the room block carries heavy financial penalties. Discuss with Conference Direct room upgrades for VIPs and other financial considerations or concessions your convention may want or need. Everything is negotiable. Conference Direct will help you obtain complimentary room nights based on the number of rooms sold. Investigate what reward points may be given to the convention by the hotel, and decide how those will be distributed.
6. Hotel and housing costs must be settled by October of the year before the Convention so they can be advertised in THE AMERICAN ORGANIST and other publicity.
7. Conference Direct will send the contract to the Executive Director for review and approval. The contract must be approved by the AGO Executive Director before it is signed by the Convention Coordinator. This is the only contract which may be signed before the budget and program are approved by CFC and the Executive Director. Be aware that it may be difficult to change hotel contract provisions to meet convention program changes.
8. Give the hotel a detailed hour-by-hour, room-by-room schedule for all events housed in the hotel, and the set-up/services required for each. These events may include:
 - Registration

- Hospitality/Message Center
- Convention Office
- Workshops
- Cash Bars/Receptions
- Banquets/Lunches/Continental Breakfasts
- Meetings—Regional, State, Deans, etc.
- Exhibits

Meticulously review any banquet event orders (BEOs) the hotel prepares for your signature.

9. The Hotel/Housing Committee will work with the committees responsible for the above functions, and with the Regional Councillor for all AGO events (regional business meeting, Deans' meeting, etc.).

10. Complimentary hotel rooms are required for:

- Regional Councillor
- Out-of-town judges for the AGO/Quimby RCYO from the time they are required to arrive for the competition until the Convention begins (unless already provided by the Convention for other reasons)
- AGO/Quimby RCYO competitors during the practice and competition period and for the winner during the Convention
- Regional Convention Coordinator

11. The Steering Committee will determine if any additional host Chapter steering committee members will need to be housed at the Convention hotel.

12. As the convention approaches, check with Andy Anastasi frequently to monitor the room pickup, week by week. Avoid potentially severe financial penalties that may be imposed when an inadequate number of room reservations are received either by the scheduled cut-off dates or when compared to the overall room block.

13. Arrange for the financial aspects of the public functions. In coordination with the Convention Treasurer, establish a Hotel Master Account to which all services ordered by the Convention will be billed. The Hospitality Committee Chair is responsible for giving the numbers of reservations for events served by the hotel. This requires close contact with the Registrar. The Hotel/Housing Chair should check all hotel billings for accuracy and give them to the Treasurer for payment. Credit may need to be established and advance deposits may be required. (Deposits to hold sleeping rooms may also be required, but all reservations and payment for individual rooms are handled directly between the individual convention attendee and the hotel.)

REGISTRATION COMMITTEE

The Registration Committee establishes procedures for registering Convention attendees, receiving and recording fees, and staffing the registration desk at the Convention. The Committee sets up and manages the online registration module provided by Cvent in accordance with a Master Agreement negotiated by AGO National Headquarters and paid for, pro rata, by each convention.

This Committee provides attendees with the first taste of Convention hospitality. The Chair should be one with some business experience, good judgment, resourcefulness, diplomacy, and serenity! Those who staff the registration desk should be hospitable, cheerful, and interested in being of service.

Advice on Setting Convention Fees

The Registration Committee works with the Finance Committee to set registration fees. Please carefully read page 23, Advice on Setting Convention Fees, for guidance on this critical aspect of planning your convention.

Early Registration

1. Offer a special early registration rate for members of the host Chapter. This encourages Chapter members' commitment to the Convention and provides funds early on. While it is customary to offer a reduced fee for registrations received by February 1, the Steering Committee can set any deadline it deems to be reasonable.

(Remember that the later the date for early registrations, the less early income and the less total income for the Convention.)

2. In addition to publicizing the information in THE AMERICAN ORGANIST Magazine and on www.agohq.org, contact all AGO Chapter Deans in the region to advertise early registration rates and deadline. Similar announcements should be forwarded for placement in all regional AGO Chapter newsletters, websites, and social media. Contact information for Deans and Chapter newsletter editors may be obtained from National Headquarters.

Registration

The Registration Committee sets up and manages online registration. AGO HQ may enter into contractual agreement with vendors providing convention registration services, as has been done for the 2017 regional and 2018 national conventions with Cvent for an Online Registration Module after extensive research, cost evaluation, and price negotiation. Each regional convention is responsible for its share of the cost, based on the number of estimated pre-paid registrations needed. Steering Committees will therefore want to optimize their use of this resource for which they have paid. The costs for this service for each regional convention are therefore lowered through an AGO-wide contract, but the convention has the responsibility to determine how it will handle the payment gateway through which attendance, exhibitor, and advertiser fees may be paid. Online payments should be set up to go directly to the convention from the registration point so that funds from registration are not held by a registration company for any extended period of time beyond the time a financial institution approves charges or movement of the funds.

Fees

Use positive terms for fee categories:

- Super-saver (December, January, February) Approximately 20% less than regular price is recommended.
- Saver (March, April) Approximately 10% less than regular (full) price is recommended.
- Regular (May, June)
- Daily: days of convention
- Non-member
- Student/Young Professional (A goal of \$95 is recommended)

Daily Registration

1. Daily registrations are customary. The daily registration fee should be high enough to encourage full registration (total of dailies should equal more than full registration).
2. Tickets for special events may also be possible if space permits.

Complimentary Registrations

1. Complimentary registrations are required for the following personnel from the Convention region:

- Regional Councillor
- Regional Coordinator for Education
- Regional Coordinator for Professional Development
- Regional Competition Coordinator
- AGO/Quimby RCYO judges
- All AGO/Quimby RCYO competitors (maximum of 6 per region)
- Coordinator of the next Regional Convention

2. Complimentary registration should be considered for:

- Artists
- Presenters
- Exhibitors
- Composers of commissioned works
- CFC liaison

Registration Desk

1. Coordinate registration desk hours with program times, bus departures, etc. Staff the registration desk the entire first day and evening to accommodate early and late arrivals. The desk can be open earlier or later if needed, as long as people are in line and need help. Recruit Chapter members to staff the registration desk.
2. The registration area should be set up as simply as possible, with clear signs for easy identification. This is when badges and Convention tote bags are distributed. General categories for the registration area should include:
 - Pre-registrants (in alphabetical order)
 - On-site registration (those not pre-registered)
 - Daily registration

Refunds

Establish a policy regarding refunds, including deadlines and fees.

Forms of Payment

Clearly indicate everywhere what forms of payment are acceptable.

Convention Roster

1. Many Conventions publish a roster of the names and contact information of those attending the Convention. If the Steering Committee decides to produce such a roster, it falls to the Registration Committee to produce it. It is helpful to registrants if this can be distributed at the beginning of the Convention or included in the convention app.
2. If the Convention plans to publish a roster, the registration form must inform attendees and offer them the opportunity not to have their information included.

Badges

1. The design and procurement of badges and badge holders is the responsibility of this Committee. Decide the exact information to be shown on the badge (name, Chapter or hometown, title, Guild certifications, options such as bus, etc.) Ribbons or colored badges can be used to identify those with official roles:
 - Steering Committee
 - Host Chapter Member
 - Artist
 - Presenter
 - Exhibitor
 - Regional and National Officers
2. Be sure that the NAME on the badge is prominent and in large enough type so as to be easily read at a comfortable distance. Other information may be in a smaller typeface.

Registration Materials

Decide what materials will be provided to attendees and how they will be packaged. If there are requests from businesses to include some advertising material in the packet, set a fee for this service, since it is not fair to those who advertise in the website/convention app/program book for others to get free advertising. A separate policy may be established for non-profit and educational groups. AGO events are advertised for free. The next Convention should include an announcement of some sort in the packet (this is complimentary).

HOSPITALITY COMMITTEE

This Committee is most visible at the Convention itself, and the Chair needs to be organized and congenial at all times. This committee will be asked for advice, assistance, and to handle emergencies.

Convention Hospitality includes not only coffee breaks, receptions and special meals (luncheons, banquets, etc.), but most importantly, the creation of a welcoming atmosphere throughout the Convention.

Duties of the Committee

1. During the Convention, staff a Hospitality Desk near the Registration Desk. Be sure this is staffed the entire first afternoon and evening to accommodate early and late arrivals. The Hospitality Desk should be staffed whenever the Convention is at the hotel. Those staffing the Hospitality Desk should be proficient in use of the Convention app.
2. Gather Chamber of Commerce or Visitors' Bureau items such as:
 - City maps
 - Directions to landmarks and places of interest
 - Restaurant list, map and directions (organized by price, location, formal or informal). Be sure this is current!
 - Bus, subway, and public transportation schedules if relevant
3. The Convention app should be programmed to contain a map of the Hotel showing areas for Exhibits, Registration and Workshops. Paper copies should be available at the Hospitality Desk.
4. Plan coffee breaks, receptions and other social events carefully. (The Hotel Committee may arrange for cash bars, continental breakfasts, etc.) If providing a box lunch, be sure that it is easy to manage. Those with special dietary needs should indicate those when registering. A meal with the Regional Meeting (possibly away from the hotel) encourages participation. Work out details with the Regional Councillor. A meal is usually offered with the Deans' and Regional Officers' meeting.
5. Have first aid supplies available, and know how to contact medical help. Distribute emergency phone numbers to all Convention volunteers and Steering Committee members.
6. Place signs in the hotel lobby area directing registrants to Exhibits, Registration and Bus Departure areas.
7. With the Program Committee, arrange for local transportation for artists. You may wish to provide for a welcome gift in their hotel rooms.
8. Good hospitality includes doing everything you can to make sure to attendees enjoy their time at the convention. A smile, a caring word or two, or a handshake – those items that convey warmth and welcome – make a lasting impression.
9. Inform area restaurants and stores of Convention dates. Encourage discounts to Convention attendees.

PUBLICITY COMMITTEE

This committee has two goals:

- promote attendance at the Convention
- increase the general public's awareness of the organ

Knowledge and sophistication in writing, computer use, publicity and promotion, and advertising are valuable skills for this committee.

Duties of the Committee

1. Create a distinctive logo and hashtag (recommended format: #ago2019grandrapids) to be used on every piece

of literature, advertisement, letterhead, etc. to tie the campaign together. We strongly recommend you engage a professional graphic artist to design your logo and create the convention ads you will run in TAO (see point 5 below). Try to find someone with those skills who wishes to contribute to your convention and will provide these services at a reduced rate or pro bono.

2. Promote the Convention website and online registration.
3. Regional Publicity (restricted to your region only):
 - To the total regional membership in the fall preceding the Convention. This should highlight advertising opportunities in the website/convention app/program book and at individual events.
 - Maximize social media exposure – Facebook, Instagram, Twitter, Snapchat, Pinterest, blog posts, etc. Always use your hashtag!
 - A series of announcements for monthly use in Chapter newsletters and websites
4. AGO Regional E-mail Lists
 - Regional e-mail lists are available to Regional Conventions to be used specifically and solely to promote the Convention. The following limitations apply:
 - After National headquarters sends the Convention the regional e-mail list, the e-mail addresses must be imported into an e-mail marketing service such as Cvent, Constant Contact, Vertical Response, Mail Chimp, etc., so that e-mail addresses are hidden and recipients have the option to opt out of future e-mails.
 - All e-mails will be sent to lists created within the e-mail marketing service. Individual e-mails will not appear in the To or CC fields.
 - The return e-mail address, established during the set-up process, should display the chapter's name, not an individual's name.
 - All e-mail communications must provide an opportunity for the recipient to Opt-Out of future e-mails. The Opt-Out will only apply to the particular Convention's e-mails, not e-mails from National.
 - The list may not be sold, loaned, transferred or used for any other purpose than the promotion of the Convention.
5. The editor of *The American Organist* will provide deadlines and requirements for advertising.
6. Prepare complimentary ads to be sent to your preceding regional Convention and the national Convention. Contact each to determine format requirements and deadlines.
7. Business meetings are scheduled for each region at National and Regional AGO Conventions. They include time for presentations to promote upcoming regional conventions. Additionally, steering committees are strongly encouraged to contract for an exhibit booth to advertise their event at the preceding regional and/or national convention.
8. Compile a media list for releases such as:
 - Social media
 - Trade magazines and newsletters (Diapason, Pastoral Musician, etc.)
 - All radio and television stations
 - Denominational papers and magazines
 - Daily newspapers Arts/Entertainment/Religion editors
 - Local magazines and papers
 - Area arts publications
 - Universities and music schools
 - Music dealers
9. Consider advertising in local concert series programs
10. Contact local music and arts writers and media program directors. Send information information about artists, and a listing of all public concerts.

