



SITE REQUIREMENTS & APPLICATION TO HOST AN ISB CONVENTION

ABOUT THE ISB

The International Society of Bassists is a non-profit, 501(C)(3) organization founded by the internationally-recognized concert artist Gary Karr. The ISB, founded in 1967, is dedicated to promoting the teaching, study, performance, manufacture and repair, and enjoyment of the double bass. Our membership is approximately 2,500 performers, teachers, luthiers, students and hobbyists of all ages and abilities, across all musical genres, in over 40 countries. Besides sponsoring a biennial convention and biennial competitions for performers, luthiers, composers and researchers, the ISB publishes a highly regarded journal three times a year. We also host an online store for members' printed music, recordings and more, and have a by-invitation-only publishing arm. The ISB's website is at www.ISBworldoffice.com. Our headquarters are in Dallas, Texas, at Madeleine Crouch & Co., Inc., a firm specializing in not-for-profit association management, 14070 Proton Rd., Suite 100, Dallas, TX 75244, 972/233-9107, ext. 204, fax 972/490-4219, info@ISBworldoffice.com.

CONVENTION OVERVIEW

The ISB holds its convention every two years at a host university. Past conventions have been held at Northwestern University in Evanston, Illinois (1984), the University of Texas at Austin (1986), the University of California at Los Angeles UCLA (1988), New York City (1990), the Interlochen Academy for the Arts (1993), Indiana University in Bloomington (1995), Rice University's Shepherd School of Music in Houston, Texas (1997), the University of Iowa in Iowa City, Iowa (1999), Butler University in Indianapolis, Indiana (2001), the University of Richmond, Virginia (2003), Western Michigan University in Kalamazoo (2005), Oklahoma City University's Wanda L. Bass School of Music (2007), Penn State University in State College, Pennsylvania (2009), San Francisco State University (2011), the Eastman School of Music (2013), Colorado State University (2015), Ithaca College (2017), Indiana University (2019), the University of Nebraska-Lincoln (2021, virtual), the University of Michigan (2023) and Florida State University (2025). Recent conventions have attracted up to 1,000 bassists, family members, guest artists and exhibitors representing nearly 20 countries. Some attendees stay for the entire week, but most come and go as their schedules require. The largest audiences for evening concerts range from 700 to 800 people.

Presenters travel at their own expense or find their own sponsors, although exceptions are made on a case-by-case basis for freelance presenters without the support of an educational institution.

Presenters receive complimentary registration for the convention, and while some presenters may be reimbursed for travel and lodging, no bassist receives an appearance fee, no matter how big a star he or she may be. Non-bassist supporting musicians (pianists, drummers, chamber musicians, etc.) do receive appearance stipends, which are sometimes paid by the bassist-presenter and sometimes by the ISB. Attendees pay a fee either by the week or the day, with reduced rates for student and overseas members. The ISB offers scholarships to pay for meals and lodging, as well as conference fees, for bassists with limited financial resources if there is a special need. Parents, non-bass playing family members & guests and chaperones pay no registration fee.

In keeping with the ISB's not-for-profit educational goals, our convention is a show of love and support by its membership and sponsors, and not a major money-making enterprise. There is an exhibit hall of 30 to 35 manufacturers and suppliers as space allows (ideally in the range of 10,000 securable square feet), and a thriving young bassists' program that attracts 40 to 60 young bassists.

The convention week is held during the first half of June, between semesters for the host university and before many professional players depart for summer festivals. The ISB holds its biennial double bass competition at the beginning of the week, with arrivals on Sunday for preliminaries and finals on Monday and Tuesday. There are divisions for solo, jazz and orchestral bassists age 19-30, divisions for solo, jazz and orchestral bassists age 15-18, and two divisions for bassists age 14 and under). We also hold a Maker's Competition for new instruments, which is judged on Monday and Tuesday of the convention week and generally attracts 25 to 30 entrants. In 2015 we launched the "Build a Bass in a Week" Project, with an international team of luthiers volunteering to build an instrument onsite that is offered by sweepstakes drawing to raise funds for the ISB and future Build a Bass Projects. We collaborate with the host university to use a theater scene shop for this activity.

