



# Hosting an International Trombone Festival

## About the International Trombone Festival

Since 1971, the International Trombone Festival has been the world's leading event for trombonists of all ages, abilities and genres. Past locations have included Germany, England, Austria, Holland, Finland, Denmark, Brazil, China and the United States. ITF now regularly attracts over 1000 delegates, performers and exhibitors from across the world.

The International Trombone Festival, Inc a registered 501(c)(3) non-profit organization. ITF is responsible for producing the annual International Trombone Festival. Its sole member is the International Trombone Association although it is wholly independent of the ITA with its own board, its own staff and its own budget. The following considerations are taken into account, when a decision is made by the ITF Board:

- ❖ Location & Accessibility to the Local, National & International Market
- ❖ Performance Venues & Facilities
- ❖ Transport Infrastructure
- ❖ Accommodation Availability
- ❖ Funding

## Festival Management

ITF offers wonderful exposure of your venue and city to an international audience of musicians, as well as supporting local businesses and is an event of real cultural significance.

The ITF Director, reporting to the ITF Board of Directors, has overall responsibility for the festival including artistic selection and administration. The ITF Director works with the ITF Artistic Advisory Committee to select performers which meet the long-term needs of the festival. The Host will normally serve as a member or advisor to this committee and will also act as the prime liaison between the ITF and local services/organizations.

ITF is a non-profit organization with an average event budget of c. \$250,000.

## Selection Process

There is a 4-stage process for ITF site selection:

Stage 1: Complete the application form and include a one-page document to highlight the reasons why ITF should choose your site

Stage 2: Site visit by the ITF Director to meet the host and local officials/organisations and view the facilities, transportation & accommodation needs, funding opportunities, etc.

Stage 3: Formal report (prepared in consultation with the ITF Director) and draft budget submitted to the ITF Board for provisional approval

Stage 4: Contracts negotiated and signed between Host/Venue and ITF

If you have any questions, please contact:

**Steve Wolfenbarger, ITF Coordinator**  
School of Music, Western Michigan University,  
1903 W. Michigan Avenue  
Kalamazoo, MI 49008-5434  
U.S.A.

**Tel: +1 (888) 6841 2361**  
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# Application to Host an International Trombone Festival

Host Name: \_\_\_\_\_

Host Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip / Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Proposed Dates/Year: \_\_\_\_\_

## VENUE

Proposed Venue: \_\_\_\_\_

Address of Venue: \_\_\_\_\_

Seating Capacity of 1<sup>st</sup> Performance Venue: \_\_\_\_\_

Seating Capacity of 2<sup>nd</sup> Performance Venue: \_\_\_\_\_

Other rooms suitable for rehearsals/exhibits (inc. approx size or seating capacity):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TRANSPORTATION

Nearest International Airport (inc. distance): \_\_\_\_\_

Nearest Major Cities (inc. distance): \_\_\_\_\_

## ACCOMMODATIONS

Does your venue offer access to cheap housing/dormitories?                      Yes                      No

Nearest Major Hotels (inc. total rooms per hotel, star rating and approx cost per night):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please include a one-page document that describes the main benefits of your application including location, facilities, relationships with local music ensembles, funding, cost of living expenses, local trombone scene, etc.*

Please mail or fax your application to:  
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