11. Appoint a photographer to cover the convention. Photos will be needed for:
 - Review issue of TAO
 - Publicity during the convention via social media posts
 - Chapter archives
12. The Steering Committee appoints a person to write a narrative report on the Convention for inclusion in THE AMERICAN ORGANIST magazine. TAO will furnish instructions on how these articles should be submitted.
13. Produce a daily update on the convention app highlighting events and announcing any changes in the schedule.

WEBSITE/CONVENTION APP/PROGRAM BOOK COMMITTEE

The trend is clear: as convention app functionality expands, program books will shrink.

The committee must carefully weigh what and how much to include in the program book. Things to consider:

These things are difficult to represent or read in an app on a phone or tablet:

- Organ specifications
- Workshop handout PDFs (for that matter, almost any PDF)

These things will most likely require download through a web connection in an app:

- Artist photos and bios
- Instrument or venue histories, descriptions
- Program notes
- Anything with memory-heavy data

These items should be available without web access directly integrated from registration platform to the mobile app:

- Attendee registration choices and schedule
- The overall convention schedule with each location given (address, meeting room name/no., etc.)
- Maps of the convention hotel/exhibition hall
- Local maps with venue locations and transportation pick-up/drop-off spots
- Lists of restaurants with short descriptions and links to their website and location on google maps

Consider including these items in the program book:

- Full schedule of the convention
- Programs and worship services and short versions of artist bios
- Organ specifications
- Welcomes, greetings and an index of days, locations, advertisers and exhibitors

The Program Book Committee produces the program book for the Convention. It is a visible and lasting record of the Convention. This book, along with the app, provides practical program information, projects your image as a Convention, can serve as a revenue source through advertising, and is a publicity vehicle.

The Program Book Chair must have some experience with editing materials for publication. This committee must work closely with the Program Committee in proofreading to ensure accurate information.

Duties of the Committee

1. Determine format
2. Set deadlines/printing schedule
3. Obtain services of layout artist/designer
4. Choose and negotiate with a printer
5. Determine advertising policies and how they are coordinated with the website and the app
6. Solicit advertising

7. Collect all general Convention information
8. Collect all program information and notes (Be sure permissions have been secured to reproduce any music for the program book. Artists are usually very aware of this and will supply the necessary permissions.)
9. Collect descriptive material about workshops and seminars
10. Collect biographical sketches and photographs of all performers and workshop leaders
11. Collect pertinent maps and directions
12. Collect and prepare organ specifications
13. Obtain photos of all organs and venues
14. Edit all submitted materials
15. Obtain mailing lists for bulk mailing
16. Make extra copies of the program as printed in the program book for the general public. This saves a separate setup process.
17. PROOFREAD!! Have as many people as possible proofread.

Layout

1. Present the program book in the most interesting manner, while making it easy for the Convention attendee to find his/her way through the program both mentally and physically. Copies of past Convention program books will be available at the orientation for Convention Coordinators. Obtaining the services of a layout designer is well worth the expense.

Advertising

1. The Program Book presents an opportunity for a Regional Convention to realize revenue by selling advertising. Contact organ builders, regional organists, Chapters, music stores, etc. Consider packaging this with exhibit space and sponsorship of specific events. Advertising is in transition – in due course it is our hope that substantial assistance will be available through a resource contracted by National headquarters.
2. To find potential advertisers, consult previous Regional and National Convention program books and apps, THE AMERICAN ORGANIST, www.agohq.org, advertisers in previous Chapter publications, area businesses and music schools.
3. It is a National AGO policy for each Convention to provide free advertising space of at least a quarter page in its program book to advertise the next Convention in its region and the next National Convention. Contact these Conventions with deadlines and requirements.
4. Work closely with the Publicity and Exhibits Committees to avoid duplication of effort.
5. Prepare a fee schedule based on printing bids and past Convention experience. Write a letter inviting advertisers to participate, including a style sheet or mock-up which describes the physical requirements for advertisements and booths. Specify the required format.
6. Set a deadline that is reasonable. Be prepared to follow up with e-mails or calls.

Photographs

When contracts are signed with artists and other program participants, biographical material and digital photographs should be requested.

From National Headquarters

1. National Headquarters will supply an introductory page for the program book. The page will resemble the title page of THE AMERICAN ORGANIST Magazine, including a list of national officials, introductory Guild information, and letters and photos from the President and Executive Director.

Other Important Factors

Be sure to include:

- a photo and letter of greeting from the Regional Councillor
- a photo and letter from the Convention Coordinator
- a photo and letter from the Chapter Dean
- a photo of the Convention Steering Committee or individual headshots of the Committee members
- letters of welcome or proclamations from the Mayor and Governor
- a list of **ALL** Convention contributors, including Michael Quimby for funding the AGO/Quimby Regional Competition for Young Organists
- a list of all Convention Committees

Be sure to print enough program books for:

- all registrants
 - artists and presenters
 - exhibitors
 - advertisers
 - contributors and sponsors
 - 2 for Chapter archives
-
- 5 copies of the Program Book are to be sent to National Headquarters as part of the Final Convention Report, **due by August 31**.

AGO/QUIMBY REGIONAL COMPETITION FOR YOUNG ORGANISTS

The AGO/Quimby Regional Competitions for Young Organists are an important program of the Guild, encouraging and recognizing young talent. Your region's competition is a part of the Regional Convention, and the committee has the responsibility for its organization. The first-place winner performs a 45-minute recital during the Regional Convention. In the event the first-place winner cannot perform, the second-place winner will be invited to play.

1. In the spring of the year prior to the Regional Convention THE AMERICAN ORGANIST magazine carries complete official rules governing the AGO/Quimby Regional Competition for Young Organists. Current rules are available online. These rules govern the competitions at both the Chapter and regional levels. The Competition Coordinator must be familiar with these rules in their entirety! Failure to follow the rules in their entirety could result in disqualification of a competitor.
3. The first-place winner will receive a \$1,000 prize, the second-place winner \$500. First- and second-prize awards for the AGO/Quimby Regional Competitions for Young Organists are provided by Michael Quimby, President, Quimby Pipe Organs, Inc. These funds, totaling \$1,500, are distributed by National Headquarters prior to each Regional Convention.
4. All announcements concerning the Regional Competition for Young Organists must include this statement: The AGO/Quimby Regional Competition for Young Organists is made possible by a generous grant from Michael Quimby, President, Quimby Pipe Organs, Inc.
5. Neither the Regional Councillor, Regional Competition Coordinator, nor the Regional Convention Coordinator may serve as a judge in his/her own region. Consider using local people or those planning to attend the Convention as alternate RCYO judges.
6. All competitors must be housed in individual hotel rooms. No home stays are allowed.
7. Ensure that all RCYO competitors who will be under the age of 18 at the time of the convention be accompanied to the convention by a parent or guardian. If this cannot be verified, the minor competitor will not be allowed to compete.
8. Secure the Social Security Number of the competition winner and submit it to the Convention Treasurer.

9. Upon conclusion of the Regional Competition, the Convention Competition Coordinator will provide photographs and biographies of first- and second-place winners, as well as updated contact information to Harold Calhoun, Manager of Competitions, hc@agohq.org at AGO headquarters, by **August 1**.

HELPING THE NEXT CONVENTION

1. It is helpful to have Convention attendees complete a Convention survey.
2. By the time a Convention is over, the Convention Committee has learned a great deal about organizing a Convention. In order to pass that wisdom on, the Regional Councillor will meet with the current Convention Steering Committee and the Steering Committee for the next Regional Convention in a debriefing session at the end of the Convention.

FOLLOWING THE CONVENTION

Send the following items to AGO national headquarters office and the AGO Committee for Conventions:

- **By August 31:** Final Convention Report due, consisting of:
Financial statements
Reports from the Convention Coordinator and all Committee Chairs
Official Convention Program Book (send all 5 copies to headquarters)

Send one copy of this report to:

- National Headquarters
 - Regional Councillor
 - Councillor for Conventions
 - Coordinator of the next Regional Convention (One copy of the Final Convention Report shall remain in the Chapter's permanent file.)
- **August 31:**
Contribution to the National AGO is due as required by the Letter of Agreement, with any additional contributions that the Convention would like to make.

Completed Final Regional Convention Report Form (See Sample Documents)

Plan some sort of post-convention gathering where all committees and volunteers can be acknowledged and thanked.

You may be contacted by the Archivist of the Organ Historical Society (OHS) (www.organsociety.org) asking for a copy of your Convention program book. A stamped self-addressed envelope would be sent to you for this purpose. The American Organ Archives are housed at the Talbott Library of Westminster Choir College at Rider University.

REGIONAL CONVENTION TIMELINE

Experience shows that following this timeline will result in a successful convention.

June 1 – Application to Host a Regional Convention due	3 years out
September 1 Hotel/Housing/Exhibits/Hospitality Contact Andy Anastasi andy.anastasi@conferencedirect.com at Conference Direct to begin the hotel selection process.	33 months out
October Orientation for Regional Convention Coordinators	32 months out
April 1 Steering committee roster due to CFC/AGO HQ Program committee begins discussion of artists, composers, presenters, types of concerts, recitals, workshops, worship services and possible locations.	26 months out
June Steering Committee Attend preceding Regional Convention and observe/learn as much as possible. Participate in the debriefing session with members of that Steering Committee immediately following the convention. Gifts and Grants This is the appropriate time for every Steering Committee member to make a financial gift to the convention. Identify granting institutions who might provide support. Contact them to speak with a program director who can advise you on the prospects for successful application and highlight when to submit your request and how to frame it. Do not send grant applications “cold.” Success in the area of gifts and grants is essential to the financial health of your conventions. Program Continue discussion of artists, composers, presenters, types of concerts, recitals, workshops, worship services and possible locations. Begin work on daily schedule. Finance Start gathering proposed budgets from all Committee Chairs. Logistics/Volunteers Survey possible sites and determine volunteers needed. Convention App/Website/Program Book Start populating the convention app/website. Discuss allocation of content for convention app/program book In consultation with Exhibits Committee, draft advertising policy for convention app/website program book. AGO National anticipates providing assistance to steering committees in the advertising area. Steering Committee discusses and reaches consensus on concept/image for convention app, logo, hashtag, and program book cover. Begin to create database of potential advertisers in consultation with advertising consultant Publicity Presentation about your convention at preceding Regional Convention. Transportation Determine probable bus needs. Check with AGO National HQ about possible assistance or recommendations in the area of transportation.	24 months out
July Program Begin to contact artists and presenters to ascertain fee and availability. Begin to visit/contact locations. Logistics Complete the Survey of Potential Convention Venues. Request use of facilities at no cost. Program Book Obtain bids for program book printing	23 months out

Exhibits

Study Exhibiting Customary for Regional Conventions

Transportation

Solicit bids from bus companies in consultation with transportation consultant.

Publicity

Continue to work on Convention Website.

Gifts and Grants

Continue to identify granting institutions that might provide support. Contact them to speak with a program director who can advise you on the prospects for successful application and highlight when to submit your request and how to frame it. Do not send grant applications “cold.”

AGO/Quimby RCYO

In consultation with the program committee, select the competition instrument.

August**22 months out**

Program

Present proposed program to Steering Committee for their input and approval

Continue working on daily schedule.

Continue to contact artists, composers, and presenters.

Finance

Present proposed budget to Steering Committee for their input and approval

Hospitality/Program

Determine what receptions, banquet, box lunch, etc. will be needed in conjunction with Program Committee.

Contact Regional Councillor to determine schedule for Regional Meeting and Leadership Meeting.

