

World Projects Corporation is proud to present

The 10th Annual
Chicago International Music Festival
Chicago Symphony Center

April 5 – 9, 2020

Dear Music Director,

Thank you for considering the **Chicago International Music Festival** as your music performance tour in 2020. We know that you are looking for the best performance experience possible for your ensemble, and we strive to provide just that.

It is our mission to present young musicians with an experience that offers the opportunity for musical growth while creating lasting memories. To enhance this experience, the performance venue chosen for the festival is the prestigious Armour Stage at the Chicago Symphony Center in downtown Chicago – home to the Chicago Symphony Orchestra. Admission into the festival is based on audition only and is limited to four high school groups and one showcase university ensemble. We encourage groups of varying abilities to apply, as music education through live performance can be very beneficial to groups at various stages of development.

The **Chicago International Music Festival** will feature an outstanding faculty of music education professionals. Past choral faculty has included Jo Michael Scheibe – University of Southern California, Dr. James Jordan – Rider University, Geoffrey Boers – University of Washington, and Dr. Heather Buchanan – Montclair State University. Instrumental faculty has included Dr. Glenn Price – California Institute of Technology, WASBE Past President Bert Alders, John Carnahan – California State University Long Beach, Dr. Dennis Johnson – Murray State University, William Johnson – Professor Emeritus from Cal Poly, Dr. Anthony Mazzaferro – Fullerton College, and Dr. Larry Sutherland – California State University Fresno.

Festival activities will include attending a performance by the Chicago Symphony Orchestra (*subject to ticket availability*) and group workshops with festival faculty. The festival culminates with ensemble performances at the Chicago Symphony Center. One adjudicated ensemble will also be selected to work with a composer to develop a commissioned work that will be premiered at Chicago Symphony Center.

We hope you will join us as we celebrate musical excellence in the unique atmosphere of Chicago. Please do not hesitate to contact us if we can be of further assistance in making this journey a reality for your group.

Sincerely,



Deborah Lee Gibbs
Chief Executive Officer
World Projects Corporation



2020 Chicago International Music Festival Schedule

April 5 – 9, 2020

(Schedule Subject to Change)

DAY ONE: Sunday, April 5, 2020 – ARRIVE INTO CHICAGO!

Morning: Groups arriving at one of the area airports will be met by a World Projects representative who will assist with loading the coaches. Transfer to the Festival Hotel (likely the Embassy Suites Chicago Downtown – TBC). Groups arriving before the hotel’s check-in time may choose to take a tour of the city this morning (cost on own). Groups arriving by coach will be met at the hotel by a World Projects staff member, who will also assist with check-in.

Afternoon: Group arrivals. After checking in, the Director will be given a brief Festival Orientation. Groups will have free time to explore the Chicago area.

Evening: Dinner on your own, or it may be arranged through World Projects. The rest of the evening is free!



DAY TWO: Monday, April 6, 2020 – CHICAGO (B)

Morning: Breakfast at the hotel. The day is free to explore Chicago!

World Projects will be happy to arrange optional sightseeing activities and/or meals for your group (additional costs apply). Possible sightseeing activities include but are not limited to:

- *An Architecture Cruise along the Chicago River – learn about the history of Chicago through its diverse architecture.*
- *Shedd Aquarium – Explore different galleries and exhibits of aquatic habitats!*
- *Adler Planetarium – Enjoy a unique Sky show using immersive technology.*

Afternoon: Lunch on your own, and this afternoon is free to enjoy Chicago. You will have free time to enjoy the many attractions that Chicago has to offer!

Evening: Dinner is on your own.



DAY THREE: Tuesday, April 7, 2020 – CHICAGO (B) – Workshop & Broadway Show

Morning: Breakfast at the hotel.
Enjoy a group **workshop** with a festival clinician (possibly at Chicago Symphony Center in Buntrock Hall) this morning.

World Projects will be happy to arrange optional sightseeing activities and/or meals for your group (additional costs apply). Possible sightseeing activities include but are not limited to:

- *The Field Museum – home to SUE, the largest, most extensive and best preserved T-Rex ever found!*
- *The Museum of Science and Industry, which houses the U-505 – a WWII era Nazi submarine. Discover its mysteries!*
- *360 Chicago – Enjoy panoramic views of the Chicago skyline from 360 Chicago (formally the John Hancock building).*



Afternoon: Lunch on your own.
Later, return to Chicago Symphony Center. Groups will have sound checks on the Armour Stage, Chicago Symphony Center.

