



ASIAN COMPOSERS LEAGUE

Communication protocol for ACL Festivals

1. Purpose & Audience

This document outlines best practice for liaising with the ACL Executive Committee and the other ACL Members. The intended audience is the Host Organisation of an ACL Festivals/Events.

2. Secretary General, ACL

The Secretary General is the first contact point for announcements and invitations that are directed to the ACL Full, Associate, Individual and Honorary Members and Executive Committee. The Secretary General's email address is secretary@asiancomposersleague.com. The Secretary General maintains a complete list of all email and postal addresses for all ACL Full, Associate, Individual and Honorary Members, and is responsible for ensuring it is kept up-to-date.

3. VIP Invitations

An invitation to attend the festival should be sent in the first instance to the Secretary General to forward on to VIPs (ACL Honorary Members, ACL Executive Committee and to the ACL Full Member Organisations to send a Chief Delegate). The invitation should be sent out at least nine (9) months before the festival. This invitation is not intended to be a guarantee of any performance, but merely to invite their attendance and give time for VIPs to make arrangements for travel, etc.

4. Calls for Scores: Communication

Two calls for scores should be sent to the Secretary General, ACL (*samples are given on the following pages*) as Word and PDF files for distribution.

1) A Call for Scores for the ACL Open Section

2) A Call for Scores for the ACL Young Composers Competition

The Open Section call should close at least nine (9) months before the festival.

The Young Composers Competition call should close at least six (6) months before the festival.

The Secretary General will communicate the calls for scores in the following manner:

- 1) Email sent out to all ACL Full, Associate and Individual Members
- 2) Calls posted on the ACL Website
- 3) Calls posted on the ACL Facebook site

The host organisation should also wish to post the information on their own festival website, and distribute in any other way they see fit.

5. Selected Works

A complete list of selected works should be sent to the Secretary General, ACL, ideally within four (4) weeks following the deadline of the calls for scores. The Secretary General will communicate the selected works in the following manner:

- 1) Email sent out to all ACL Full, Associate and Individual Members
- 2) List posted on the ACL Website



3) List posted on the ACL Facebook site

The host organisation **must** also notify the successful and unsuccessful composers individually via email.

6. Complete Festival schedule

A complete schedule, including concert dates, times, venues, performers, special transport, etc, should be sent to the Secretary General, ACL, at least six (6) weeks before the festival. The Secretary General will communicate the programme in the following manner:

- 1) Email sent to all ACL Full, Associate and Individual Members
- 2) Programme listing posted on the ACL Website
- 3) Programme listing posted on the ACL Facebook site

The host organisation **must** also post the information on their own festival website, and distribute in any other way they see fit.

7. Rehearsal Schedule

Composers whose pieces have been selected should be notified of their rehearsal schedule at least four weeks in advance of the festival, where possible. Consideration should be given to transport to the rehearsal venue, where this is not easily walkable.

8. Email Protocol

The Secretary General must head up all email correspondence with the prefix [ACL] in the subject line, so that it is clearly differentiable from other emails that member secretaries might receive (for instance '[ACL] Call for Scores, 31st ACL Festival/Conference in Tokyo/Yokohama').



SAMPLE CALL FOR SCORES

ACL FESTIVAL CALL FOR SCORES: OPEN SECTION

1. FESTIVAL INFORMATION

Dates: 7–23 September 2003

Venues: Bunkyo Civic Hall, Denzuin-Temple, So-Gaku-Do Hall

Performers: Tokyo Kosei Wind Orchestra; Tokyo Geidai Philharmonia; Tokyo Philharmonic Orchestra; Hong Kong Sinfonietta, Malle Symen Quartet (Recorder Quartet from Netherlands) etc.

2. CATEGORIES

Applicants are invited to submit compositions for the following categories:

- **Fanfare** (Available instrumentation: 4Tp., 4Trb., 2Hr., Timp)
- **Composition for Wind Orchestra** (Available instrumentation: 3 Fl.(Picc.) 2 Ob., 2 Bn., 9 Bb-Cl., 1 Eb-Cl., 1 Alt-Cl., 1 Bass-Cl., 1 C.Bass-Cl., 4 Sa.x., 5 Tp., 4 Hr., 3 Trb., 2 Euph., 2 Tub., 1 St.Bass, 5 Perc., 1 Hp., 1 Pf. (Cel.))
- **Orchestral Composition A** (Orchestra of usual instrumentation with one or more Soloist/Soloists of traditional instruments. The Soloists can be invited from abroad.)
- **Orchestral Composition B** (Orchestra of usual instrumentation with or without a Soloist (excluding traditional instruments).)
- **Composition for Chamber Orchestra** (For an ensemble of more than 12 players of the following instrumentation: 1 Fl., 1 Ob., 2 Cl., 1 Bn., 2 Hr., 1 Tp., 1 Trb., 2 Perc., 1 Hp., 1 Pf.(Celesta); Strings (1-1-1-1-1), excluding traditional instruments.))
- **Electroacoustic Composition** (Live performance of no more than 4 channel music with 1–2 instrumentalists (excluding visual compositions). Applicant must submit a score or a guide with the system plan, and such recordings as MD, CD, DAT or Video (VHS·NTSC). Any electronic devices necessary for the performance of the composition, such as a computer, must be prepared and operated by the Applicant. Ordinary audio system available in a concert hall will be provided by the Festival Organizer. As with the Applicants for the other categories, expenses other than the Registration are to be paid for by the Applicant.)
- **Chamber Music Composition A** (For 1 (Solo instrumentalist/vocalist) to 8 players. If a conductor was deemed necessary for the performance, the Committee of the Asian Music Festival 2003 in Tokyo (hereafter referred to as the Committee) will select a conductor.)
- **Chamber Music Composition B** (Compositions for an ensemble of up to 6 players of mainly Recorder players (keyboard instruments, such as Piano and Cembalo, are not to be used). Recorder Solo, Duo, Trio, Quartet. Up to 4 Recorder Players in a single ensemble.) Available Recorders are: 4 Sopranino, 4 Soprano, 4 Alto, 4 Tenor, 4 Basset, 1 Bass and 1 Sub Bass. All these can be switched.