Publicity

Continue to work on Convention Website

Gifts and Grants

Continue to identify granting institutions who might provide support. Contact them to speak with a program director who can advise you on the prospects for successful application and highlight when to submit your request and how to frame it. Do not send grant applications “cold.”

September**21 months out**

Gifts, Grants

Place a notice in your Chapter newsletter inviting people to support the convention with a financial contribution.

Start sending letters and documentation to foundations and granting institutions according to their deadlines and requirements.

Exhibits

Develop a list of potential exhibitors.

Program Book

Preliminary layout/design of book completed for review/discussion.

Publicity

Contact the next National Convention to secure complimentary advertising in its Program Book/Convention app.

Continue to work on Convention Website.

October**20 months out**

Program and Finance

Send proposed program and budget to the Regional Councillor, the Councillor for Conventions, and the Executive Director.

Program

Begin planning worship services.

Begin drawing up contracts for artists, composers, presenters (which will be sent when the Convention program and budget are approved by CFC)

Gifts, Grants

Place Second notice in Chapter newsletter.

Publicity

Continue to work on Convention Website

November	19 months out
<hr/>	
Program	Continue work begun in October
Gifts, Grants	Place Third notice in Chapter Newsletter
Publicity	Continue work on Convention website.
December	18 months out
<hr/>	
Program	CFC responds to proposed program and budget due from National AGO.
Publicity	Continue to work on Convention Website
January	17 months out
<hr/>	
Steering Committee	Send revised program and budget to Councillor for Conventions by February 1.
Program	Prepare contracts, with request for publicity materials, equipment needs, program materials, etc. These may not be sent until CFC has approved your budget and program.
Logistics	Verify that events are placed on the venues' calendars. Send letters of confirmation to venues Begin list of all equipment needed for all events (risers, music stands, lights, etc.).
Gifts/Grants	As part of continuing fundraising efforts, contact all chapters in the region to request their financial support.
Publicity	Send E-mail promotion to regional mailing list. Continue to work on Convention Website
Hospitality/Hotel/Program	In conjunction with Hotel and Program Committees, plan details of coffee breaks, receptions, banquet, and box lunches, if any.
February	16 months out
<hr/>	
Program	Continue work on the worship services
Publicity	Continue work on Convention website
Program Book	Continue work on securing potential advertisers
March	15 months out
<hr/>	
Program Book	Start collecting all information that must go in the Convention app/program book.
Publicity	Continue to work on Convention Website March 15 – Deadline for display advertisements in TAO (include the date, location, and logo of your convention. They may also list the names of confirmed artists and the convention website address or a contact for further information.)
April	14 months out
<hr/>	
Publicity	Continue to work on Convention Website
May	13 months out
<hr/>	
Program Book	Deadline for receipt of artwork for program book cover. Obtain bids for program book from several printing firms.

Review bids for program book and make preliminary decision.
Artist/presenter biographies/photographs due from Program Committee for insertion into program book.

AGO/Quimby RCYO

Obtain official rules governing the competition from AGO website

Publicity

Include hashtag and website on all promotional materials to be distributed at national convention.

June

12 months out

Program

Deliver program-related materials to Website/Convention App/Program Book Committee.

Publicity

Display booth or packet insert at National Convention.

Speaker at regional meeting.

Day after National Convention ends, website goes live.

Convention App/Program Book

Letter to mayor and governor from Convention Coordinator asking for letter of welcome, possible proclamation and photographs.

Prepare for proof and insertion into convention app/program book layout specifications for all instruments to be used during Convention.

July

11 months out

Publicity

Send all contact, hashtag, logo, and website information to AGOHQ for posting on national website.

August

10 months out

Program

Begin to secure any performance licenses needed. National AGO pays ASCAP and BMI fees.

Exhibits

Contact potential exhibitors, encouraging them to register for booth space early and reminding them of advertising, sponsorship, and other giving opportunities.

Program Book

Continued review/discussion of latest draft of Convention app/program book by Steering Committee.

Publicity

Update Convention Website as needed

September

9 months out

Logistics/Volunteers/Hospitality

Troubleshoot venues and logistics.

Work with Hospitality Committee to discuss ushering requirements, potential problems, etc.

Ascertain all audio-visual needs for programs and workshops.

Exhibits

Prepare letter and contract for exhibitors, including information about advertising for the convention app and the program book.

Hotel/Exhibits

Give information about hotel to person(s) responsible for TAO information, listing, ads.

Give hotel information to those preparing the convention app/website/program book.

Publicity

Send second e-mail to regional e-mail list.

Post announcements to social media.

Send chapter deans advertisements for newsletters

Send Convention logo, list of artists, clinicians, dates, names and contact information for Convention Registrar to AGO Headquarters and the TAO editor. Post this information on the convention website and social media.

Remember to use your hashtag!

Request proclamation of AGO WEEK from your local city or county council or state legislature.

Convention App/Website/Program Book

Continued review/discussion program by Steering Committee.

Transportation

In consultation with the transportation consultant, Steering Committee chooses bus company for Convention – sign contract.

October

8 months out

Convention App/Website/Program Book

Photograph of Steering Committee for inclusion in website/convention app/program book taken at monthly meeting.

Publicity

Update convention website and social media.

Registration

Prepare for registration to open Dec. 1.

November

7 months out

Convention App/Website/Program Book

Receive final drafts of maps/directions from publicity committee for insertion into convention app/website/program book layout.

Publicity

Nov. 1 Deadline for TAO Jan.-June issues: two-page spread of all convention data

Update Convention Website as needed. Prepare for registration to open December 1.

Send e-mail to regional list announcing registration opening date (Dec. 1).

Consider which venues and concerts could be candidates for live-streaming.

Registration

Prepare for registration to open Dec. 1.

December

6 months out

Publicity

Dec. 1 Deadline for February issue of TAO: half-page color ad free of charge

Registration

Registration opens Dec. 1.

Contact the Regional Councillor and Regional Resource Persons to remind them that they receive complimentary registration.

Confirm who will receive complimentary registration, housing, transportation, meals, etc.

January

5 months out

Program

Contact those artists, etc. who have not returned contracts and sent requested materials.

Obtain artists' travel information.

Begin discussion with Volunteers Committee of how artists are transported while in town.

Finalize all program-related materials needed for inclusion in the website/convention app/program book.

Hospitality

Develop list of emergency personal phone numbers to be distributed to all convention personnel.

Transportation

Make deposits to hold buses. Sign contracts. Work with transportation consultant to ensure maximum flexibility in bus availability.

Registration

Send e-mail to regional list about the registration deadlines.

Confirm who will receive complimentary registration, housing, transportation, meals, etc.

Publicity

Continue monthly contact with Chapter Deans. Maximize use of the hashtag via social media.

Update Convention Website.

Volunteers

Contact membership to solicit help with ushering, ticket takers, ticket sales.

Be in contact with Program Committee about artists' transportation needs.

February

4 months out

Program/Hotel/Hospitality

Reconfirm social events with Hotel and Hospitality Committees.

Registration

Purchase name tags and registration packets.

Convention App/Program Book

Final decision and approval on printing company to be used.

Receive copy of introductory page from national office.

Deadline for receipt of advertising copy for inclusion in convention app/program book.

Draft of program overview & daily program detail.

Publicity

Feb. 1 Deadline for TAO : one full-page color ad free of charge

Update Convention Website as needed

Consider which chapter members could be convention photographers. Consider chapter members to serve as convention reporters, preparing for live reports or posts via social media.

Hotel/Exhibits

As exhibitors sign up, let registrar know who exhibitors are for complimentary registrations, badges, ribbons, etc. (ongoing).

March**3 months out**

Hospitality

Verify map of hotel showing Exhibits, Registration, and Workshop areas for inclusion in convention app/program book. Do the same for a map of the city, showing venue locations and directions.

Hospitality/Program

Recruit and assign artists' hosts. Arrange for airport pickup, rehearsal transportation, and welcome gifts.

Develop master schedule for artists' transportation.

Transportation

Transportation Chair, in coordination with the transportation consultant, verifies with bus company representative to finalize routes and destinations.

Publicity

Update Convention Website as needed

April**2 months out**

Program

Confirm arrangements for each artist and presenter, with details about responsibility for all local transportation.

Complete and distribute master rehearsal and artists practice schedule to all.

Confirm details with audio/visual personnel if planning to live-stream a concert.

Assign committee members to each separate event to serve as emcees.

Logistics/Volunteers

Reconfirm all commitments with specifics.

Contact all building managers to reconfirm details and visit venues as needed.

Hospitality/Registration

Give Registration Committee map of hotel, restaurant list, public transportation information, directions to venues for inclusion in registration packet.

Hospitality

Recruit hospitality desk staff, set up schedule.

Publicity

Prepare news releases for local papers.

Arrange radio and television spots and interviews with artists, Convention Coordinator, etc.

Prepare flyers for bulletin boards in churches, libraries, etc.

Steering Committee appoints an official reviewer/reporter for TAO.

Convention App/Program Book

Review convention app/program book for final changes.

May**1 month out**

AGO/Quimby RCYO

Obtain the list of the chapter winners from the Regional Competition Coordinator.

Notify all Chapter winners of the date and place of the competition.

Send competitors and judges specifications, compass, manual layout, number and location of pistons for each division, and other console accessories of competition organ.

Furnish judges with scores of the works to be performed.

Confirm practice times for competitors.
Confirm transportation and housing for competitors and judges.

Logistics/Hospitality

Prepare all needed signs for convention sites, hotel lobby, registration and hospitality areas.

Hospitality/Hotel

Confirm all banquet, reception and meeting arrangements with the Hotel Committee.

Hospitality/Volunteers

Reminders to ushers and artists' hosts of when they are needed.
Conduct training session for ushers.
Inform area restaurants and stores of Convention dates and encourage attendee discounts.

Hotel/Exhibits

Confirm final arrangements for exhibit space and room use with hotel.

Transportation

Transportation Chair confirms bus pick-up points with hotel staff.
Make a dry run of routes to be taken by the buses at the scheduled times/days.
Meet with bus company representative to finalize plans, routes, and trouble-shooting plans.

Convention app/program book

Final approval of convention app/program book layout & content by Steering Committee.
Final camera-ready program book layout delivered to printer.

Volunteers

Confirm ushers, ticket takers, ticket sellers.
Two weeks before convention – set up and distribute schedule for ushers, ticket takers, ticket sellers.

Publicity

Send news releases to newspapers and radio stations, and post on social media.

June

0 months out

Registration

Registration Committee meets to fill registration packets.

Hospitality

Set up hospitality desk next to registration desk.
Publicize posted hospitality hours.
Be available throughout the Convention to meet and greet with a smile, a caring word, and, above all, a warm welcome!

Logistics/Volunteers/Hospitality

In cooperation with the Hospitality Committee, arrange for all necessary signs to be placed at Convention locations and throughout the hotel.

Hotel/Exhibits

Provide hotel with exact numbers of attendees for functions at hotel (banquet, luncheon[s], etc.).
Supervise setup and breakdown of exhibits.
See to welfare of exhibitors during the convention.

Transportation

Meet with bus captains and guides to confirm directions and instructions; distribute identifying apparel to be worn at all times when on duty.

Program Book

Have extra copies of the book available for sale at the convention.

Registration

Two weeks out, notify transportation Chair of final bus count.
Set up registration tables and observe posted registration hours.
Be available throughout the entire Convention.

Publicity

Post convention photos on social media (#useyourhashtag), determine which photo(s) will be used in TAO.

Regional Councillor, current Convention Steering Committee, and the Steering Committee for the next Regional Convention meet at the end of the convention, ideally the day after.

Prepare all materials and send by the required deadlines:

August 1:

- Photo and biography of first and second place winners of the AGO/Quimby RCYO Competition due at National Headquarters.

August 1:

- Review for THE AMERICAN ORGANIST magazine with official Convention photographs due at National Headquarters.