After your sound check return to the hotel and drop off instruments.

This evening, attend a Broadway show as a group.

Note: Exact show TBD based on schedule and ticket availability – to the value of \$60 per ticket.

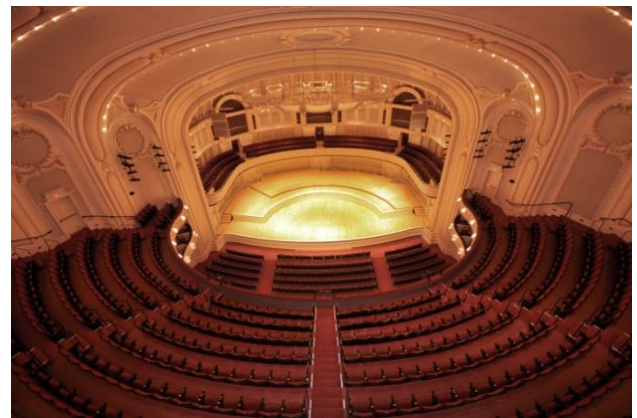
Evening: Dinner on your own and the evening is free.

DAY FOUR: Wednesday April 8, 2020 – CHICAGO (B) – Chicago Symphony Center Performance

Morning: Breakfast at the hotel.
The morning is free to explore Chicago.

Afternoon: Lunch on your own.
Meet in the lobby of the hotel in performance attire with instruments. Transfer to the Armour Stage, Chicago Symphony Center and place your instruments in your warmup room.

Evening: Dinner on your own.
Evening Adjudicated & Showcase Concert at Chicago Symphony Center. Following the concert is the Awards Ceremony.



DAY FIVE: Thursday, April 9, 2020 – CHICAGO → HOME (B)

Morning: Breakfast at the hotel.
Most groups will be leaving Chicago today. If your schedule allows, try to fit in some last-minute sightseeing, shopping, or dining.

Thank you for participating in the Chicago International Music Festival!



Organization

World Projects Corporation, located in Benicia, California, produces the Chicago International Music Festival. Guest conductors, clinicians, and festival staff are all of the highest quality and reputation.

World Projects Mission Statement

With music education as our priority, World Projects provides musicians with life changing performance opportunities and cultural exchange through travel.

Festival Facilities

The Chicago International Music Festival will utilize the Armour Stage, Chicago Symphony Center.

Festival Accommodations

The festival utilizes a downtown Chicago area hotel (past hotels utilized include the Embassy Suites Downtown Chicago, Hampton Inn and Suites Chicago/Downtown and Fairfield Inn and Suites Magnificent Mile – TBC).

Festival Adjudicated and Showcase Concert

The Chicago International Music Festival is open to bands, orchestras, and choirs. Each participating group will have the opportunity to perform on the Armour Stage in the Chicago Symphony Center. Adjudicated groups will be allowed 20 minutes of on-stage performance time. The university showcase ensemble will be given 30 – 45 minutes of performance time. **Each ensemble must submit three copies of original scores for each piece of music being adjudicated.** Our esteemed panel of educators will adjudicate your performance and provide recorded critiques which will be given to the director at the conclusion of the concert. All groups are asked to attend the entire evening concert.

Festival Awards

Based on the performance level as perceived by the adjudication panel, each adjudicated group will receive a Gold, Silver, or Bronze award. There is no limit to the number of Gold, Silver, or Bronze awards. Each group will also receive a large poster of the Festival Artwork.

Full Ensemble Workshop

Each ensemble will receive one (1) 60-minute workshop from our guest adjudicators/educators using a private rehearsal format. Generally, these sessions use your group's festival music.

Other Performance Opportunities

World Projects can arrange additional performances for your ensemble while in Chicago such as at Field Museum, the Museum of Science and Industry, Willis Tower, Hancock Tower or local high school exchanges (*subject to dates and availability – additional costs will apply*).

Broadway Show

All participants of the Festival will attend a Broadway Show of their choosing with a maximum average ticket value of \$60 per person. Groups will be provided with show options once the 2020 season schedule is available. If a group wishes to attend a show with a higher ticket cost than what is included in the festival package, then World Projects will provide the group with a supplemental invoice for the difference in cost.

Limited Participation

In order to ensure a quality experience, the Festival is limited to a maximum of four high school groups and one university showcase ensemble. Ensembles that are denied entry based on available festival capacity in 2020 will be given first preference to attend the 2021 event (*unless an organization is denied entry based on its audition submission*). Once accepted, space for an ensemble can only be guaranteed upon receipt of the non-refundable deposit (*see Payment and Cancellation Schedule*).