3. ENTRY REGULATIONS

Duration: no more than 15 minutes. (The duration of the Fanfare of category 2 should be c.1 minute.) Preference will be given to works of less than ten (10) minutes.



ACL Membership: Although submissions from composers throughout the world will be accepted, priority will be given to composers who are current members of any of the ACL Full or Associate Member Organisations, or are themselves Individual or Associate Members of the ACL. (See asiancomposersleague.com for a full list of these members)

Entry fee: Composers who are current members of any of the ACL Full or Associate Member Organisations, or are themselves Individual or Associate Members of the ACL do not need to include an entry fee. Non-members must include an entry fee of US\$10, made out to the ACL (please contact treasurer@asiancomposersleague.com for more information)

Previous performance: Any compositions previously performed at any ACL music festival cannot be submitted to this festival.

Submission format: The Applicant must submit one score (copied and bound). For electroacoustic compositions, one CD with score or guide and the system plan must be submitted.

Compositions submitted must be accompanied by a front page with the title of the composition and the name of the composer clearly marked in English and Japanese. It must also be accompanied by the following information:

- Name of the composer
- Nationality and the date of birth
- Contact details of the composer (Address, Phone number, Fax number, E-mail Address)
- Title of the composition
- Year of composition
- Duration of the composition
- Instrumentation
- Submission category (mark clearly):
 - Fanfare
 - Composition for Wind Orchestra
 - Orchestral Composition A
 - Orchestral Composition B
 - Composition for Chamber Orchestra
 - Electroacoustic Composition
 - Chamber Music Composition A
 - Chamber Music Composition B
- Profile of the composer(within 150 words)
- Program note of the composition(within 150 words)
- If performance would be a world premiere, please indicate
- Photograph of the composer (for use in the printed program)
- If available, a recording of the composition such as Cassette tape, MD, CD,DAT or Video (only in VHS: NTSC).
- If applicable, titles and names may be written in Kanji (Chinese letters).

The Festival admission fees of the Applicant whose composition is selected for performance will be paid for by the Committee.



Other instrumental combinations may be considered.

A composer may submit no more than two (2) works of different categories.

A CD recorded performance of submitted works (live or computer generated) is considered highly desirable.

4. Submission details & Entry Fee

Members of an ACL Full or Associate Member Organisation may submit up to 2 works of different categories through their Member Organisation. Works should be sent in the first instance to your Member Organisation. Each Full and Associate Member Organisation will then collate all entries and forward to the Host Organisation by the deadline below. No entry fee is required.

ACL Individual Members may submit up to 2 works of different categories by the deadline below. No entry fee is required.

Non-members may submit up to 2 works by the deadline below. An entry fee of US\$10 (made out to the Asian Composers League) must accompany the works. Preference will be given to works that in some way engage with Asian musical traditions and concepts.

ACL Full and Associate Member Organisations are required to submit a minimum of three (3) works in different categories. There is no maximum number of works.

All submitted material is non-returnable.

5. Deadline

Submissions must be sent (postmarked) no later than _____.

Composers who are members of an ACL Full or Associate Member Organisation should send their material to the organisation to forward. All other composers should send their material directly to the Host Organisation at the following address:



ACL FESTIVAL CALL FOR SCORES: YOUNG COMPOSERS COMPETITION

1. Competition details

Date: 2pm, 23 September 2003

Venue: Bunkyo Civic Hall, Tokyo

ACL Full Member Organisations are invited to submit one composition to represent their country at the ACL Young Composers Competition.

2. Entry Criteria

Duration: 5–8 minutes

Forces:

- A composition for chamber ensemble of 4–8 instruments from the following list: 1 flute (dbl. picc/afl), 1 oboe (dbl. cor anglais), 1 clarinet (dbl. bass clarinet), 1 bassoon, 1 horn, 1 trumpet, 1 tenor trombone, 1 piano, 1 percussion, 2 violins, 1 viola, 1 cello, 1 double bass.

3. Submission details & Entry Fee

Each ACL Full Member Organisation may submit one (1) entry that meets the criteria above. Durations will be strictly adhered to. Young Composers should, in the first instance, send their scores to their Member Organisation by the internal deadline set by that organisation. The Member Organisation is responsible for then selecting the chosen work, and forwarding it (postmarked) no later than _____ to the following address:

Address: _____