



The Banff Centre
inspiring **creativity**

Collaborative Piano Residency 2010

Application Requirements

- Please follow all instructions in this document. **All materials** must arrive in the Office of the Registrar by mail or courier **prior** to the program application deadline. All deadlines are **in-office** deadlines, **not postmark** deadlines and it is the responsibility of the applicant to ensure that all materials are in the Office of the Registrar by the appropriate deadline; the Office of the Registrar **will not** contact you if your application is incomplete. Incomplete applications will not be processed or sent to adjudication/audition.
- All printed applications should be submitted on letter size (8^{1/2}" x 11") regular bond paper (without staples).
- The pages of your **application requirements package** must be numbered and ordered with your name on each page as outlined in the **application checklist**. Preferred fonts are Arial, Helvetica, or Times New Roman in 12 point size.
- The **application requirements package** consists of the following information:
 - An **application checklist** * (please submit as your first page);
 - A completed **application form** (page #2 in your **application requirements package**); or
 - **Online application** – Make sure the name that appears on **all documents in your application package** match **exactly** the name given on the online application form;
 - **Application Processing Fee** – The Application processing fee must be paid in full before any application is processed. Applications with unpaid processing fees **will not be adjudicated or sent to audition**;
 - **Resume** — A resume describing professional and performing experience and relevant academic and professional training. Indicate years or periods involved and organizations or relevant persons with whom you have studied;
 - **Repertoire List** — A complete list of collaborative repertoire organized by instrument.
 - **Recording**: CD recordings only. The recording should be recent (within 12 months), of high quality, without digital editing. Include four contrasting works or movements (maximum 30 minutes total). Two of these works should be collaborative (piano trio, quartet, etc.). Please include, if possible, one live recording and indicate the title, composer, performer(s), and date of recording



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for each work. Orchestral excerpts are not acceptable. Applicant's name must be clearly indicated on the recording and the recording case. Recordings must be submitted on CD-R or DVD-R to ensure that your application can be processed in a timely manner. We cannot accept CD-RW, video or reel-to-reel tape submissions. **Please do not email audio files;**

- **Statement of Career Objectives** — Indicate your long-term goals as an artist, how you plan to achieve those goals, and how your experience at The Banff Centre will assist you.
- **Statement of Financial Need** — Outline your general financial circumstances which make it necessary to apply for financial assistance;
- **Letters of Recommendation** — Please contact your two recommenders prior to the application deadline so that they will have time to submit your recommendations directly to the Office of the Registrar using the Recommenders Form by the appropriate application deadline. These letters are required of ALL APPLICANTS, regardless of previous attendance at The Banff Centre. These letters need not be included in your **application requirements package**.



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RETURN TO:
The Banff Centre
Office of the Registrar
107 Tunnel Mountain Drive
Box 1020, Station 28
Banff, Alberta, Canada T1L 1H5
Fax: (403) 762-6345

Collaborative Piano Residency 2010 Application checklist

Date: _____

Artist Name _____

(exactly as entered on the
online application, if applicable)

Please check the boxes below, indicating your choice when applicable. The documents must be placed in your envelope in the order they appear on this check list.

- Completed application checklist;**
- Completed application form;** or
- Online application;**
- Processing fee:** Please refer to the How to Apply page of your program on The Banff Centre's web site;
- Resume;**
- Repertoire list;**
- Recording;**
- Statement of Career Objectives**
- Statement of Financial Need;**
- Letters of Recommendation** (contact Recommenders with online link).