August 31:

- Final Convention Report due, including:
 - Financial statements
 - Reports from the Convention Coordinator and all Committee Chairs
 - Official Convention Program Book (5 copies)
 - Copy (link) of convention app/website

E-mail one copy of this report to:

- National Headquarters
- Regional Councillor
- Councillor for Conventions
- Coordinator of the next Regional Convention
- One copy of the Final Convention Report shall remain in the Chapter's permanent file

August 31:

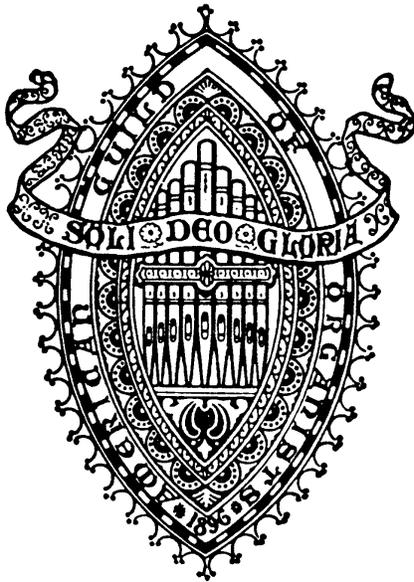
- Contribution to the National AGO is due as required by the Letter of Agreement, and any additional contributions that the Convention would like to make.

The Committee for Conventions gives you these guidelines in the spirit of"experience shows us"....that is to say, we've been down the path you're now embarking upon, and we offer these words of guidance to help make your journey enjoyable and fruitful. We also realize that each convention will have some unique aspects and that there may be a need for you to adapt some portion of these guidelines to fit your convention's circumstances. That is fine. We ask that you apprise your Regional Councillor and your Liaison from the Committee for Conventions of any areas that you feel need such adaptations.

As always, we're here to help and support you and ensure your success.

SAMPLE DOCUMENTS

All sample documents are available online at
<https://www.agohq.org/regional-convention-sample-documents-and-resources/>
and may be downloaded for your use.



APPLICATION TO HOST A REGIONAL CONVENTION

Date _____ Region _____

Chapter _____ Total Membership _____

Active Members _____

Dean _____ Phone _____

Address _____ Zip _____

E-mail _____

How many members serve in leadership roles within the chapter? _____

Has the Chapter hosted a previous convention? _____ When? _____

Preliminary dates requested _____

Do you anticipate needing a start-up loan from Headquarters? _____

If so, in what amount? _____

Is your chapter's tax exemption current? _____

On a separate sheet of paper:

- a. What recitalists from your region do you anticipate using?
What clinicians (workshop presenters) from your region do you anticipate using?
What composers from your region do you anticipate using?
- b. List locations in your city (churches, concert halls, etc. which can accommodate a Convention of 150-250) that you would anticipate using for the Regional Convention and their proximity to the proposed Convention hotel. If there is an organ in the building, state the builder, year, size, and type of instrument. Describe the acoustics of the room.
- c. List orchestras, choral groups, etc. that you anticipate using.
- d. List other attractions in the area (museums, tourist attractions, etc.).
- e. In narrative format, explain why you think your Chapter could host a successful Convention.
- f. Include a statement of the Chapter's overall financial resources and any reserve or endowment funds.
- g. Include a budget for this year.

Proposed Convention Coordinator _____

Positions held in the AGO _____

Address _____ Zip _____

Telephone _____ e-mail _____

Proposed Convention Hotel _____

No. of Rooms _____ Exhibit Space _____ Meeting Rooms _____

Alternative Housing? _____

Transportation for Convention Events _____

- 1. Send one copy of this form to the Councillor for Conventions.
- 2. Send one copy of this form to your Regional Councillor.

3. Send one copy to AGO National Headquarters
- 4.. Retain one copy for your records.

SAMPLE LETTER OF AGREEMENT BETWEEN AGO AND HOST CHAPTER
(signed no later than September 1 two years prior to the convention)

I. GENERAL STATEMENTS

- A. This letter serves as an agreement between the American Guild of Organists, a New York State not-for-profit educational corporation (hereinafter "the "Guild") and its governing body the National Council, and the _____ Chapter (hereinafter "the Chapter"), with regard to the planning and presentation of the _____ Convention of the Guild (hereafter "the convention").
- B. All parties will plan and operate the convention in accordance with the current edition of the *Guidelines for Regional Conventions* and any updates approved by the Committee for Conventions (CFC) and National Council of the Guild.
- C. The National Council appoints the Convention Coordinator upon nomination by the Chapter Executive Committee, in consultation with the Regional Councillor.
- D. The host Chapter, its Convention Coordinator _____, and its appointed Steering Committee will work with the Regional Councillor and the liaison from the Committee for Conventions in planning and operating this convention. The convention will take place within _____ and its surrounding area as the site, and with the _____ Hotel as convention Headquarters.
- E. The convention dates will be _____ through _____.

II. RESPONSIBILITIES

- A. The Guild, as a corporate entity, is responsible for the oversight of Regional Conventions. This responsibility carries with it the obligation to assist the Chapter in the planning of the convention and to have review and approval authority over all aspects of the implementation of the convention, including, but not limited to, the convention program, sites, personnel, budget, and contractual agreements with other individuals and organizations. Furthermore, the national organization will plan to engage contractors to assist with hotel site selection and contract negotiation and an integrated registration, mobile app, and website platform. We plan to provide support for advertising sales and transportation services.
- B. The Chapter, in its role as host chapter of the convention, agrees to provide the time and creative services of its members, on a volunteer basis, to staff the committee structure for the planning and implementation of the convention. The Chapter may engage outside consultants with particular expertise in areas outside of those engaged already by the national organization.
- C. The Convention Coordinator attends a Regional Convention Orientation session, to be held within three years prior to the convention. This session is conducted by the Committee for Conventions. Transportation and housing costs are paid by National Headquarters.
- D. The Convention Coordinator should also attend the preceding Regional Convention and wrap-up meeting and speak at the Regional Meeting.
- E. The Guild agrees to provide professional administrative, promotional, and financial support as deemed mutually beneficial to the success of the convention. This support will include, but not be limited to, the following:
1. Official franchise to operate as a Regional Convention of the Guild.
 2. Reports from previous conventions, and Guidelines for planning and operation developed from the experience of previous conventions.
 3. The AMERICAN ORGANIST Magazine will provide free advertising space. The editor of the magazine will provide the Convention Coordinator with specific details and deadlines.

4. Liability insurance is provided by the Guild.

III. STRUCTURE

- A. The senior Chapter official responsible for the convention will be the Convention Coordinator, _____, whose nomination to that position by the Chapter Executive Committee will have been confirmed by the National Council prior to the regional convention coordinators' orientation.
- B. The Convention Coordinator, in consultation with the Regional Councillor, will develop a Steering Committee from among the members of the Chapter. This Steering Committee will have primary responsibility for generating all program and budget plans for the convention.
- C. The Regional Convention Coordinator will forward a roster of all Steering Committee members, with titles and e-mail addresses, to the Regional Councilor, Councilor for Conventions, and Executive Director, by April 1 two years – approximately twenty-six (26) months – prior to the convention. Updated rosters, noting the date of revision, must be submitted following any subsequent changes to the Steering Committee.

IV. LIAISONS

- A. The Dean, or member of the Chapter appointed by the Dean in consultation with the Convention Coordinator, will be the liaison between the Convention Steering Committee and the Chapter Executive Committee and the membership of the Chapter. This person will be a member of the Steering Committee.
- B. The Regional Councillor, who will be a member of the Steering Committee, will serve as the liaison between the Guild and the Chapter.
- C. A member of the Committee for Conventions will serve as a liaison to the Steering Committee.

V. FINANCES

- A. It is agreed that by October 1, approximately twenty (20) months preceding the Convention, the proposed budget will be submitted in the required format (budget template – see page 60) to the Regional Councillor, the Councilor for Conventions, and the Executive Director. The Committee for Conventions and the Executive Director will review the budget by December 1, and may propose changes to it. A revised budget must be submitted for approval by February 15 approximately 16 months preceding the convention). Contracts may not be executed until the Committee for Conventions has approved the regional convention budget. Subsequent revisions to the budget must be approved by the Regional Councillor.
- B. The Chapter will contribute five percent (5%) of the gross revenue of the convention, not including gifts, grants, contributions and loans, to AGO Headquarters to support the work of the Guild in the planning and administration of conventions and meetings at the national and regional levels. This contribution to AGO Headquarters is due by August 31 of the convention year.
- C. In consideration of National Headquarters providing the convention with an integrated registration system, website platform, and mobile app for use by all Convention attendees, the Chapter will reimburse National Headquarters for related costs.
- D. It is imperative that the Chapter use the budget template provided by National AGO for submitting Convention financial information (see <https://www.agohq.org/regional-convention-sample-documents-and-resources/>; see also page 60).

VI. PROGRAMMING

- A. It is agreed that the majority of the artists, the majority of presenters, and the majority of commissioned composers shall be from the region.

B. All AGO conventions will have as a goal a gender balance among artists and presenters of 50/50, or at least 60/40 or 40/60. Inclusiveness in selection of convention participants: The Guild's current policy on inclusiveness will apply to all conventions. That is, issues of inclusiveness regarding gender, age, and ethnic/cultural diversity will be considered before approval is granted at any level. All AGO conventions will have as a goal a gender balance of 50/50 in each category of persons selected as participants in a convention program:

- Performers (including conductors).
- Composers of commissioned works.
- Workshop presenters/panelists.
- Worship leaders.”

C. Issues of inclusiveness with regard to age and ethnic/cultural diversity will also be considered before approval is granted.

D. It is agreed that by October 1, approximately twenty (20) months preceding the Convention, the proposed program of the Convention must be submitted in the required format to the Regional Councillor, the Councillor for Conventions, and the Executive Director. The program must be accompanied by a list of the proposed artists, presenters, and commissioned composers, noting the region with which each person is identified (<https://www.agohq.org/regional-convention-sample-documents-and-resources/>; see also page 65). The Committee for Conventions and the Executive Director will review the program by December 1, and may propose changes to it. A revised program must be submitted for approval by February 15 (approximately 16 months preceding the convention). Contracts may not be executed until the Committee for Conventions has approved the regional convention program. Subsequent revisions to the program must be approved by the Regional Councillor.

VII. REQUIRED EVENTS AND ARRANGEMENTS

A. Regional Business Meeting: A separate event of at least one hour with no competing convention events. The meeting is planned and led by the Regional Councillor.

B. Workshops will be presented in the areas of

1. Education
2. Professional Development
3. Membership Development and Chapter Support

C. The AGO/Quimby Regional Competitions for Young Organists.

1. The convention will include the final round of the AGO/Quimby Regional Competition for Young Organists, following the rules for this event as published in THE AMERICAN ORGANIST magazine in the year prior to the convention.

2. The first prize will be One Thousand Dollars (\$1,000). The second prize will be Five Hundred Dollars (\$500). A total of \$1,500 will be provided by Michael Quimby, President, Quimby Pipe Organs, Inc., and distributed to the Convention by National Headquarters.

D. Complimentary registrations will be provided to the Regional Councillor, Regional Coordinator for Education, Regional Coordinator for Professional Development, the Regional Competition Coordinator, all AGO/Quimby RCYO Competitors and Judges, and the Convention Coordinator for the region's next regional convention (see list on page 33 and chart on page 69). If a Regional Councillor or Regional Coordinator's term is ending, the outgoing officer is entitled to the free registration.

E. The Convention Coordinator will submit a Final Convention Report using the approved format (see page 97), as well as the report of the hotel room pickup by day (showing daily block vs. pickup) by August 31 of the convention year.

VIII. MINUTES

Minutes of the Steering Committee and Program Committee meetings, as well as chapter newsletters, will be forwarded regularly to the Regional Councillor and the liaison from the Committee for Conventions.

BRAINSTORMING SESSION

Prior to the appointment of any committees, the Convention Coordinator, with the help of the Chapter Dean, should conduct a Brainstorming Session in which members of the Chapter can express their ideas about the Convention. This will also give them an opportunity to express an interest in the areas where they would want to work.

The session might begin by asking people to think about the strengths of the host chapter and the host city.

