



## Festival hosting guidelines

### 1. PURPOSE OF THIS DOCUMENT

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This document provides a starting point for intending Festival Host Organisations when planning their festival. It outlines the required components of an ACL Festival, and provides checklists to help Organising Committees structure their budgets, organise their schedules and compile their programmes.

### 2. FESTIVAL PURPOSE & DURATION

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The ACL Festival is a music festival focusing primarily on new musical composition from ACL members. It should feature a range of genres and forces, from new works for solo instruments to full orchestra, for traditional and contemporary instruments, for acoustic and electroacoustic media. The festival is held every 12–18 months, on average. Each festival typically lasts 6–8 days, but variations on this may be approved as required. While the Festival Host has the right to programme pieces and activities from outside the scope of ACL Members, the ACL Executive Committee will want to be convinced that the focus is on presenting and promoting the new works from ACL members.

### 3. APPLYING TO HOST A FESTIVAL

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A Festival Host application form is available from the Asian Composers League Secretary General ([secretary@asiancomposersleague.com](mailto:secretary@asiancomposersleague.com)). The form must be completed and returned to the Secretary General. A representative of your organisation must be available to present the case at the next General Assembly.

### 4. REGISTRATION FEES & TICKET CHARGES

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The Festival Host is welcome to charge Festival registration fees as they see fit, and may sell tickets to individual concerts to the general public. The following attendees, however, should have all registration fees waived and concert tickets free-of-charge:

- Executive Committee members
- ACL Honorary members
- ACL Young Composers
- All composers whose works are being performed in the festival

### 5. SELECTION CRITERIA

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Each ACL Full and Associate Member Organisation may submit a minimum of three (3) pieces; no maximum number is specified, although each individual composer from that organisation may not submit more than 2 pieces. The Host Organisation may apply any artistic criteria they like to the choice of works, but the ACL recommends a minimum of 1 piece per Full and Associate member is chosen (3–6 works is typical). There is no obligation to perform the music of Individual Members. The host country typically has a larger number of pieces performed.



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6. CHECKLIST: HOST RESPONSIBILITIES & REQUIRED ACL ACTIVITIES

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To be accepted by the ACL General Assembly as an ACL event, the festival must guarantee the following:

- Accommodation** for the full duration of the Festival must be provided for:
  - all Executive Committee members in attendance (usually 5)
  - all Honorary Members in attendance (usually 3 or 4)
  - all Chief Delegates in attendance (usually 10)
  - all Young Composer Competition entrants in attendance (usually 10 — may share a twin room)
  - [Total accommodation required: approx. 29 persons]
- Transport** should be provided (e.g. by coach) where distances between hotel and concert venues are not easily walkable or manageable on public transport (note that some members may have restricted mobility).
- Two **Country Reports** sessions scheduled during the mornings of the first days of the festival. Each session lasts at least 2½ hours. The Secretary General can advise on the total number of reports to be presented. The venue must be a seminar room/theatre with standard AV equipment (e.g. projection, playback) available.
- One **General Assembly** session, to be scheduled towards the middle of the festival, lasting 3 hours. The venue must be a seminar room with standard AV equipment (e.g. projection, playback) available. The room must have general seating, with tables at the front for Chief Delegates and Executive Committee, with placenames.
- Two **Executive Committee** meetings, one to be scheduled BEFORE the General Assembly, the other AFTER, each lasting two hours
- A **Young Composers Competition Concert** featuring the representative pieces submitted by ACL Full Member Organisations. The concert is usually scheduled during an afternoon, and will often last for 2½ hours due to the number of pieces. A jury will be selected by the ACL Ex-Com to award the **ACL Young Composers** award. After the concert, the jury will deliberate, and the winners will be presented with their prizes at the beginning of the evening concert. It is good if the host country can provide a mentor/tutor for the young composers to give feedback on their scores, and be present at rehearsals. The host organiser must provide a total prize pool of \$1000.
- The winner of the previous ACL Young Composer Competition is **commissioned** (without fee) to write a new work for the festival. This work should be presented at some stage during the festival.
- One local composer is **commissioned** to write a new work specially for the festival. This may be with or without a fee, and is at the discretion of the Host Organisation.
- The **Yoshiro Irino Memorial Prize** is presented to the best work by a composer under the age of 35 from the host country. A jury must be selected by the ACL Ex-Com prior to the start of the festival. The Host must provide a list of all eligible works to the jury.
- A prize for **ACL Outstanding Performers Award**. The winner is chosen by the Host Organisation in acknowledgement of the special contribution of a particular ensemble to the festival, often acknowledging a longstanding relationship between the ensemble and the composers of the host country. The choice needs to be approved by the Executive Committee before being awarded.
- A **Closing Ceremony** at which the winners of the Yoshiro Irino Prize and the ACL Outstanding Performers Awards are announced.
- A **Young Composers Forum**, an informal gathering of the selected young composers at some point after the Young Composers Concert/Competition. Duration 2 hours. Mrs Reiko Irino to host.
- Printing & photocopying should be available during the festival for the Chairman and Secretary General of the ACL Executive Committee to prepare for Ex-Com meetings and the General Assembly
- After the event, a few high-resolution photographs and/or videos should be sent to the ACL Webmaster for hosting on the ACL website