Sightseeing Activities

Ample time is provided in the Festival schedule to enjoy sightseeing opportunities and sample the cuisine of a variety of Chicago's many fine restaurants. World Projects can assist you with these arrangements (*additional costs apply*).

Directors' Orientation Meeting

On the first evening, directors will meet (either individually or as a group) with the festival coordinator to receive festival materials, tickets, and t-shirts. This meeting also allows the director to meet the Festival staff and ask any last-minute Festival questions. If a director is unable to attend this meeting, please send a representative from the group.

Ask for our World Premiere Application!

World Projects is thrilled to continue our New Music Initiative with composers from across the United States! Continuing in 2020, one commissioned piece will be World Premiered at the Chicago International Music Festival. The selected adjudicated ensemble will have the opportunity to participate in the development of the commissioned work, as well as the honor of performing this World Premiere at the Chicago Symphony Center. In addition, the composer will be at the festival to work with the group on the commissioned piece at a 90-minute rehearsal prior to their adjudicated performance as well as attend the World Premiere. A separate application process is available to participating adjudicated ensembles interested in this opportunity.

Chaperones

World Projects requests all youth groups in attendance to have a **minimum of one adult chaperone for every ten to twelve students**. Chaperones must stay in the same hotel as the students, taking a participant package as part of the group arrangement. Please check your school's chaperone requirements as well.

Air Travel Arrangements

World Projects can arrange group air travel to and from the Chicago International Music Festival at competitive market rates. For round-trip air travel from your area to Chicago, contact the World Projects office toll free at (800) 922-3976.

Additional Information

- ◆ Please note that walking to and from Festival venues may be required.
- ◆ Weather in Chicago during spring can be unpredictable. Please plan for warm and cold weather and be sure to check the forecasts prior to departure.
- ◆ Photography is allowed inside Chicago Symphony Center during sound checks/rehearsals only.
- ◆ **All types of recording are strictly prohibited inside Chicago Symphony Center.**

Director's Information Packet

A Director's Information Packet will be mailed to all accepted and deposited groups. This packet will contain more detailed information regarding the Festival, as well as forms to be completed by each group and returned to *World Projects* headquarters.

Traveling Group Size

Each group participating in the festival will be required to have a minimum of 40 travelers. This minimum will be for the full traveling group and may be composed of performers, staff, and chaperones.

Festival Application Procedure

Send a completed application form (*attached*) and a recent audio or video recording that is representative of your performance level and anticipated Festival repertoire to: Chicago International Music Festival, 601 First Street / Suite 200, Benicia, CA 94510.

The application deadline for the 2020 festival is November 1, 2019; however, early application is strongly encouraged. Each ensemble accepted for participation will be required to submit a US \$2,000.00 non-refundable deposit in order to hold space in the festival and which will be applied to the final group invoice. Ensembles will be admitted based on their audition submission and on a space available basis until the festival is full. An ensemble may be accepted into the festival after the application deadline if space is available.

Festival Participation Agreement

Once your group deposit has been received, World Projects will require the group leader to sign a Group Festival Agreement which will outline terms and conditions including package costs, inclusions/exclusions and the payment & cancellation schedule. Additionally, all travelers will be required to submit signed liability waivers and medical authorization forms as issued by World Projects in order to participate in the festival.

Package Inclusions

- ◆ One gratis ground package for your staff for every 20 paid participants (*based on double occupancy*)
- ◆ Four (4) nights’ accommodation at the Festival Hotel (*likely the Embassy Suites Chicago Downtown – TBC*)
- ◆ Hotel taxes and portage
- ◆ Four (4) Daily breakfast at the hotel
- ◆ Airport transfers for group and baggage in Chicago
- ◆ Coach transfers to Chicago Symphony Center
- ◆ One (1) 60-minute ensemble workshop with festival clinician
- ◆ Sound check on stage at Chicago Symphony Center
- ◆ Festival performance and recorded critiques at the Armour Stage, Chicago Symphony Center
- ◆ One (1) Festival performance recording for director, Chicago Symphony Center house system (*archival use only*)
- ◆ Large instruments & equipment as noted:
 - ◆ Conductor’s Podium, Piano/Keyboard, Two (2) String Basses, Timpani (set of 4), Concert Bass Drum, Marimba, Xylophone, Vibraphone, Chimes (Tubular Bells), Orchestra Bells (Glockenspiel), Tam-Tam
- ◆ Ticket to a Broadway Show (*exact show TBD based on schedule and ticket availability – to the value of \$60 per ticket*)
- ◆ Official Festival t-shirt
- ◆ Official Festival souvenir program
- ◆ Festival registration fees
- ◆ Access to all Festival concerts and events
- ◆ Large Festival Artwork Poster for each group
- ◆ Group award plaque
- ◆ Artist pass lanyard