Chapter members could also be asked “What makes a good convention?” Some answers might include:

- Learning
- Inspiration
- Good artists
- Good instruments
- Artists well-matched to instruments
- Social activities
- Variety of activities at different levels
- Comfortable pacing
- Comfortable accommodations
- Good transportation
- A sense of good organization underlying the Convention
- Gracious hospitality
- Efficient registration procedures
- Low-cost/High-value

The session could continue by asking “What makes a bad convention?”

- One-sided (a narrow point of view)
- Poor schedule
- Too long – programs too long
- Poor programming
- Programs too closely scheduled
- Poor lecturers
- Inadequate audio-visual support
- Unsatisfactory housing
- Mix-ups in transportation
- Keeping convention attendees away from the hotel too long
- Too expensive

To get a sense of the needs of the region, it can be helpful to get the results of the survey conducted by the previous Regional Convention. The responses to such a survey can also spark conversation at the Brainstorming Session.

All of this information should be used by the Steering Committee as it develops an overall philosophy for the Convention.

SAMPLE CHAPTER SOLICITATION LETTER

Dear Chapter Members,

At this time last year, your local chapter leaders surveyed the membership to determine what level of support there might be for our Chapter’s hosting of a Regional Convention of the American Guild of Organists. The response encouraged those leaders to proceed with the application process, and on _____, I received a letter from _____, AGO National Councillor for Conventions, informing the _____ Chapter that we were unanimously approved to host the _____ AGO _____Region Convention. We are writing to let you know of your next opportunities for participation in the planning for this exciting and historic event.

First, we have scheduled a chapter Brainstorming Session on _____, at _____. The meeting will begin promptly at _____ and last for no more than one hour. You are invited to this important part of the planning process to tell members of the Convention Steering Committee your ideas about what would make the Convention appealing to attend.

Secondly, we are asking members of the _____ Chapter to consider making a **tax-deductible contribution** to the Convention fund to provide seed money for the initial expenses that will be incurred by the Steering Committee as preparations continue.

Please make checks for your gifts payable to _____ and mail them to:

Summarizing, here are the things you can do now:

- Attend the Chapter Brainstorming Session on _____
- Make a tax-deductible contribution to _____

Thanks for your consideration of these two opportunities for participation in the early planning of the _____ Region Convention of the American Guild of Organists.

Sincerely,

_____, Convention Coordinator _____, Chapter Dean

SAMPLE EXPENSE VOUCHER
AMERICAN GUILD OF ORGANISTS

Region ____ Convention

TO: The Convention Treasurer

Date _____

Please issue a check for \$ _____

Payable to _____

NAME

ADDRESS

CITY, STATE, ZIP

For _____

Chargeable to _____ Committee/Budget Line

Attach invoice, sales check, receipt, etc. (documentation required)

I certify this is a legitimate Convention
expense for the specific purposes stated.

CHAIR

COMMITTEE

Approved _____
CONVENTION COORDINATOR

Treasurer only:

Paid by Check No. _____

Dated _____

REGIONAL CONVENTION LOAN APPLICATION

Date of Convention _____ Location of Convention _____

Host Chapter _____ Region _____

Chapter Official Address _____

City _____ State _____ Zip _____

Chapter Dean _____

Address _____

City _____ State _____ Zip _____

Telephone/Fax/e-mail _____

Convention Coordinator _____

Address _____

City _____ State _____ Zip _____

Telephone/Fax/e-mail _____

Convention Treasurer _____

Address _____

City _____ State _____ Zip _____

Telephone/Fax/e-mail _____

Amount of Loan Requested \$ _____ Date of Application _____

Signature of Chapter Dean Signature of Convention Coordinator

Attach to this application form the following documents:

1. Most recent Chapter financial statement showing both current operating funds and reserve funds.
2. Convention budget, including all projected income and expenses.
3. Current Convention Treasurer's report, showing income and expenses to date.
4. Projection of cash needs during the period prior to the receipt of significant income; include purposes and dates required.

RETURN THIS COMPLETED FORM TO:

**James E. Thomashower, Executive Director
American Guild of Organists
475 Riverside Drive, Suite 1260
New York, NY 10115**

PROGRAM NARRATIVE TEMPLATE

Region _____

Year of Convention _____ Date of this version _____

This template is designed to ensure that your program meet all Regional Conventions Guidelines requirements and is in accord with the AGO’s policies on diversity.

Artists

Artist’s Name	Program (organ, choral, etc.)	Instrument (electro-pneumatic, tracker, digital, pipe/digital combination)	Artist’s Region	Ethnicity	Gender	Age (young professional, mid-career, late career)

Workshop Presenters

Presenter’s Name	Program (organ, choral, etc.)	Instrument (electro-pneumatic, tracker, digital, pipe/digital combination)	Presenter’s Region	Ethnicity	Gender	Age (young professional, mid-career, late career)

Commissioned Composers

Composer's Name	Proposed Work	Composer's Region	Ethnicity	Gender	Age (young professional, mid-career, late career)

Conductors

Conductor's Name	Program	Conductor's Region	Ethnicity	Gender	Age (young professional, mid-career, late career)

Required Workshops

Topic	Title	Presenter	Date/Time
Education (examination and certification; encouraging/training young organists)			
Professional Development (e.g. employment negotiations, clergy/musician relationships, mentoring)			
Membership Development and Chapter Support (recruiting and retaining members, chapter programming ideas, websites, newsletters)			
Member Forum (led by the Regional Councillor or other National representative)			

List the dates/times/locations of the following events:

Event	Date	Time	Location
AGO/Quimby Regional Competition for Young Organists			
AGO/Quimby Regional Competition for Young Organists Winner's Recital			
Regional business meeting (allow at least one hour), scheduled at a time when all convention participants may attend, planned in conjunction with the Regional Councillor.			

Meeting of District Conveners, Education, Competition, and Professional Development Coordinators, and Deans with the Regional Councillor.			
---	--	--	--

Convention Hotel Information

Cost per night	
Cost to park a car overnight	
Cost of internet in guest room	
Number of restaurants within easy walking distance	
Capacity of restaurants within walking distance	
Proximity to venues (range)	

PROGRAM SCHEDULE TEMPLATE

Time	Date/Day	Date/Day	Date/Day	Date/Day	Date/Day
7:00 AM					
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 noon					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					
8:00 PM					
9:00 PM					
10:00 PM					

Remember to include:

- 1) Open hours for registration and exhibits
- 2) Bus boarding times
- 3) Bus departure times/walking departure times
- 4) Free time/breaks
- 5) Meal and reception times
- 6) RCYO practice and competition time
- 7) Exhibitor setup and tear down time

Feel free to adjust the times in the left column to suit your Convention's needs. In addition, you may find it helpful to include times in the daily schedule boxes as well.

REQUIRED COMPS CHART

	Registration	Hotel During Convention	Convention Transportation Package	Convention Meal Package	Honorarium	Hotel, per diem of at least \$35, and local transportation during rehearsal and Competition Period	Local Transportation During the Convention	Hotel and Meals if Judges must arrive before the Convention would normally begin
Regional Councillor	X	X	X	X				
Coordinator of Next Regional Convention	X							
Regional Coordinators for Education, Professional Development, and Regional Competition Coordinator*	X							
RCYO Judges	X				see convention year rules for required fees			X
All RCYO Competitors	X	Strongly encouraged to make low-cost hotel or subsidy to assist with hotel available so that they can stay for the convention				X		
RCYO 1 st place winner	X	X	X	X plus a per diem for meals (minimum of \$35 per day)			X	
RCYO 2 nd place winner	X							
National Officer Attending the Convention			X	X				

These comps apply only to personnel from the Convention's Region. If someone's term is ending, the outgoing Regional Councillor or Coordinator is entitled to the comp registration.

SAMPLE FACILITY USE AGREEMENT

AMERICAN GUILD OF ORGANISTS

_____ **REGION CONVENTION**

Dates:

LETTER OF AGREEMENT between the Convention and _____ Church

ABOUT THE VENUE:

Full Venue Name:

Full Street Address:

Website Address:

Contact Person:

- title _____

- phone(s) _____

- e-mail _____

Backup Contact Person: _____ (if primary contact is unavailable)

- title _____

- phone(s) _____

- e-mail address _____

Capacity of Space(s) (subdivide if necessary, e.g. nave/balcony)

Is there air conditioning? _____

Architecture/Art of Note (use a separate sheet if necessary)

Location of Restrooms

Drop-Off/Parking Facilities (include accessibility for buses)

Is there disabled access (if partially accessible, please give details)

ORGAN(S) TO BE USED

On a separate sheet, please provide the following:

- any relevant historical information
- any problems that either regularly or occasionally prevent full use of the organ
- guidelines on turning the organ on, setting pistons, etc.

ABOUT THE EVENT

Type of Event (Concert, Service, etc.):

Performer(s)/Presenter(s):

Date of Event:

Time of Event (including warmup/prep time):

Duration of Event (including any cleanup time):

Expected Attendance:

Space(s) to be Used (including prep/warmup rooms):

Space Setup Needs (e.g. chairs, moving console, stands): none

Stands/Lights Needed: none

Audio-Visual Needs (microphone, projector, etc. – include who will provide them):

Will offering receptacles be needed? Yes No

Who Will Unlock Space? _____

- title: _____
- phone(s) : _____
- e-mail: _____

On-Site Person During Event(Venue – preferably the incumbent musician)

- title: _____
- phone(s) : _____
- e-mail: _____

An AGO representative will be present at each venue for the event. AGO will provide the name and contact information to the venue’s resident staff prior to the start of the convention.

Food/Beverage(s) to be served (include locations, setup and cleanup details): None

CONTRACTUAL DETAILS:

COSTS AND FEES

Describe in full any charges that will apply for renting the space and/or instruments, including any sexton/janitorial fees, etc.: none

Total Charges: none

When are these charges due (include date/amount of any deposit)? N/A

TICKETS/FREE WILL OFFERING

Is the event open to persons not registered for the convention?

If so, will tickets be sold and/or a free-will offering taken?

Give full details (i.e. who will sell tickets/collect offering, who will receive proceeds):

ORGAN TUNING

_____ Church will have the organ tuned in preparation for the convention.

CONTRACT Does the venue require any other form of contract besides this document? Yes No
(attach a copy if applicable)

INSURANCE

The American Guild of Organists national organization provides liability insurance for all AGO activities, including this convention. Does your venue require a copy of the insurance certificate? (please circle your answer) Yes No

I agree to the terms outlined in the document above.

For the AGO:

_____ (name) _____ (title)
_____ (date)

For the Venue:

_____ (name) _____ (title)
_____ (date)

SAMPLE LETTER OF AGREEMENT – ARTIST NOT UNDER MANAGEMENT

Date
Performer
Address
City

Dear _____,

We are pleased to send you this letter of agreement to confirm our previous invitation to you to be a concert presenter for the _____ Region ___ Convention of the American Guild of Organists in _____, on _____. Please look over the details of this agreement carefully. If the details are correct, please sign one copy and return it to me at the address below by _____ and keep one copy for your records. If any information is inconsistent with your understanding, please apprise us of the changes needed so that we can prepare a corrected form to resubmit to you.

It is agreed that you will present the following event:

A (____) minute organ recital
(Day, date, time)
at (Location)
(Phone and Address of Venue)

It is understood and imperative that all concerts begin and end on time. Your program should not exceed (____) minutes in length. We will send you specifications of the organ and any other pertinent information. Your program information must be submitted by _____. If possible, we would also like to include written program notes in our convention app/program book. Please submit these with your program.

Honorarium and Travel

In consideration of your participation, you will receive an honorarium of \$_____, to be paid at the conclusion of your concert. We will provide transportation between the airport and convention site. We will also provide transportation to and from your concert venue for practice sessions and the program. If you wish to use a rental car, it will be at your expense.

Lodging and Registration

You will be provided with _____ nights lodging at the convention hotel (basic room charge and taxes; you will be responsible for any other charges), and a complimentary convention registration (includes admission to all worship services, workshops and concerts, convention meals covered in registration, and bus transportation.) Should you wish to attend convention events, you will need to submit a registration form for scheduling purposes. A convention registration form will be available online at the convention website _____ in the near future or upon request.