Attendees check in on Monday for an impressive schedule of lectures, recitals and masterclasses beginning with the Monday evening concert and competition announcements and lasting through Saturday night.

RELATIONSHIP WITH HOST FACILITY

The ISB seeks an invitation to hold its biennial convention from universities that will offer use of their facilities for affordable fees. There should be a faculty bass professor or local contact person to help the ISB office and convention director coordinate logistics and serve as a local representative/site host. That person does not have to be a bassist.

The ISB travels with its own office team and enlists the support of a large number of volunteers for various activity areas, so it does not require full services of a conference bureau. The ISB will pay the costs of part-time support technicians for audio-visual and stage management, piano tuners, building managers, etc. as requested by the host university.

Host universities benefit from international publicity as the ISB's convention destination, as well as introducing their schools of music to dozens of qualified potential music majors. There are always bassists from major orchestras around the world as well as Grammy winners in attendance.

As space allows, we try to open evening concerts to non-bassist citizens of the host town at no charge, turning the convention into a community festival and building audience for our instrument, as many have never seen what the versatile double bass can do when it takes centerstage!

HOUSING/MEALS

Ideally, the host university will have a dormitory within a short walk of the music school. Most students, including the young bassists and their parents or chaperones, opt for less expensive dorm rooms. We usually have between 100 and 150 people staying in the dorms for all or part of the convention week, single and double occupancy, to be charged on a per-person, per night basis. The young bassist program also relies on using a dormitory meal plan so participants will not have to leave the campus. For 18 and older attendees, it is helpful to have restaurants within walking distance. We sometimes offer a casual buffet dinner on Sunday night, almost always on campus and catered by the university, for 70-85 board members, judges and other guests. We also purchase boxed lunches from on-campus catering for judges and workers on the go throughout the week. In addition, the ISB selects a nearby hotel or hotels that offer reduced group rates for its presenters and adult attendees. We average 100+ hotel rooms per night, Sunday through Saturday.

MEETING SPACE

Competitions:

Beginning on Sunday, the space requirements are: practice and warm-up rooms, most with pianos, and enough concert halls or large rooms to hold preliminaries and finals for eight divisions (one division goes on through Tuesday noon, the others are through by late Monday afternoon). In addition, we will need a large, securable room with some natural light for the Maker's Competition, with enough space to display 15 to 20 new instruments and a large table for judging.

Exhibits:

A space or spaces in that can be locked/secured overnight that will accommodate pipe-and-drape exhibit spaces (to be rented by the ISB from a local supplier), with one or two rooms nearby for demos if possible (ideally 10,000 square feet of exhibit space). Adequate elevators for move-in/move-out if not on ground floor.

Classrooms:

At least two large classrooms (seating up to 50 each), ideally with projector, screen, piano, DVD/CD player, blackboard, etc. for simultaneous lectures, performances and masterclasses held throughout each day.

Recitals and Evening Concerts:

One large concert hall that ideally seats 800+ for evening concerts, with grand piano. Two smaller halls for jazz and classical recitals during the afternoons with rehearsals/soundchecks in the morning, at least 250 seats each, and one or more smaller recital halls or venues that seats 80 to 100 (can be large choir room, a nearby chapel, theater space, etc).

Practice Rooms:

Sufficient practice rooms, many with pianos, for competitor and presenter use.

Young Bassists Program:

One large locking general session room with piano (choir or orchestra rehearsal room to accommodate 40-60 young bassists and their instruments and music stands) and six or more smaller classrooms or rehearsal spaces for various age groups. The smaller breakout rooms will be used for amateur/enthusiasts to sightread ensembles during the 12-2 PM lunch hour. Young bassists store their basses in the large general session overnight.

Storage:

Large out-of-the way locking room(s) or secured space to store bass trunks and instruments during the day and overnight, often 50+ instruments. We will provide staff to check basses in and out of storage.

Build a Bass Project:

Since 2015, the ISB's international team of luthiers completes a new double bass during the convention week, which we offer via sweepstakes as a fundraiser. Ideally, we would have access to a large theater scene shop space with work benches for luthiers to bring in their own tools. All participants sign waivers.

Registration/Convention Office:

A locking room ideally located near registration tables where the back office team manages onsite registration and more. We bring our own computers, printers and office supplies.