Package Exclusions

- ◆ Airfare (*available through World Projects — see Air Travel Arrangements*)
- ◆ Meals not indicated in the inclusions
- ◆ Items of a personal nature (*laundry, room service, internet connection etc.*)
- ◆ Additional instrument rentals (*World Projects can arrange rentals at additional costs*)
- ◆ Additional sightseeing excursions (*World Projects can arrange a variety of Chicago sightseeing activities which are presented as Optional Sightseeing Activities in the Director’s Packet*)
- ◆ Group transfers to non-festival events

Payment and Cancellation Schedule

Date	Payment / Type	Cancellation / Refund
Upon Acceptance	US \$2,000 deposit per group	Non-refundable, credited to final payment
November 1, 2019	US \$350 per person	50% refundable to December 15, 2019
February 1, 2020	Balance in Full	50% refundable to February 15, 2020

All payments must be made by school check, bank check or cash – credit cards will not be accepted.
Festival participation is based on a minimum group size of 40 total travelers.

FESTIVAL FREQUENTLY ASKED QUESTIONS

1. Do chaperones / adults / non-performing travelers have to pay the same package costs as the performers?

Yes. In order to keep the cost of participating in the Festival affordable for as many students as possible, World Projects presents a blanket package cost. Creating a reduced rate for non-performers would increase the performer costs significantly, and thus we maintain one cost for all travelers.

2. Does the package cost cover any type of Travel or Medical Insurance?

For United States based groups, World Projects will purchase a Student Protection Plan (post departure) for all travelers. The director will be sent details about the plan. Groups traveling from outside the United States are not eligible for the Student Protection Plan, but are encouraged to purchase a similar post departure trip protection plan where possible. Trip Cancellation insurance is not included but can be arranged through World Projects upon request at an additional cost. Individuals may also receive quotes for Trip Cancellation insurance here:

www.world-projects.com/travel-insurance

3. Does World Projects have any type of Liability Insurance?

Yes. According to California State Law, World Projects is required to hold \$3 million Travel Agents Professional Liability Insurance Coverage. This is not a form of Travel, Medical, or Trip Cancellation Insurance for groups—rather a form of insurance coverage for World Projects.

Upon request, World Projects can list your school and/or school district as a ‘co-insured’. A customized Certificate of Liability will then be produced showing your school and/or school district as a co-insured for the event you are attending. For further detailed information, World Projects can provide a copy of the Liability Policy upon request.

4. In the event that my child cannot attend the Festival after making payments, what is the refund policy?

World Projects has put in place a generous cancellation schedule, which can be found in this prospectus. This schedule outlines the percentage of payments made that are refundable and until when. All cancellation charges (if any apply) will be represented on your group’s final invoice.

When cancellations occur, our first recommendation is that a replacement is found to take the cancelled traveler’s spot on the tour. That way, all finances can be dealt with internally at the school or organization, and cancellation fees need not be assessed (unless air transportation is involved).

World Projects does, however, acknowledge that unforeseen circumstances do arise and will be reviewed on a case-by-case basis. In the event of a death in the family or illness/injury that prevents travel (as examples), World Projects will review what monies can be recovered from outside vendors (such as airlines, hotels, etc.). These vendors establish their own cancellation schedules, which World Projects must adhere to.

5. When do I need to submit rooming lists, repertoire, and other information about my group?

About six months out from the event (or after this date for late applicants), World Projects will send you a Director’s Packet. Included in this packet are a number of forms we have created to make submitting necessary information to us as simple as possible. World Projects customizes each Director’s Packet so only the forms that apply to your group are included. We ask that these forms be returned to us approximately 3-4 months out of an event, allowing us enough time to make all of the arrangements for your festival experience. We do understand that changes may occur after information is submitted and will try to accommodate changes when possible.

6. I want all of my students to be in quad rooms; however, after putting together my rooming list I've discovered I have an odd number of students left over. Can they stay in a triple, double, or single room at the quad rate?

World Projects has created four different packages based on the different rooming configurations. Unfortunately, in this type of forced rooming situation, World Projects cannot make concessions for the package rates. What we recommend is that the additional cost of these packages compared to the quad rate be prorated among the paying travelers. This generally works out to be a very small additional cost per person.