Biographical Information and Photo

With your contract, please submit a high resolution photo and biographical information for inclusion in the convention website/convention app/program book by _____. Send your information to:

Both parties agree that should the performance of any of the covenants of this Agreement on the part of either yourself or the AGO, be prevented by Act of God, fire casualty, physical disability, the acts or regulations of public authorities or labor unions, labor difficulties, lockout, strike, civil tumult, war, riot, blackout, air raid alarm, air raid, act of public enemy, epidemic, interruption or delay of transportation service or any other cause, of a similar or different nature, beyond their control, you and the AGO shall respectively be relieved of their obligations hereunder with respect to the performance so prevented. If the presentation of concerts at the time herein specified shall be prevented for any of the foregoing reasons, you shall be under no obligation to present concerts at a different time or to compensate the AGO for any expenses incurred in connection with such concerts.

Thank you for agreeing to share your talents with the musicians at our convention. We are looking forward to your concert as an important part of what promises to be a wonderful experience of music, learning, and good fellowship.

If you have any questions, please contact me at the address below.

Sincerely,

Name
Title
Address
Phone
E-mail

Name of Presenter (print)_____

Signature_____

Telephone_____ Cell_____

Email_____

Date_____

Signature of Convention Coordinator_____

SAMPLE LETTER OF AGREEMENT FOR COMMISSIONED WORKS

between

_____ and _____

_____ Regional Convention
_____ American Guild of Organists

This letter will constitute the agreement between the _____ Regional Convention, American Guild of Organists (***indicate coordinator or contact person's name***) (referred to as "Commissioner") and _____ (referred to as "Composer"). The Commissioner and Composer agree to the following:

1. That the Commissioner commissions and the Composer agrees to compose a(n) _____ (***Indicate precisely the intended use of the composition. For example, state that the work should be something suitable for a prelude in church. Specify whether the piece should be service or concert music and give an example of a published work. Indicate the level of difficulty, such as easy, moderate, advanced.***), ***within*** ____ - ____ minutes in length, to be performed at the _____ AGO _____ Region Convention in _____. The work must fall within this time frame in order to be acceptable.

2. That the Composer will deliver a pdf of the score (and parts if applicable) of said work to: _____ on or before (***date***).

3. That the Commissioner will pay the Composer a fee of \$ _____, one half of which (\$ _____) will be paid upon signing of all parties to this agreement. The balance of the fee will be paid upon receipt of the finished composition.

4. In order for the Composer to attend the premiere and to participate in a workshop or a panel featuring composers (***indicate other events for which the composer should be present***), the Commissioner will provide complimentary convention registration. The Composer shall advise _____ (Commissioner) no later than (***date***) of intent to attend the premiere.

5. That the work will be wholly created and composed by the Composer and that it does not infringe upon any copyright of another. If any pre-existing material (tune or text) is not in the public domain, it is the responsibility of the composer to secure and pay for the rights necessary to use such material.

6. That the Composer will grant to the Commissioner the exclusive right to present the world premiere performances of the work described above, provided that such performances be presented during the ____ _____ Region Convention of the American Guild of Organists, in (***location***).

7. That the Composer grants the commissioner the right to make an archival audio and/or video recording of the world premiere performances for review purposes only.

8. That the file provided by the composer and any published editions of the work shall bear, on the title page or at the head of the first page of music, the following acknowledgment as specifically requested by the Convention:

- 1. "Commissioned by the _____ _____ Region Convention of the American Guild of Organists
- 2. (city, state) _____

9. That the Commissioner reserves the exclusive right to make the first public announcement of this commission up to one year before the convention.

10. That the Commissioner shall have the right and obligation to publicize the commissioned work and the Composer as part of its promotion of the ____ _____ Convention of the American Guild of Organists.

11. That the Composer will furnish to the Commissioner a biographical sketch and two digital head-shot photographs of the Composer, suitable for publication, on or before (***date***).

12. That the Composer warrants that nothing contained in this agreement contravenes any pre-existing agreement with any publisher or any other party. The composer agrees that any subsequent agreement with a publisher shall be subject to the rights granted to the Commissioner in this agreement.

13. That all rights in the commissioned work not otherwise granted to the Commissioner in this agreement are reserved to the Composer. The Commissioner agrees not to lend, sell, rent, or in any other way make the commissioned work available to any other musical group without prior written permission of the composer.

14. That this agreement is made solely between the parties named at the outset and that nothing in this agreement shall be interpreted to imply any right or obligation on the part of the (name) Chapter of the American Guild of Organists, a duly authorized subordinate unit of the commissioner.

15. That this agreement will be in effect upon the signature of all persons named below, and will be interpreted and governed by the laws of the state of (indicate state).

For _____ Convention
of the American Guild of Organists

Composer

Date _____

Convention Coordinator,
AGO _____ Regional Convention

Name _____ Date _____

Social Security Number

Address

Home Phone _____ Work Phone _____

Home Phone _____ Work Phone _____

Cell Phone _____ FAX _____

E-mail

Email

This letter of agreement is meant to serve as an example to highlight important considerations. It should be modified as necessary for each commission. Details about the instrument, the performer, or other pertinent information may need to be included.

SUGGESTED PROCEDURES FOR COMMISSIONING NEW MUSIC

1. Develop a specific commissions timeline to supplement the overall Convention timeline. Set firm deadlines for delivery of scores (at least six months prior to the Convention to allow adequate time for preparation by performers and conductors).
2. Consider a range of composers. Committees should investigate using composers from local and regional universities, as well as those recognized in the fields of organ, choral and church music.
3. Contact potential composers for preliminary discussions regarding interest, availability and fees. All preliminary conversations must be kept confidential and clearly tentative until final approval. It is advantageous to have all discussions with composers or their agents documented in writing.
4. Develop a budget for commissions which is within the means of the overall Convention budget.
5. Obtain gifts and grants for commissions; corporate sponsorships and matching grants; co-commissions from performers, organizations, local religious institutions, and denominational organizations.
6. Propose commissions and/or competitions to the Steering Committee for approval. As a part of the entire Convention program, proposals should reflect the diversity of the national AGO, including gender, ethnicity, and the range of academic and religious affiliations of the membership.
7. Obtain clear and consistent details for preparation of contracts. It is customary to pay half of the total fee upon the contract signing and the remainder upon receipt of the finished composition.
8. Select performers and venues to provide the optimal premiere of each work. Performers should be chosen who have an affinity or positive track record in performing new music.
9. Consider utilizing commissioned composers in performances and workshops as appropriate. Additional areas of expertise apart from composition should be explored.
10. Obtain photographs, biographies, programs, and program notes from composers as needed by the Convention App/Program Book and Publicity Committees.
11. Determine needs for performance licensing and copyright clearances (such as the reprinting of a text or tune), and secure these as early as possible.
12. Specify other involvement the composer may have, such as conducting or performing the premiere.
13. Encourage communication between the composer and the artist(s) performing the premiere.

SAMPLE LETTER OF AGREEMENT – PERFORMING ENSEMBLE

Date
Name of Ensemble
Director
Address
City

Dear _____,

We are pleased to send you this letter of agreement to confirm our previous invitation to the _____ ensemble (hereafter referred to as “Performer”) to present a concert for the _____ Region ____ Convention of the American Guild of Organists in _____, on _____.

Please look over the details of this agreement carefully. If the details are correct, please sign one copy and return it to me at the address below by _____ and keep the other for your records. If any information is inconsistent with your understanding, please apprise us of the changes needed so that we can prepare a corrected form to re-submit to you.

It is agreed that the Performer will present the following event:

(Name of Concert)
(Day, Date, time)
at (Location)
(Phone and Address of Venue)

We will facilitate the scheduling of a rehearsal(s) at _____ prior to the concert.

Repertoire

Repertoire for the program is at your discretion; the program should not exceed ____minutes in length. You will need to submit your program by _____. We would also like to include written program notes in our convention app/program book. Please submit these with your program.

Honorarium

The Performer will receive an honorarium of \$_____ to be paid on the day of the performance.

Information and Photo

With your contract, please submit a high resolution photo of the ensemble and a description of the group for inclusion in the convention website/convention app/program book, along with your letter of agreement by _____(date). Send these to _____ at the e-mail address listed below.

Both parties agree that should the performance of any of the covenants of this Agreement on the part of the Performer or the AGO, be prevented by Act of God, fire casualty, physical disability, the acts or regulations of public authorities or labor unions, labor difficulties, lockout, strike, civil tumult, war, riot, blackout, air raid alarm, air raid, act of public enemy, epidemic, interruption or delay of transportation service or any other cause, of a similar or different nature, beyond their control, the Performer and the AGO shall respectively be relieved of their obligations hereunder with respect to the performance so prevented. If the presentation of concerts at the time herein specified shall be prevented for any of the foregoing reasons, the Performer shall be under no obligation to present concerts at a different time or to compensate the AGO for any expenses incurred in connection with such concerts.

Thank you for agreeing to share your talents with the musicians at our convention. We are looking forward to your concert as an important part of what promises to be a wonderful experience of music, learning, and good fellowship.

If you have any questions, please contact me at the address below.

Sincerely,

Name
Title
Address
Phone
E-mail

Name of Presenter (print)_____

Signature_____

Telephone_____ Cell_____

Email_____

Date_____ S.S. Number_____

Signature of Convention Coordinator_____

SAMPLE LETTER OF AGREEMENT FOR WORKSHOP PRESENTER

Date
Name
Address
City/State

Dear _____

We are pleased to send you this letter of agreement to confirm our previous invitation to you to be a workshop presenter for the _____Region ___Convention of the American Guild of Organists in _____ , (dates)_____. Please look over the details of this agreement carefully. If the details are correct, please sign one copy and return it to me at the address below by _____, and keep the other for your records. If any information is inconsistent with your understanding, please apprise us of the changes needed so that we can prepare a corrected form to re-submit to you.

It is agreed that you will present the following event:

Name (as it should appear in the program)
(Title of Workshop, date(s) and time(s)
at (Location)
(Phone and Address of Venue)

Please feel free to suggest an alternate title for your workshop that would more accurately reflect its content.

It is understood and imperative that all sessions begin and end on time. Each workshop session is scheduled for 50 minutes. There will be a volunteer assigned to each session to assist you.

Honorarium and Travel

In consideration of your participation, you will receive an honorarium of \$ _____, to be paid at the conclusion of your presentation(s).

Registration

You will also be provided with a complimentary convention registration. You are responsible for additional expenses, such as hotel accommodations, transportation package, and meals. Please contact the Convention Registrar, _____, at _____, to make arrangement for your complimentary Convention registration.

Biographical Information, Photo and Workshop Description

Please submit a high resolution photo and biographical information for inclusion in the convention website/convention app/program book with your contract by _____ (date). At this time we will also need a brief description of your workshop.

Handouts for Your Workshop

We would like to make workshop handouts available online and in the convention app. Please e-mail these in pdf format by _____. If you choose to distribute printed copies, this will be at your expense. An estimate of number of attendees will be available two weeks preceding the convention.

Audio-Visual or Other Equipment Requirements

If you will need audio-visual or other equipment, please list it here:

Both parties agree that should the performance of any of the covenants of this Agreement on the part of either yourself or the AGO, be prevented by an Act of God, fire casualty, physical disability, the acts or regulations of public authorities or labor unions, labor difficulties, lockout, strike, civil tumult, war, riot, blackout, air raid alarm, air raid, act of public

enemy, epidemic, interruption or delay of transportation service or any other cause, of a similar or different nature, beyond their control, you and the AGO shall respectively be relieved of their obligations hereunder with respect to the performance so prevented. If the presentation of workshops at the time herein specified shall be prevented for any of the foregoing reasons, you shall be under no obligation to present workshops at a different time or to compensate the AGO for any expenses incurred in connection with such events.

If you have any questions, please contact me at the address below.

Thank you for agreeing to share your expertise with the musicians at our convention. We are looking forward to your presentation as an important part of what promises to be a wonderful experience of music, learning, and good fellowship.

