

Dear Colleagues,

The Steering Committee for the 2010 AGO National Convention has officially been ratified by the National Executive Committee! Now that one of the most crucial early steps has been completed, it is time for us to get our committees staffed and working. We've received many wonderful ideas from our brainstorming session as well as from you individually. The best way for us to implement and combine our ideas is for you to volunteer to serve on a committee as set by National.

Please read the following committee descriptions and think about how you can contribute your strengths to our convention. Non-musical strengths will also be needed to implement our musical goals. You will find that some committee descriptions look for these strengths specifically. In addition to some of the descriptions here, you may wish to explore them in greater in the downloadable document "AGO National Conventions - A Creative Partnership". This can be found on the National site at <http://www.agohq.org/organize/index.html>. You will find also that it documents all aspects of a National Convention. Take a closer look at all of the committees to better understand what goes into the convention and the process in general. The following descriptions here have been set forth by the committee chairs based on the general convention guidelines, their vision and your input.

If you feel you would be an asset and would like to volunteer, you may contact the committee chairs directly for more information as well as Graham Elliott, 2010 Executive Director at grahamjelliott@aol.com. We look forward to working with you in realizing our vision of a National Convention in our nation's capitol!

Sincerely,
Victoria Shields Harding
2010 Executive Secretary
shieldsharding@verizon.net
703-680-6881

PERFORMANCE

The Performances Committee fulfills a vital role in selecting and booking the convention talent, yet it does so with broad consultation. Performances Committee members can expect to assess the wide range of fine performers and ensembles available, to do so with utmost impartiality, integrity, and an eye toward diverse programming and performer identity, regional representation, and balance of gender as well as ethnic and racial identity. This committee will also consider the choice of venues for the convention, characteristics of instruments, and, in conjunction with the New Music Committee, the resources and personnel required to perform new works. The membership requirement is open ended, but five diligently-working individuals would be an optimal number of members. Chair is Haig Mardirosian. You may contact Haig at: haig@american.edu

NEW MUSIC

The New Music Committee is responsible for the commissioning of new works to be presented during the convention. We are looking for people who are knowledgeable about composers and are committed to new music; who are interested in reviewing recordings and scores and dealing with composers and their agents. The work of this committee will be intense for the next 12-18 months (meeting every 2-3 weeks) until we make a successful presentation to National, and then

will involve monitoring the progress of the commissions. Chair is Keith Reas. You may contact Keith at: keith.reas@stmarks.net.

WORSHIP

Purpose, role: to plan from 3-10 worship services, in collaboration with the New Music Committee (to incorporate some newly commissioned music into the worship services); Opening and Closing Gatherings Committee (to determine whether either or both of those events should be a worship service; Artists Committee (to see whether incorporating some of the artists as organists, vocalists, instrumentalists into worship services is appropriate); and doubtless other committees.

I will be looking for committee members representing a broad cross section of religious backgrounds and practices, i.e., at least one clergy, church musicians from the Roman Catholic, Jewish, and Protestant traditions, (with Protestant probably including several sub-categories, including someone representing "Praise and Worship" music and/or a DC-area mega-church). I am considering also including someone from the IFC (Inter-Faith Council of Greater Washington, DC). I will be looking for people who have a track record of taking on assignments and getting the job done without constant prodding, and people who have demonstrated imagination and creativity in their thinking and planning. I would think the group might meet several times in close succession at first while ideas are tossed out, then once a pattern of services evolves and assignments are given (each person in charge of one service, for instance), meetings could be less frequent, with much communication done by e-mail. Chair is Ken Lowenberg. You may contact Ken at: kenlowenberg@hotmail.com.

TRANSPORTATION

Most of the work of the Transportation Committee is during the convention itself. There will be some meetings and specific tasks beginning in early 2009. During the few months just prior to the convention, the committee will check all routes with the bus company, and do "dry runs" on the chartered busses and public transportation routes. During the convention, responsibilities include insuring that there is a volunteer "host" and proper signage on every bus, and assisting attendees using public transportation options. Chair is Carol Gugliem. You may contact Carol at: cguglielm@yahoo.com or cgug@loc.gov.

PROGRAM BOOK/ADVERTISING

The purpose of the Program Book Committee is to produce the program book for the convention. The program book is the single most lasting and visible record of the convention. It is a comprehensive source of information for convention registrants, as well as a source of revenue and a major publicity vehicle. The program committee will be divided into two subcommittees, program book and advertising, so to adequately address this broad committee. Following are skills and responsibilities on these two subcommittees:

The Program Book Committee is looking for people with:

- + Computer graphic and processing skills
- + Experience using PageMaker and PhotoShop software
- + IT skills
- + Sales experience and ability

Talents/characteristics of committee members:

- + Ability to generate and maximize advertising sales for the program booklet
- + Electronic publishing skills
- + Good organizational skills and attention to detail
- + Experience working with advertisers, printers, & mailing services
- + Ability to enforce deadlines

Program Book:

- + Collect and edit material for the book
- + Coordinate photographs and graphics
- + Contract with publisher to produce the program book
- + Proofread and correct manuscripts

Advertising:

- + Compile list of potential advertisers
 - + Set deadlines, specifications and fees
 - + Prepare rate cards and media kits
 - + Send initial contact and follow-up letters
 - + Coordinate with other revenue-producing areas of the convention Exhibits/Hospitality/Gifts/Grants/Donations
 - + Invoice advertisers and deposit checks with convention Treasurer
- Chair is Sam Baker. You may contact Sam at: lorganist@aol.com.

REGISTRATION

The Registration Committee is responsible for establishing registration procedures, receiving and recording convention fees, and staffing the registration desk at the convention. This committee will most likely provide registrants with their first taste of convention hospitality. Committee members staffing the registration desk should therefore be hospitable, cheerful, and interested in being of service to the registrants. I will need between four and six volunteers to participate in activities such as form design, packet stuffing, desk manning, and other general tasks that arise. Chair is Carol Feather Martin. You may contact Carol at: trinity.music@verizon.net or SCFMewsic@aol.com.

HOUSING

The Housing Committee makes arrangements for the convention's housing needs in consultation with representatives of the chosen hotel(s). We are looking for those who are skilled in the area of hotel or restaurant management. The committee will develop a specific budget and timeline and operate within them. In addition, they will work with hotel personnel to establish a detailed, hour-by-hour schedule for all events, including those involving food/catering, that occur in the hotel, and to determine the setup/services required for each. For more information please read page 36-37 in "AGO National Conventions - A Creative Partnership". Chair is Irvin Peterson. You may contact Irvin at: idpete2001@yahoo.com.