INTERNET ACCESS & TECHNICAL/SUPPORT

The ISB will rent from local suppliers any AV and other equipment not available from the host university. As required by the host university, the ISB will pay for use of support staff, etc. We need to be able to offer attendees free Internet access campus wide.

LIVE STREAM SELECTED EVENTS

While the convention is put on for the purpose of bringing together bassists and their family members, collaborative musicians, makers and vendors from around the world all under one roof, we occasionally livestream selected competition rounds and award ceremonies on Monday and Tuesday evenings, the Young Bassists Concert on Saturday afternoon and other selected events.

The ISB might require access to the host institution's high speed Internet for livestreaming and will pay for additional technical support for the host university. In these cases the ISB would ideally receive unedited files from the host university as downloads to post in the members-only area of the ISB's website after the convention.

TRANSPORTATION

Transportation is a daily challenge for double bassists! Ideally, the convention host site should be within an hour's drive of a major airport and accessible by frequent, reliable shuttle transportation that will accommodate both attendees and their instruments at a reasonable cost. Also ideally, there would be on-campus parking available, free or by parking pass for purchase, and/or we might be able to take advantage of a campus shuttle system. We usually have between 3 and 6 vendor trucks that will require parking near the convention activities.

MISCELLANEOUS

We would like to be able to offer our attendees rental instruments from a nearby music dealer or one of our bass shops within driving distance of the convention.

AND FINALLY...

The ISB is grateful to its host facilities for the opportunity to mount a convention. We know we are guests of the host the university, and the ISB manages its conventions in a mutually beneficial manner. The host university is prominently featured in our magazine, e-newsletters, convention program and on its website both before and after our conventions.

SITE EVALUATION CHECKLIST FOR ISB CONVENTIONS

The ISB adapts its convention to each host site's resources. Your site does not have to have everything on this checklist to be considered!

GENERAL CONSIDERATIONS

- Reasonable access by air (nearby airport, proximity to large cities.)
- Costs involved (hall and/or classroom rental, piano rental, piano tuning.)
- Possibility of institution sponsoring/co-hosting appearance by a special guest artist.
- Access to some office/business resources (receiving exhibitor freight.)

SPACE CONSIDERATIONS

- Classroom/dorms and meals/rehearsal space/performance space within a reasonable distance of each other?
- Adequate number of pianos, audio/visual equipment, chairs, stools, stands, etc. available.
- Adequate performance/rehearsal space for competitions.
- Adequate classroom/rehearsal space/recreation for Young Bassists Program (age 18 and under who have not yet entered college.)
- Adequate classroom/rehearsal space for regular program during day.
- Adequate performance facilities for recitals during day and evenings.
- Adequate, well-located exhibit space.
- Storage space for basses and cases.
- Security issues.

TECHNICAL CONSIDERATIONS

- Free wi-fi for attendees
- Possible assistance from technical staff to livestream selected events (for a fee, if needed)

PARTICIPANT CONSIDERATIONS

- Adequate number of dorm/hotel rooms available at reasonable rates?
- Meals at a reasonable cost available on campus or walking distance nearby?
- Shuttle services/transportation for hire of participants and their instruments to and from airport?
- Place(s) to gather for end-of-the-day get-togethers (on or off campus)

APPLICATION TO HOST AN ISB CONVENTION

Use this template to submit your application, or as a guide for creating your application.

Name of Host College/University: _____

Contact (Name, Email, Telephone): _____

Proposed Dates (Sunday through Saturday): _____

COMPETITIONS

☐ Solo (through 2 PM Tuesday) _____

☐ Jazz _____

☐ Orchestra _____

☐ Youth Solo _____

☐ Youth Jazz _____

☐ Youth Orchestra _____

☐ Age 14 and Under/Age 10 and Under (same venue) _____

☐ Evening Concerts

DESCRIPTION

☐ Recital hall #1 for daytime acoustic/classical/chamber ensemble performances (ideally 250 or more seats)

DESCRIPTION

☐ Recital hall #2 for daytime acoustic/classical/chamber ensemble performances (ideally 100 or more seats)

DESCRIPTION

- ☐ Recital hall #3 for daytime acoustic/classical/chamber ensemble performances (ideally 100 or more seats)
DESCRIPTION