Sincerely,
Name
Title
Address

Phone
E-mail

Name of Presenter (print) _____

Signature _____

Telephone _____ Cell _____

Email _____

Date _____ S.S. Number _____

Signature of Convention Coordinator _____

SAMPLE ADVERTISER LETTER AND CONTRACT

Date

~~2005 AGO Region VI Convention
P.O. Box 50112
Colorado Springs, CO 80949-0112
719-598-3324
wesphy@gbronline.com~~

~~September 1, 2004~~

~~The Colorado Springs Chapter of the American Guild of Organists (AGO) is honored to host the 2005 AGO Region VI Convention June 26-29, 2005. We invite you to place an advertisement in our Convention Program Book.~~

The Convention Program Book is a marvelous opportunity for you to reach this select audience of professional church musicians. You can showcase your talents as a performer or presenter, your business, or your church or educational institution.

In addition to advertising in the Program Book, we invite you to consider sponsoring or underwriting a specific Convention event- concert, reception, worship service, or workshop. Event sponsors will receive special recognition in the Convention Program Book. Several Convention events will be open to the public, providing additional visibility for sponsors. Please contact me for more detailed information.

~~Most attendees will come from AGO Region VI, which includes Eastern Colorado, Iowa, Kansas, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin, and Wyoming. Further specifics on our Convention and area attractions are available on the Convention website at www.esago2005.org.~~

Also attached are pages with contract information and an order form showing sizes and prices. I would be glad to answer any questions. Feel free to contact me at the above phone number, by e-mail, or by mail at the Convention address.

We look forward to sharing in this great event with us!

Sincerely,

~~Phyllis Nielsen, Chairperson
Program Book Committee~~

~~Encl: — Advertising Guidelines
— Advertising Contract
— Ad Specifications and Rates~~

Advertising Contract

Official Convention Program Book

Deadline for Space Reservation, Payment and Advertising Materials:
~~December 1, 2004~~

Advertiser Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-Mail: (Please print) _____

I/we have read and understand the schedule terms and conditions of this agreement and will abide by them.

Signature/Title: _____ Date: _____

- BW Inside Front Cover (Depending on availability)..... \$375
- BW Inside Back Cover (Depending on availability)..... \$350
- BW Full Page \$250
- BW Half Page (horizontal)..... \$150
- BW Half Page (vertical)..... \$150
- BW Quarter Page (horizontal)..... \$100
- BW Quarter Page (vertical)..... \$100
- BW Eighth Page (horizontal)..... \$50
- BW Eighth Page (business card)..... \$50

See reverse side for size and price information.

Microsoft Word will be used in publication consolidation and Adobe Photo Deluxe or Microsoft Photo Editor will be used to manipulate graphics. Please submit all graphics in high quality JPG, EPS, or TIFF format files to ensure quality reproduction. Please submit all text using any standard Microsoft Word fonts (e.g., Times New Roman, Arial). If nonstandard fonts are required in your ad, please group text and graphics and save as graphics in the applicable size and quality.

Ad Cost: \$_____

Total: \$_____

Return this order along with full payment. No refunds or cancellations after ~~November 15, 2004~~.
~~Please make checks payable to CS/AGO 2005.~~

Please send Contract and Payment to:

2005 AGO Region VI Convention, P.O. Box 50112, Colorado Springs, CO 80949-0112
wesphy@gbroline.com

ADVERTISING GUIDELINES

Official Convention Program Book

General

The ~~AGO 2005 Colorado Springs~~ Official Program Book is published by the Convention Steering Committee (hereafter referred to as “Publishers”) in cooperation with the American Guild of Organists for the 2005 Convention. The American Guild of Organists is a non-profit, education organization chartered by the Board of Regents of the State of New York in 1896.

Publishers reserve the right to decline any advertisement, before or after the published closing date that does not meet with their approval. Improper copy will not be accepted. Acceptance of advertising does not imply endorsement. Publishers reserve the right to head and/or box advertisements that, in their opinion, bear confusing resemblance to editorial manner.

Contract and Copy Regulations

Publishers will not be bound by any condition, printed or otherwise, appearing on any order blanks, insertion orders, or contracts when they conflict with the terms and conditions of this advertising schedule or any amendment thereto.

Advertiser and/or advertising agency assumes liability for all content (including text and illustrations) of advertisements printed, and also assumes responsibility for any claims therefrom made against Publishers and agrees to indemnify Publishers against any expense and loss suffered by reason of such claims.

Payment must be made in U.S. dollars, either by international money order or by a check drawn on a U.S. bank. All display advertising requests must be confirmed with a completed reservation (enclosed) or letter of request. Inside front and inside back cover reservations will be honored on a first-come, first-serve basis, depending on receipt of order and payment. Ads must be in black and white only and have borders or boxes.

An advertiser using an advertising agency is responsible for any debts incurred by the agency in the advertiser’s name. If an advertising agency defaults on payment or declares bankruptcy, the advertiser will pay all cost directly to the Publishers, regardless of whether the defaulting agency has already been paid for the space.

Submission Requirement

All ads must be submitted on ~~computer disk~~ as outlined on the Advertising Rate Sheet. We cannot design or typeset advertisements. If advertiser is unable to submit in the required format, it may be possible for Publisher to arrange for conversion at additional charge to advertiser. Please contact the advertising coordinator for details. Placement of advertising assumes agreement with all stated policies of this advertising contract.

Advertising Specifications and Rates

Full Page (black & white only)		
Inside Front Cover		\$375
Full Page Ready Print Size:	7.0" wide x 9.0" tall	
Inside Back Cover		\$350
Full Page Ready Print Size:	7.0" wide x 9.0" tall	
Full Page in Book		\$250
Trim 8.5" wide x 11.0" tall		
Full Page Ready Print Size:	7.0" wide x 9.0" tall	
Half Page (black & white only).....		\$150
Horizontal Page Ready Print Size:	7.0" wide x 4.5" tall	
Vertical Page Ready Print Size:	3.5" wide x 9.0" tall	
Quarter Page (black & white only).....		\$100
Horizontal Page Ready Print Size:	7.0" wide x 2.25" tall	
Vertical Page Ready Print Size:	3.5" wide x 4.5" tall	
Eighth Page and Business Card (black & white only)		\$50
Horizontal only Page Ready Print Size:	3.5" wide x 2.25" tall	

Mechanical Requirements

Acceptable formats for submitting ads:

- 1) Mac or PC text files with standard Microsoft 2000 Word fonts.
- 2) Mac or PC high-resolution JPG, EPS, or TIFF files.

All image files should be at least 300 dpi.

All files must be accompanied with a printout of the ad.

Media accepted on 3.5" disk or CD-ROM.

Deadline for space, reservation and payments is ~~December 1, 2018.~~

SAMPLE EXHIBITOR LETTER

Dear Exhibitor,

Thank you for taking the time to consider exhibiting at the _____ _____ Region Convention of the American Guild of Organists .

Feel free to visit the convention website at _____to view the entire convention schedule.

We will be headquartered at the _____ Hotel.

We have planned for maximum exposure for our exhibitors.

Please feel free to contact me with any questions.

Sincerely,

Exhibitor Information Sheet
_____ Convention

Hotel:

Exhibitor Hours:

Instructions for registering to exhibit:

1) Complete the contract and make a copy for your records. Make checks payable to _____ Chapter AGO. Return exhibitor materials to the Exhibits Chair. A copy of the contract with your booth assignment will be sent to you, upon receipt of your contract and payment, securing your exhibitor space for the convention. Thank you for your support.

2) Included is a map of exhibitor locations, for your selection, but please be aware that the Exhibits Chair has the final right of assignment according to the demands made upon the exhibit area, especially for that of sound-producing displays. Thank you for your understanding.

3) Advertising options:

4) When your exhibitor fee and contract have been received, you will receive registration information. Convention registration is included with your exhibitor fee, and name tags will be provided according to your request. Hotel reservation information is on the convention website.

Contact the Exhibits Chair at _____ with any questions.

American Guild of Organists
____ Convention

Exhibitor Contract

Reserve for our exhibit _____ booth(s) at _____ each. All booths include tables, pipe and drape, and a sign listing the exhibitor's name and booth number. Booths include approximately _____ space each. Payment should be made to: _____. Please return the exhibit space diagram with your first three preferences marked on the booth spaces desired by _____.

ALL EXHIBITORS MUST AGREE TO ABIDE BY THE RULES AND REGULATIONS GOVERNING THE CONVENTION, AS SHOWN ON THE REVERSE SIDE AND WHICH ARE A PART OF THIS CONTRACT.

Lettering for the sign should read as follow:

Company name: _____

Exhibitor's listing in the program book/website/app should read as follows:

I/we have read the entire contract, including the rules and regulations on the reverse side and I/we agree to abide by it.

Signature(s)/Title(s): _____

Date: _____

To be filled out by exhibits chair:

Table(s) assigned: _____

Date: _____

Signature/Initials: _____

American Guild of Organists

Rules and Regulations

CONTRACT FOR SPACE – The application space and the formal notice by the _____ Region Convention of the American Guild of Organists constitutes a contract for the right to use the space allotted. In the event of fire, strikes or other uncontrollable circumstances rendering the building unfit or unavailable for use, this contract shall not be binding.

RESTRICTIONS IN USE OF SPACE – All demonstrations, interviews or other sales activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet or share the whole or any part of the space allotted without the knowledge and consent of the Management or without the approval of the terms thereof. No exhibitor is permitted to show goods other than those manufactured or dealt in by him/her in the regular course of business. Displays shall not be placed in such a manner as to interfere with other exhibits.

SOUND-MAKING EXHIBITS – Exhibits which include the operation of musical instruments or other sound-producing devices must be arranged so that the sounds from the exhibit will not annoy or disturb adjacent exhibitors and their patrons. Headphones must be provided for digital instruments.

INSTALLATION & TEARDOWN – A fact sheet listing installation and opening hours of the exhibit, as well as the deadline for teardown will be sent to each exhibitor.

DISMANTLING – The exhibitor expressly agrees not to dismantle his/her exhibit or do any packing before the final closing hour of the exhibit. Goods must be crated or packed for shipment by the exhibitor following the close of the exhibits. Goods and materials used in the exhibit shall not be removed from the exhibit hall before the time unless a permit for removal is obtained. All exhibits must be removed within ___ hours of the end of the convention. Those exhibitors wishing additional time must make special arrangements with the management of the hotel for storage materials until they can be removed.

LIABILITY AND INSURANCE – The American Guild of Organists, and the hotel will not be responsible for the safety of the property of the exhibitors, their agents or employees from theft, damage by fire, accident, or other causes, but will use reasonable care to protect exhibitors from such loss. Exhibitors wishing to insure must do so at their own expense.

SALES ACTIVITIES – Advertising material of any description may be distributed and patronage may be solicited only within the booth assigned to the exhibit. No firm or organization not assigned space in the exhibit area will be permitted to solicit business in any manner within the exhibit hall.

FIRE PROTECTION – All electrical wiring must conform with the National Electricians Code of Safety and Rules, and with city codes. Any failure to comply will result in possible cancellation of the exhibit. All exhibitors must comply with fire regulations.

RESTRICTIONS IN OPERATING EXHIBITS – The Management reserves the right to restrict exhibits which because of noise, method of operation, or any reason become objectionable and also to prohibit or evict any exhibit which in the opinion of the Management may detract from the general character of the exhibits as a whole. The reservation includes persons, things, conduct, printed matter, or anything of such a character which the Management determines is objectionable to the exhibits. In the event of such restrictions, the American Guild of Organists, and the hotel are not liable for any exhibit expense.

CARE OF BUILDING AND EQUIPMENT – Exhibitors or their agents shall not injure or deface walls or floors of the building, the tables and dressings, or other equipment. When such damage appears, the exhibitor is liable to the Management.

Exhibiting Customary

Publishers participating
MorningStar Music Publishers
Selah Publishing Co., Inc.
Augsburg Fortress, Concordia, GIA, Hinshaw, Hope Publishing

Introduction

Music publishers in this country are fully supportive of the work of the music organizations and denominational associations and want these organizations to thrive and succeed. But we are concerned about trends that affect the ability of publishers to attend regional and national conventions.

