

**2018 CBDNA Southwestern Division Conference  
University of Houston  
March 21-24, 2018**

**College/University Performance Application**

**Please fill out the following information completely. Incomplete applications will not be considered. Please type all information.**

**Name of Institution:** \_\_\_\_\_

**Name of Performing Group:** \_\_\_\_\_

**Name of Director:** \_\_\_\_\_ **Title of Director:** \_\_\_\_\_

**Director's Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**School Phone:** \_\_\_\_\_ **Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Has this group ever performed at a CBDNA convention before?** \_\_\_\_\_

**If "yes," in what year was the group's most recent performance?** \_\_\_\_\_

Consideration to perform at the CBDNA Southwestern Division Conference is extended to the ensemble and its conductor listed above. Should the conductor leave the listed institution or be reassigned within the institution to have no oversight over the musical direction of the ensemble, the offer to perform will become null and void. In signing below, we accept the financial responsibility associated with travel of our students, conductors, and guests for the purpose of performing at the CBDNA Conference as well as providing printed programs for the performance.

**Conductor's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please scan and return to: E\_Wilson@baylor.edu or upload with recordings to specified secure folder

---

*(To be completed by Southwestern Division President)*

**Date Application Received:** \_\_\_\_\_ **Materials Complete:** Y \_\_\_\_\_ N \_\_\_\_\_

**Invitation to Perform:** Y \_\_\_\_\_ N \_\_\_\_\_ **Performance Date/Time:** \_\_\_\_\_

**2018 CBDNA Southwestern Division Conference**  
**University of Houston**  
**March 21-24, 2018**  
**Performance Application Instructions**

**Submission Guidelines**

- Each university must submit a completed and signed College/University Performance Application. Please note the statements indicating the institution's intent to fiscally support the ensemble's performance in Houston. This form must also be signed by an appropriate university administrative official (i.e., Dept. Chair, Dean, Provost, etc.).
- Only unedited, live concert recordings from the current (2016-17) academic year will be accepted.
- Total length of recordings should be 30-45 minutes and include musical variety.
- Submit audio recordings (in mp3 format) as separate tracks/files for each piece (and movements, if possible). Do not include any university identifying names in the title of the audio file (keep void of ensemble, conductor, soloist, etc.).
- Use the following titling procedure for each audio file name: track number (according to your preferred order), first and last name of composer/arranger, title, track length (*sample below*)
  - 1-Dmitri Shostakovich/Donald Hunsberger, Festive Overture (5:50)
  - 2-Warren Benson, The Leaves Are Falling (11:25)
  - 3-Paul Hindemith, Symphony in B-flat-1. Moderately fast, with vigor (6:33)
  - 4-Paul Hindemith, Symphony in B-flat-2. Andantino grazioso (5:37)
  - 5-Paul Hindemith, Symphony in B-flat-3. Fugue, rather broad (4:33)
- After the application is received, each conductor will be provided a unique URL by Eric Wilson in a separate email. If you are not currently using Box, you will be required to create an account (no fees assessed) before your folder is viewable. Once logged in, upload all audio files (totaling 30-45 minutes) into the folder located on the secure server. Note: the level of access will only allow uploading privileges to the folder. No others will be able to see, download, or upload the contents of each institution's private folder.
- When recordings have been successfully uploaded, the folder's contents will be placed in a secondary online folder (with anonymity ensured) for the juried selection process. Therefore, it is important that each director not make modifications to the folder after the initial upload. Please make final submission decisions prior to beginning the uploading process.
- If anyone encounters technical difficulties or questions arise regarding the application process, please email [E\\_Wilson@baylor.edu](mailto:E_Wilson@baylor.edu) or call Eric Wilson at 254-230-2101 (cell).
- All materials must be received by 5:00 p.m. on Monday, May 15, 2017 to receive full consideration. Notifications to invited performers will be extended on or before Friday, June 16, 2017.