- ☐ Recital hall/black box style theater #1 for jazz/non-acoustic performances (ideally 250 or more seats)
DESCRIPTION

- ☐ Recital hall/black box style theater #2 for jazz/non-acoustic performances (ideally 100 or more seats)
DESCRIPTION

- ☐ Recital hall/black box style theater #3 for jazz/non-acoustic performances (ideally 100 or more seats)
DESCRIPTION

- ☐ Practice rooms (note how many have pianos and hours accessible for rehearsals/practicing)
DESCRIPTION

- ☐ Private studios where our collaborative pianists can practice and meet presenters to rehearse (usually faculty studios not in use)

DESCRIPTION

- ☐ Classroom #1 for Lectures

DESCRIPTION

- ☐ Classroom #2 for Lectures

DESCRIPTION

- ☐ Classroom #3 for Lectures

DESCRIPTION

- ☐ Space for makers competition

DESCRIPTION

- ☐ Exhibit space (ideally 10,000 square feet and securable, can be multiple rooms ideally near each other, with easy move-in, move-out access for exhibitors)

DESCRIPTION

- ☐ Loading dock (can our exhibitors ship directly to the university, targeted delivery window)
DESCRIPTION

- ☐ Access to scene shop for Build a Bass in a Week project
DESCRIPTION

- ☐ Bass storage for checking in and checking out presenter and attendee basses and rental basses throughout the day and into the evening, often 50-plus instrument. Will be staffed.
DESCRIPTION

- ☐ Registration/convention office room(s) near building entrance for checking in attendees and presenters and doing back-office work during the convention.
DESCRIPTION

YOUNG BASSISTS PROGRAM (& NOONTIME BASS JAM ROOMS 12-2 PM)

Check all available spaces available, name and description of venue including number of seats or capacity, with or without piano, sound system, smart technology, projector, screen, piano, blackboard, whiteboard, etc. The smaller breakout rooms will be used for amateur/enthusiasts to sightread ensembles during the 12-2 PM lunch hour. Young bassists store their basses in the large general session overnight. Feel free to insert links to view space online or insert photos.

- ☐ **General session room with piano** (choir or orchestra rehearsal room to accommodate 40-60 young bassists and their instruments and music stands, young bassists store their basses in general session room during the day and overnight)
DESCRIPTION

- ☐ **Recital hall for morning rehearsals** (choir or orchestra rehearsal room to accommodate 40-60 young bassists and their instruments and music stands, young bassists store their basses in general session room during the day and overnight)
DESCRIPTION

- ☐ Breakout Room #1
DESCRIPTION

- ☐ Breakout Room #2
DESCRIPTION

- ☐ Breakout Room #3
DESCRIPTION

- ☐ Breakout Room #4
DESCRIPTION

- ☐ Breakout Room #5
DESCRIPTION

- ☐ Breakout Room #6

DESCRIPTION

- ☐ Breakout Room #7

DESCRIPTION

- ☐ Breakout Room #8

DESCRIPTION

- ☐ Site's insurance requirements of the ISB

DESCRIPTION

TECHNICAL CONSIDERATIONS

- ☐ Free wi-fi for attendees

DESCRIPTION

- ☐ Assistance available from college/university technical staff to livestream selected events
(for a fee, if needed)

DESCRIPTION

HOUSING/MEAL CONSIDERATIONS

- ☐ On-campus housing available within reasonable walking distance of the convention activities (up to 200 beds, single and double occupancy billed per person per night)
DESCRIPTION

- ☐ Hotels nearby (walking distance?) available at reasonable rates?
DESCRIPTION

- ☐ Meals at a reasonable cost available on campus or nearby within walking distance, on and off-campus?
DESCRIPTION

- ☐ Place(s) to gather for end-of-the-day receptions or get-togethers, on or off-campus
DESCRIPTION

Thank you! Feel free to attach photos, floor plans, letters of endorsement, etc.

SAVE FOR YOUR RECORDS AND SEND TO:

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info@ISBworldoffice.com
 14070 Proton Rd Suite 100
 Dallas, Texas 75244
Questions? Call 972-233-9107 ext 204