7. FESTIVAL SCHEDULE

A complete festival schedule must be provided to registered attendees at least three weeks prior to the start of the festival. An example schedule is given below:

EXAMPLE FESTIVAL SCHEDULE					
DAY ONE		DAY TWO		DAY THREE	
12–5pm	Registration	9–11:30am	Country Reports I	9–11:30am	Country Reports II
7–9pm	Opening Ceremony + Concert	1–3pm	Chamber Music Concert 1	1–3pm	Traditional Asian Instruments
9–10pm	Reception	7–9pm	Orchestral Music Concert 1	7–9pm	Electroacoustic Concert 1
DAY FOUR		DAY FIVE		DAY SIX	
9–11:30am	ACL General Assembly	9am	Free time	9am	Free time
1–3pm	Chamber Music Concert II	1–4pm	Young Composers Comp.	1–3pm	Chamber Music Concert III
7–9pm	Choral Music 1	7–9pm	Choral Music II	7–9pm	Orchestral Music Concert II
				9–10pm	CLOSING CEREMONY

8. PROGRAMME/FESTIVAL BOOKLET & REGISTRATION PACK

Attendees should be able to register online for your festival. This will allow the festival to collRegistration Packs should be given to all participants in the Festival. The Registration Packs should include:

- a. The **full programme booklet** of the Festival
- b. The **full schedule** of the Festival, including transport information (buses, etc.)
- c. **Rehearsal schedule** (this may be provided to composers separately)
- d. **Maps** of the localities and venues
- e. A **name tag**
- f. List of local attractions, dining, public transport timetables and details, etc.
- g. A list of **emergency contact phone numbers**
- h. Any other related information

**The full programme booklet should include the following information:**

- Message from the Chairman of the ACL
- Information about the ACL (available from the ACL Website):
  - ACL Full, Associate, Individual and Honorary Members
  - The current ACL Executive Committee
  - A list of previous ACL Festivals
  - A list of previous winners of the Yoshiro Irino Prize
  - A list of previous winners of the ACL Young Composers Competition
- The Programme must feature the **official ACL logo** prominently on the cover and on other marketing material. A CMYK, RGB and B&W EPS file is available for download from the ACL website
- The Programme must prominently feature the URL for the ACL Website: [www.asiancomposersleague.com](http://www.asiancomposersleague.com)
- All programmed works should include a short programme note and brief biography of the composer, as well as any guest performers/conductors.



