

Installation Submission Form

SEAMUS 2005

Instructions

Please enclose one copy of this form for *each* work submitted. The information on this form will not be seen by the jury. No personal identifying information should be on any recording, technical explanation, or program note submitted.

Submissions that do not adhere to the submissions guidelines will not be reviewed.

Installation submissions should include one copy of the following documentation:

Overview Document: This document should provide an overview of the installation, including a general description of the installation, the type(s) of media used, how the audience experiences and interacts with the installation, and physical space requirements. The overview document may include drawings of the physical layout of the installation.

Sample Media: portions of the audio and/or video used for the installation should be submitted. Video/audio footage of the actual installation may also be included. Sample media can be in the form of audio CD, DVD-Video, miniDV, VHS, SVHS, data CD with QuickTime media files, or some combination. **All media should be clearly labeled with the title of the installation, media format, and content information**

Technical Document: a detailed listing of technical equipment needed for the installation, along with a drawing that details placement of all equipment. It is expected that composers may need to supply a significant portion of their installation technology

All submission material should be **without identifying information**.

Submission and Contact Information

Send all submittals to:

SEAMUS 2005 Installation Submission
School of Music
Ball State University
Muncie, IN 47306

For questions, please contact Keith Kothman at <seamus2005@bsu.edu>.

Deadline

Materials must be postmarked by November 1, 2004, and received at the Ball State University School of Music no later than November 7, 2004, to be considered.

Composer Contact Information

Last Name

First Name

Institution (if applicable)

Street Address

City

State/Province

Country

Zip/Postal Code

Email Address (required)

Telephone

Title of Work:

Medium:

I will supply my own technical equipment if selected: ___ Yes ___ No

If yes, specify: _____

Submissions by citizens or legal residents of the US who are not SEAMUS members are subject to a \$15 submission fee per item. All submission fees are non-refundable. Submission fees should be paid by check or money order (drawn on a US Bank in dollars) payable to *SEAMUS2005 / Ball State University*

Checklist

- ___ Completed submission form (this document)
- ___ Payment, if required
- ___ Overview Document (**with no identifying information—only label with installation title**)
- ___ Sample Media (**with no identifying information—only label with the title of the installation, media format, and content information**)
- ___ Technical Document (**with no identifying information**)

Office Use Only	
Sub Rec'd	_____
Ent	_____
Ack	_____
Tracking	_____