

**Dear Music Directors:**

**The Colorado Springs Convention & Visitors Bureau is excited you will be attending the 2004 Cavalcade of Music. The Cavalcade of Music committee hopes that your group is finding the previous materials sent to you helpful in making plans for the enjoyable and fun-filled visit. In that continued effort, I am enclosing the following material that needs your immediate attention.**

- 1) Titles and Composers for Program form - due 3/30/04**
- 2) Request for Instruments/Equipment form - due 3/30/04**
- 3) Information form - due 3/30/04**
- 4) Preliminary schedule**

**It is important that completed forms be received by the stated deadlines in order to insure a smooth and worry-free Cavalcade of Music as participants. At the time of registration, the judges will need three original scores for all concert bands, orchestras and choirs.**

**For questions on the preliminary schedule or on these forms, contact me at (800) 888-4748 ext. 121.**

**Visit our web site at [www.coloradosprings-travel.com](http://www.coloradosprings-travel.com) .**

**Sincerely,**

**Cathy Nelson  
Chairperson**

**enclosure**

**TITLES AND COMPOSERS FOR PROGRAM**  
**Deadline March 30, 2004**

Please submit the following by **MARCH 30, 2004** to our office. This will enable the committee to print a program.

**NAME OF SCHOOL** \_\_\_\_\_

**TYPE OF PERFORMING GROUP** \_\_\_\_\_

**DIRECTOR** \_\_\_\_\_

<b>TYPE OF GROUP</b>	<b>TITLE</b>	<b>COMPOSER</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Mail or Fax to:**  
**Cavalcade of Music**  
**515 S. Cascade**  
**Colorado Springs, CO 80903**  
**Fax: (719) 635-4968**

**REQUEST FOR INSTRUMENT/EQUIPMENT**

**Deadline March 30, 2004**

**NAME OF SCHOOL**\_\_\_\_\_

**TYPE OF PERFORMING GROUP**\_\_\_\_\_

**DIRECTOR**\_\_\_\_\_

**INSTRUMENTS NEEDED ON STAGE FOR PERFORMANCES: Concert & Jazz**

**Bands/Orchestras. The stage at the Pikes Peak Center is 60 feet deep and 50 feet wide.**

**Risers will be provided for all jazz bands. Concert bands are asked to perform on the flat floor.**

\_\_\_\_\_ **Timpani drums**  
\_\_\_\_\_ **Set of chimes**  
\_\_\_\_\_ **Orchestra bells**  
\_\_\_\_\_ **Concert bass drum/stand**  
\_\_\_\_\_ **Baldwin 6' piano**  
\_\_\_\_\_ **Marimba**  
\_\_\_\_\_ **Vibraphone**  
\_\_\_\_\_ **Gong**  
\_\_\_\_\_ **Xylophone**  
\_\_\_\_\_ **Music stands**

**Choral Groups will be performing in Centennial Hall. The hall is 20 feet deep and 20 feet wide. The hall will have risers, a choir shell and piano.**

\_\_\_\_\_ **Piano**  
\_\_\_\_\_ **Risers**

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**2004 CAVALCADE OF MUSIC INFORMATION FORM**  
**Deadline March 30, 2004**

**DIRECTOR** \_\_\_\_\_

**SCHOOL** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**NUMBER OF GROUPS** \_\_\_\_\_

**NAME OF LOCAL NEWSPAPER** \_\_\_\_\_

**PHONE NUMBER OF LOCAL NEWSPAPER** \_\_\_\_\_

**Cavalcade of Music will be sending out press releases to your local newspaper.**

**1) Where is the group lodging** \_\_\_\_\_

**2) What day is the group planning to arrive** \_\_\_\_\_

**Departure date** \_\_\_\_\_

**3) Total number in group** \_\_\_\_\_

**4) Emergency telephone contacts & phone numbers** \_\_\_\_\_

**5) If you have itinerary, please attach it!**

**MAIL COMPLETED FORM BY MARCH 30, 2004 TO:**

**Cavalcade of Music**  
**515 S. Cascade**  
**Colorado Springs, CO 80903**  
**Fax: (719) 635-4968**