7. Can World Projects organize any sightseeing activities or meals for my group outside of the Festival package? Can we arrange sightseeing ourselves?

Yes. World Projects will supply you with an 'Optional Sightseeing Activities' form in the Director's Packet. This form will include a number of popular sightseeing activities in the Festival city and the additional costs. Once you have selected the activities you wish to enjoy, World Projects will arrange these tours for your group around your Festival commitments.

Should you wish to partake in a sightseeing activity not listed on the form, World Projects will research costs and present these to you. All additional costs for optional sightseeing activities will be represented on your group's final invoice.

You are also welcome to make your own sightseeing arrangements for your group or for individual travelers. However, World Projects does request that we are informed of the date and times of your group sightseeing activities to ensure that there are no conflicts with your Festival commitments.

8. Can World Projects arrange air travel for my group? If so, how does this work?

World Projects will be able to provide competitive quotes and prompt service to all of our clients requesting air costs.

World Projects will make all of the initial inquiries on your behalf, and should you decide to take any of the quotes offered, we will act as your representative on all aspects of your air transportation including the names list, equipment list, etc. World Projects will invoice you separately for airfare related costs.

9. Can you explain the invoicing process to me in further detail?

Upon acceptance, each performing group will be invoiced for the \$2,000 nonrefundable deposit which secures your position in the Festival.

The next payment request is a per person progress payment. World Projects will invoice you for the total number of travelers indicated in recent correspondence or on your Festival application form. This total number of travelers invoiced will include any applicable gratis travelers. The value amount of a gratis package (the cost of a double occupancy package) will be credited to your final invoice.

The Final Invoice will show a detailed breakdown of all costs associated with your tour (including the rooming summary, any optional sightseeing or meals, and any applicable cancellation charges). Your final balance due will be based on these calculations. Any additions to your tour after the final invoice has been created and sent will be billed on a Supplemental Invoice.

10. Can World Projects organize additional equipment for our group to use during the Festival (i.e. string bass, additional percussion, etc.)?

Depending on the availability of the instrument(s) requested, World Projects can arrange the rental of extra instruments not provided by the Festival at an additional cost. In some cases, there may be other ensembles that are also in need of the same additional equipment. In this instance, World Projects can often split the additional equipment cost between ensembles. Please contact the Festival Production Manager with your requests as early as possible.

11. At what point can we expect a personalized itinerary for our time during the Festival?

The itinerary shown in the Prospectus acts as a guide for what you can expect during the event. After your progress payment has been received, World Projects will send you a draft individual schedule, which will give you a better idea of your group's movements during the event.

From this point on, the Festival Production Manager will continue to update your group's schedule with new information such as exact performance, workshop, and meal times, venues, etc. Before you depart for the Festival, you will have a FINAL itinerary for your time during the event.

CHICAGO INTERNATIONAL MUSIC FESTIVAL

April 5 – 9, 2020

Official Application Form

NOTE: Applications close on November 1, 2019 or when the Festival is full.

Concert Band/Symphonic Band	Symphony Orchestra	Concert/Mixed Choir	Women's Choir
Wind Ensemble	String Orchestra	A Capella/Madrigal Choir	Men's Choir

Please circle the type of ensemble applying to participate
(a separate application form must be submitted for each ensemble applying):

Please indicate the year your group wishes to participate: 2020 2021

Name of School/Organization: _____

Name/Type of Ensemble: _____

Name of Director (with title): _____

Address of Ensemble: _____ City: _____

State or Province: _____ Postal Code: _____ Country: _____

Telephone: _____ Facsimile: _____ E-mail: _____

Number of Participants

Performers in Ensemble: _____

Directors: _____

Staff: _____

Administrators: _____

Chaperones: _____

Total Number of Participants: _____

Previous festivals and tours attended by group: _____

Recent repertoire: _____

Please send the following items with this application:

- 1. Recent audio or video recording (CD or DVD will be accepted)**
- 2. Any copies of previous adjudication or judging forms (if available) OR a current repertoire list.**

If accepted, a non-refundable deposit of US \$2,000.00 per group made payable to WORLD PROJECTS is required to hold space in the Festival.

Signatures: _____

Group Director

School Principal or Group Administrator

Date: _____

Date: _____



Please return this form and all materials to:

Chicago International Music Festival
World Projects
601 First Street / Suite 200
Benicia, CA 94510