We believe one of the reasons that people attend a convention is to find out about new publications, or discover literature that they have not seen before. We also feel that many are looking for practical advice and help to make them more successful in their situations. Music publishers provide the resources that church musicians need in their positions. We feel that we have seen a decrease in literature sessions, reading sessions, and the kinds of events where people discover new materials.

The listed publishers are willing to talk with committees on the advisability of having exhibits, suggested locations and hours. The earlier we are involved in the process, the more successful it will be for everyone.

Planning a convention

Decide first if your event wants to have exhibitors. If there is not sufficient time in the schedule for people to browse, then it is best to not invite publishers to exhibit. Exhibitors need at least 3-4 hours of primary exhibit time during an event to allow attendees time to browse. Primary exhibit hours means exhibit hours designated as such for attendees, when no workshops or events are scheduled.

Primary exhibit time: daytime exhibit hours designated as such for attendees, when no workshops or events are scheduled (at least a three to four hours in a minimum of hour long increments)

Secondary exhibit time: when people might skip events or cut short meals, late evenings with cash bars, and opening registration time.

It is our opinion that a minimum of approximately 100 attendees is necessary to support multiple exhibitors.

If there is sufficient time scheduled for exhibitors, then decide location of exhibits. Exhibitors should be close to workshops venues and registration (people browse during breaks and mealtime). Attendees need to have access between sessions.

If there is a convention committee, the person in charge of exhibits should also be on the program committee to make sure the needs of exhibitors are reflected in the final schedule.

Exhibit hours should not be scheduled during plenary sessions and prayer services, but should be open during workshop periods and breaks, if reasonably accessible to attendees.

Breakfast and late-night hours do not work together, especially at smaller national or regional conventions which don't justify sending a large number of staff.

Hours need to be posted prominently at registration, in the booklet as part of the daily schedule, as well as a separate complete listing of the complete exhibiting schedule, and mustn't change. These hours need to be communicated to exhibitors at the time of signup.

Location

The most successful regionals for publishers are those where there are a large number of workshops or lectures that take place around the exhibit hall and where conferees have an opportunity to "drop in" during breaks and can visit several times during the day

Needs to be well-lit space

If there is a choice of booth space, a floor plan needs to be provided to make selections.

Small regional events are often better having exhibits situated in churches rather than at hotels, as most workshops/ events take place at the those venues

Hours

Do not open exhibits before 9 a.m. Early hours have never been well-attended.

Late night hours should not be longer than 11 at regional conventions, or midnight at national conventions, and scheduled only when a bar is open or food is provided (and the bar/ food needs to be in the exhibit area).

At smaller regional conventions (where publishers will typically only send one person), hours cannot include both early morning and late night hours.

Minimize the number of days of exhibits, especially the number of half days. (when conventions end on a morning, exhibits do not need to be open that day: end exhibits the previous day). If the conference is off-site for a full day, consider programming that part of the convention towards the end of the conference and ending exhibits before the group leaves the site.

Allow the publishers and dealers to advertise the exhibit hours to area musicians who are not part of the conference: it might introduce people to the organization and benefits the exhibitors.

Decorating Companies

Decorating companies are not necessary for regional conventions: it creates an added cost with little added benefit.

Drayage costs, hotel fees, and union regulations (if applicable) are important for exhibitors to know upfront.

Benefits for Exhibitors

You should provide free registration for 1-2 persons per booth rented. It is helpful to participants and vendors to visit outside exhibits and learn more about the organization and its members.

Provide a bus pass to off-site events with the complimentary registration.

Provide two copies of the convention program per booth.

Pricing

The cost of attending regional and national conventions for publishers and dealers is close to the point of publishers not being able to afford such events. We make decisions every year about which conventions and conferences we are going to attend. There are several denominational and regional events that charge minimal fees to attract publishers, hence you see events around the country with multiple publishers and music dealers. Pricing regional events at national event prices will eliminate most exhibitors.

Most conventions that sell “booth” space, refer to a “booth” as being big enough to hold at least 3 tables (8' x 8', 8' x 10', or 10' x 10')

Price can be determined on a per table charge for smaller spaces, or per booth. A booth should include at least one table and chair.

If there are height limits, this should be specified up front.

In smaller rooms, it is important to ask exhibitors if they have display systems: these rarely work well in the middle of a small room, but work fine against a wall.

If a decorating company is involved, information on rental and shipping is needed at least 3 months in advance.

Provide refund when the actual size of the booth ends up being smaller than advertised in the application.

Reading Sessions

Support the publishers and dealers by having literature sessions and reading sessions at every convention. It is important to allow the exhibiting companies to feature their products.

Provide number of expected attendees and number of people the room will hold two months prior.

Space Assignment

Exhibitors should all be in one room, unless an exhibitor requests a separate display room.

Publishers would prefer to be with other publishers and music dealers, rather than segregated with other types of vendors.

The fairest method to assign space at larger conferences is based on a combination of date reservation is received, number of booths or tables rented, the level of sponsorships and/ or underwriting of convention events, and how many years the company has exhibited at the event. This rewards those companies that are your strongest supporters, and have been so over the years.

Information Needed by Exhibitors

- Exhibit Hours
- Cost of booths, size, and what is included
- Set-up and tear-down hours
- Where check and form is to be sent, and payment options (including to whom check is made out)

Security

The space must be lockable during non-exhibit hours.

Exhibitors need access to booths at least a half hour before posted exhibit hours to prepare for that period of time.

VOLUNTEER OPPORTUNITIES FOR THE ____ CONVENTION

Name: _____

Phone: _____ **E-mail address** _____

Please look over the volunteer opportunities for our Chapter’s hosting of the ____AGO Regional Convention in _____ and check the job(s) that seem to call your name. Then either e-mail or call to sign up, or return the form to me at:

A large part of the success of this convention will depend on the support and participation of all of our members! Please sign up early and often!

Jobs to Be Filled	My Choices
Publicity Committee	
1. Run copy machine	
2. Write articles and press releases	
3. Prepare and distribute media kits	
4. Prepare copy-ready monthly announcements for chapter newsletters and others	
5. Prepare informational materials for booth at National Convention	
6. Provide daily updates via the App and other media	
7. Prepare roster for distribution to attendees	
8. Provide liaison with Webmaster	
9. Upload photos to social media and/or convention website	
10. Serve as official photographer for the convention	
Registration Committee	
1. Prepare roster of applicants for Registration Desk and Publicity Committee	
2. Prepare registration packets and badges	
3. Staff the Registration Desk	
4. Distribute registration packets and badges on opening day	
7. Provide signage to direct registrants to function areas	

8. Prepare tickets for public events	
Logistics Committee	
1. Serve as assistant to committee chair	
2. Help in assembling materials, equipment and setup/breakdown for workshops	
3. Operate equipment at workshops	
4. Help in liaison with venues	
5. Assist in compiling and distributing a Master Rehearsal Schedule	
6. Help in finding non-participants to assist with ushering, etc. at venues	
Transportation Committee	
1. Bus Captains	
2. Mini-van Drivers	
3. Lobby signage for boarding locations	
Program Book	
1. Help in preparation of Program CD mailing	
2. Help proofread	
AGO/Quimby Competition	
1. Hosts for contestants and judges during pre-convention competition	
2. Drivers to chauffeur contestants and judges to and from practice sites	

Hospitality Committee	
1. Help with snack presentations between sessions	
2. Help with cleanup in venues other than hotel	
3. Staff Hospitality Booth	
4. Help find non-participants to staff Hospitality Booth during sessions (in exchange for tickets to public events)	
5. Greeters in Hotel lobby on opening day (Hours:)	
Miscellaneous	
1. I am willing to help in any way that is needed during the convention	
2. I am an M.D. or an R.N. and would help in minor emergency situations	

AMERICAN GUILD OF ORGANISTS
Regional Convention Final Report Form

Region: _____ Host Chapter: _____ Dates: _____

Convention Coordinator(s): _____

The following information will greatly assist those planning the next round of regional conventions. Enclose your final financial report (with a budget for comparison) as well as reports from the Convention Coordinator and committees (including sample forms). Please send two (2) complete copies to AGO National Headquarters, 475 Riverside Dr., Suite 1260, New York, NY 10115, or by email to: agohq@agohq.org

1. Revenue/Expenses

Attendance/Registration Revenue

Full-Convention	Budgeted Revenue	Actual Number	@	Rate	=	Actual Revenue
Early:	_____	_____		\$ _____		\$ _____
Regular:	_____	_____		_____		_____
Senior:	_____	_____		_____		_____
Student:	_____	_____		_____		_____
Other:	_____	_____		_____		_____
Partial/Daily:	_____	_____		_____		_____
TOTAL PAID:	_____	_____				Revenue: \$ _____
Less Refunds:	_____	_____				(\$ _____)
Complimentary:	_____	_____				_____
TOTALS:	_____	_____				Net Revenue: \$ _____

Additional Revenue

Transportation:	_____	_____	@	\$ _____	=	\$ _____
Meals/Packages:	_____	_____		_____		_____
Tours, etc.:	_____	_____		_____		_____
Advertising:	_____	(Enclose rate schedule)		_____		_____
Exhibitors:	_____	_____		_____		_____
Single Tickets:	_____	_____		_____		_____
Gifts/Grants:	_____	_____		_____		_____
Interest:	_____	_____		_____		_____
Other Revenue:	_____	(Source: _____)		_____		_____
TOTAL REVENUE:	<u>Budget</u> _____	_____				Actual: \$ _____

Expenses: Category

Program	Budget	Actual
Commissions	\$ _____	\$ _____
Competition	_____	_____
Transportation	_____	_____
Meals/Packages	_____	_____
Tours	_____	_____
Brochure	_____	_____
Publicity	_____	_____
Exhibits	_____	_____
Hotel	_____	_____
Hospitality/Receptions	_____	_____
Administration	_____	_____
Insurance	_____	_____
Other (Please list)	_____	_____
Regional Fund Contributions	_____	_____
TOTAL EXPENSES:	\$ _____	Actual: \$ _____
NET EXCESS (DEFICIT) REVENUE OVER EXPENSE:	\$ _____	\$ _____

2. LODGING/HOTEL

- a. Name of primary convention lodging: _____
- b. Hotel rates:
 - Single: \$ _____ Double: \$ _____ Triple: \$ _____ Quad: \$ _____
- c. Number of rooms blocked: _____ Number used: _____ Peak night pick-up: _____
- d. Hotel charge for meeting/exhibit space: \$ _____ (no charge)
- e. Alternate Housing site: _____ Rate: \$ _____

3. PERFORMERS/WORKSHOP LEADERS

- a. Total number of performers/ensembles: _____
- b. Number from your region: _____ Elsewhere USA: _____ Non-US: _____
- c. Gender Balance _____
- d. Names of recitalists _____
- e. Names of Workshop Leaders _____

4. AGO CONCERNS (indicate time and format if these were included, i.e., breakfast, lunch, etc.)

- a. Regional Business Meeting: _____
- b. Chapter Leaders Meeting: _____
- c. Regional Leaders Meeting (DCs/RCS): _____
- d. Professional Development Workshop: _____
- e. Chapter Development/Membership Workshop: _____
- f. Education Workshop: _____
- g. Forum: _____

5. AGO OFFICIALS: How were they involved?

- a. National Officials: _____
- b. Regional Councillor: _____
- c. Regional Coordinator/Prof. Dev.: _____
- d. Regional Coordinator/Education: _____
- e. Regional Coordinator for Competitions: _____

6. TOTAL NUMBER OF EXHIBIT HOURS _____

7. ANY COMMISSIONED WORKS? If so, how many? _____

8. CONTACTS OF ALL STEERING COMMITTEE MEMBERS (for future convention contact ease):

Name	Role	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. EVALUATION/RECOMMENDATIONS. Did you have an evaluation form? _____ No. returned: _____

Please note any specific concerns or recommendations that would assist future conventions:

Thank you for all of your diligence and dedication to the AGO and for helping future conventions!!
