Dear Principal Sponsor of an ABA Nominee for Membership:

Greetings! It is time to begin the process of information gathering and compilation for your Nominee. Once you have completed submitting the required information for your Nominee, they will then be certified to move forward as a “Candidate.”

Please know every effort has been made to keep the process simple. Every Nominee will have a Google Drive “ABA Nominee Folder,” which will hold all Nominee materials. Principal Sponsors will be sent a link via email to access and upload materials to their Nominee’s folder. Below are instructions for Principal Sponsors. Please ensure that your Co-Sponsors are aware of their responsibilities in support of your Nominee.

## Monday, May 15 deadline – Three Items:

1. **Sponsor/Co-Sponsor Evaluation Form––**this is a fillable pdf that is attached to this email. (ABA\_Sponsor\_Co\_Sponsor\_Form.pdf). You will need to share this with your Co-Sponsors. Once   
   you fill it out, save the file (using “Save As”) with the Nominee’s last name and your last name   
   (ex: Mozart\_Rhea), and upload your form and your Co-Sponsors’ forms to your Nominee’s folder. Instructions for uploading to your Google Drive folder are below.
2. **ABA Nominee Information Form––**Please see the attached word document that your Nominee will use. All of the areas of the document need to be populated with information. If there is no information to submit in an area, enter “N/A.”
3. **High Resolution Color Digital Photo (headshot)** (.jpg or .tif) You will label the pic with the Nominee’s name (if not done already) and upload it to your Nominee’s folder.

## Saturday, July 15 deadline – One Item (Digital Recordings):

* 1. **Recordings are to be in MP3 format.** ConductorNominees: Live and unedited digital audio recordings of the Nominee’s own ensemble (60 minutes minimum). ComposerNominees: May use professional recordings.
  2. **Label the recordings this way in the order you want them to appear:** Examples below:   
     1\_ Lincolnshire\_Posy\_Mvt\_1\_GRAINGER *Do not use periods (.) in your labeling. Use an underscore ( \_ ).*2\_ Childrens\_March\_GRAINGER
  3. **Provide a list of recordings in the order you want your recordings to appear on the ABA website:** Put this in a word document. Format example below:

*1. Lincolnshire Posy, Mvt 1* – Percy Grainger   
Stately Smith College Wind Ensemble  
Woosoo Hall, Stately Smith College  
Recorded May 7, 2017

**Important**: Should the recordings not be in MP3 format, have issues of talking in the recording(s), be under or over the minimum/maximum length, be edited (Conductor Nominees), or have incomplete documentation by the deadline, the Nominee will be disqualified and their materials will not move forward.

If you have any questions or can’t open the attachments, please don’t hesitate to ask.

Name, ABA Vice President   
Email:

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| **PRINCIPAL SPONSOR must oversee the completion of the below to upload to the Google Drive Nominee’s Folder by MAY 15.** | |
| **Nominee Material** | **What to Do** |
| 1. **ABA Sponsor/Co-Sponsor Evaluation Forms** (fillable pdf). This form is attached to your *ABA Sponsor Info* email. Sponsors and Co-Sponsors write their letter of support in the form at the end.  Note: Fill out this form, save the form with the Nominee’s last name and your last name (ex: Mozart\_Rhea), and then upload to the Nominee’s folder. | 1. After you finish the form, save the form and rename it using “Save As” with the Nominee’s last name and your last  name. Upload all Sponsor Evaluation Forms to the Nominee’s ABA Google Drive folder. This includes forms from Principal Sponsor and Co-Sponsors.  **DEADLINE MAY 15** |
| 1A. Email your Co-Sponsors the **ABA Sponsor/Co-Sponsor Evaluation Form.**  Note: Tell your Co-Sponsors to save the form with the Nominee’s last name and their last name (ex: Mozart\_Rhea), and then email it back to you. | 1A. Make sure your Co-Sponsors send their evaluation forms back to you in time for you  to upload them by May 15.  **DEADLINE MAY 15** |
| 2. **ABA Nominee Information Form**   Note: You will need your Nominee’s CV or bio information to fill out this form. Both the Membership Committee and general membership will refer to this information when voting. | Use the given format.  **DEADLINE MAY 15** |
| 3. One high resolution **digital photo** of the Nominee (.jpg or .tiff) | Upload to Nominee’s Google Drive folder.  **DEADLINE MAY 15** |

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| **PRINCIPAL SPONSOR must oversee the completion of the below to upload to the Google Drive Nominee Folder by JULY 15.** | |
| **Nominee Material** | **What to Do** |
| 1. 60 MINIMUM and 70 minutes MAXIMUM of **live and unedited recordings** in MP3 format. 60 minutes must be of the Nominee’s own ensemble. Note: Composer Nominees may use edited recordings. | 1. Upload to Nominee’s ABA folder. For MP3 file uploading directions, see below.  **DEADLINE JULY 15** |

More information [here](https://support.google.com/drive/answer/2424368?hl=en&co=GENIE.Platform%3DDesktop):

If you need help, contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You will be sent an email link to your Nominee’s Google Drive folder.

How do I upload documents to Google Drive?

**To upload a file:**

1. From Google Drive, locate and select the New button, then select File upload.
2. Locate and select the file(s) you want to upload, then click Open.
3. The file(s) will be uploaded to your Google Drive.

**Procedure for PRINCIPAL SPONSOR to Upload Material to the Nominee’s Google Drive Folder**

# Procedure to Identify Audio Recordings (MP3 files) for the Nominee’s Google Drive Folder

**AUDIO FILE INSTRUCTIONS FOR PRINCIPAL SPONSOR TO UPLOAD FILES:**

1. First, listen to your Nominee’s audio recordings. Check for total length (60 minutes of music minimum and 70 minutes maximum), check for quality, and check for any talking, etc., which would need to be deleted. Minimal applause is fine. For the next step, have your Nominee prepare their music for digital audio uploading (Steps 2 and 3).
2. Make sure each selection and/or movement of a work is a separate file in **MP3 format**.   
   Note: the data transfer rate MUST be 192 kilobytes per second (kbps).
3. Label each individual audio file like this in the order you want them to appear:   
   Ex: **1\_Piece\_COMPOSER (first recording)**

# Ex: 2\_Valdres\_March\_HANSSEN or 5\_Lincolnshire\_Posy\_Mvt\_3\_GRAINGER

Note: shift key + underline gives you an underscore “\_” to separate words. Leave no spaces between words. Do not use periods ( . ).

1. With the next step, you can either upload your Nominee’s audio files to your Nominee’s Google Drive folder, or you can have them upload their audio files to a folder they create and then “share” with the ABA Vice President. If you upload the files, your Nominee will need to send you their audio files.

If you need help, contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_