ASIAN COMPOSERS LEAGUE

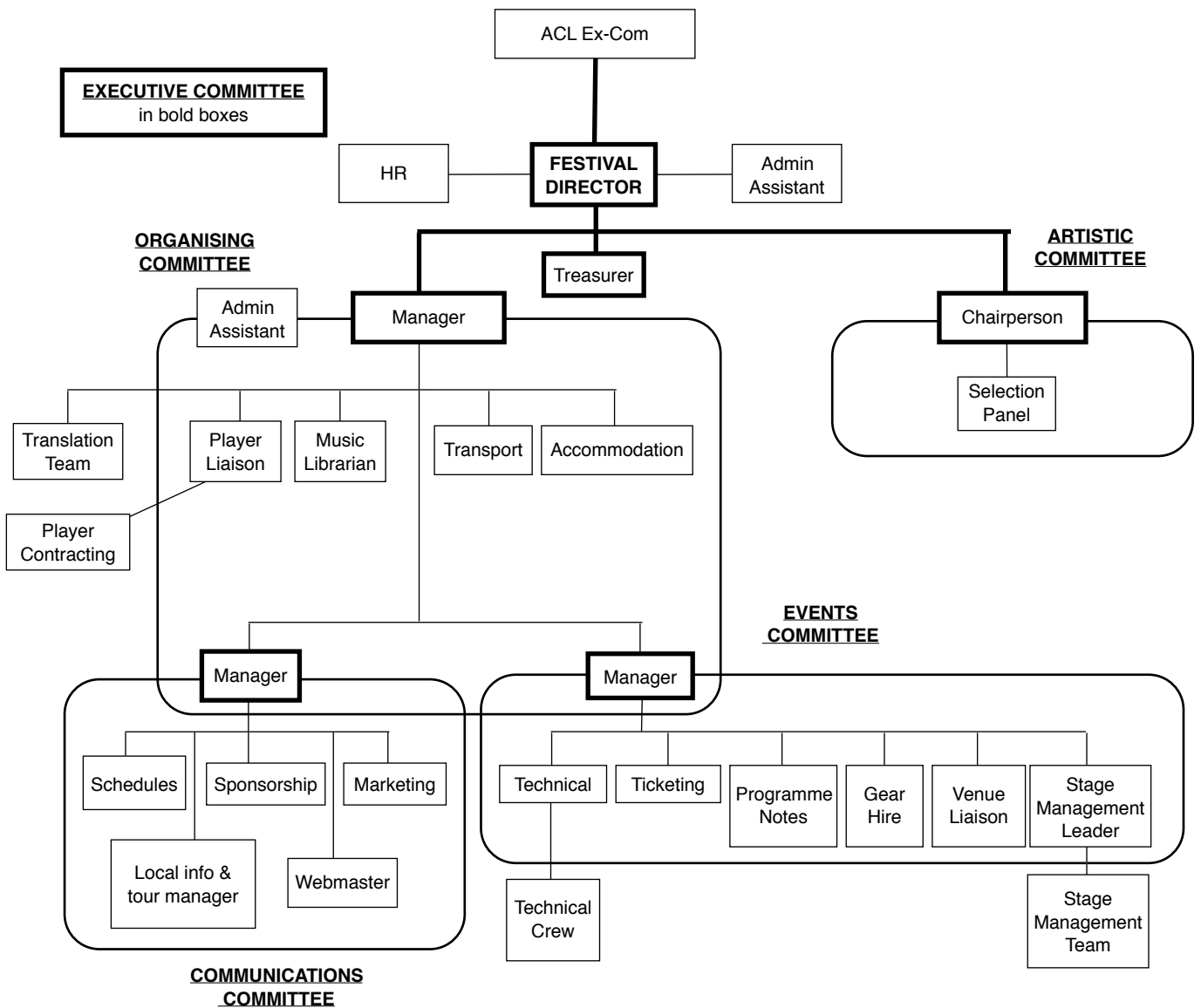
9. TABLE OF ACL MEMBERSHIP TYPES: RIGHTS & PRIVILEGES

	Submission procedures	Is accom provided?	Young Composer Competition	Country report	May be on Ex-Com?	Voting rights	Membership Fee (2011)
Full Members	At least one work guaranteed performance if six (6) works are submitted. No maximum, but no more than 2 works per composer. Works collected & sent from each organisation. No entry fee.	Chief Delegate and Young Composer, for full duration of festival	May submit one entry	Yes	Yes	Yes	US\$150
Associate Members	No minimum or maximum. No guaranteed performance. No more than 2 works per composer. Works are collected and sent from each organisation. No entry fee.	TBD	No	Yes: combine with Full Member	No	No	US\$100
Individual Members	Up to 2 works in different categories. No entry fee.	None provided	N/A	N/A	No	No	US\$50
Honorary Members	Works submitted through member organisations	For full duration of festival.	N/A	N/A	Yes	N/A	N/A
Ex-Com Members			N/A	N/A	N/A	N/A	N/A
Non-members	Up to 2 works per composer. Entry fee will be required.	No	No	No	No	No	N/A



10. FESTIVAL ORGANISATION STRUCTURE

The ACL recognises the extreme financial and logistical difficulties involved in hosting an ACL Festival. The Host Organisation is free to run their festival as they see fit, within the constraints of the ACL Requirements above. The following Organisation Chart may be used as a starting place for organisations considering running a festival to gain an understanding of the many elements to be considered:





## 11. FESTIVAL BUDGET

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Festival budgets vary from place to place, depending on exchange rates, size of ensembles, degree of voluntary contributions from personnel, etc. Typically, many of the larger ACL Festivals have total budgets between USD\$150,000 and \$250,000, even assuming that many of the larger orchestral concerts would be subsidised. It is therefore the case that most ACL Festivals require significant government funding in order to run successfully. We do not provide a sample budget in this document, as the costs would be meaningless in different contexts, however we can provide a list of potential income streams and expense items for the Host Country to consider when formulating the Festival Budget. It might be useful to talk to previous hosts of the ACL Festival to get advice on the construction of the budget.

## 12. COMMUNICATION

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One of the most challenging aspects of running an ACL Festival is clear and accurate communication with both the ACL and the participants. For communication with the ACL Executive Committee or the ACL Full Members, the Festival Host Organisation should ideally address all correspondence to the ACL General Secretary ([secretary@asiancomposersleague.com](mailto:secretary@asiancomposersleague.com)). The Secretary has contact details for all members of the Ex-Com and the Member Countries, and has access to the website, Facebook site, and email discussion lists.

Ensuring up-to-date and accurate information is provided to the participants is also vital. This includes accurate schedules of performances, rehearsals and other planned activities, information about when and where transport will be provided, including airport pick-ups where possible, information about local currency, facilities, expected weather, visa requirements, medicinal requirements, emergency contact details, etc.

A separate document (**ACL Communications Protocol**) lists the important communications protocols required of the host country.