



**Principal Sponsors will upload to the Nominee's box folder (1) all digital recordings and (2) a separate word document of recording information for each work.**

1. **Recordings are to be in MP3 format.** Conductor Nominees must provide a minimum of 60 minutes of live and unedited digital audio recordings of the Nominee's own ensemble. Note: Composer Nominees may use professional recordings.

2. **Label the digital recordings in the order you want them to appear in the format below:**

*Do not use periods (.) in your labeling. Use an underscore ( \_ ).*

Example: 1\_ Lincolnshire\_Posy\_Mvt\_1-GRAINGER

Example: 2\_ Childrens\_March-GRAINGER

3. **Provide a list of recording information. Submit this in a word document.**

Written Recording Information Format – Format below:

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

2. *Children's March* – Percy Grainger  
Stately Smith College Wind Ensemble  
Recorded at Woosoo Hall, Stately Smith College  
May 7, 2017

4. **Important:** Nominee recordings
  - Must be in MP3 format;
  - Must have no talking in the recording(s) (ie: do not use an adjudicator's comment recording);
  - Must be a minimum of 60 total minutes of the Nominee's own ensemble;
  - Must not be edited (Conductor Nominees); and
5. Principal Sponsors must upload the **Written Recording Information** in the above format by the deadline in a word document, or the Nominee will be disqualified, and their materials will not move forward.