

## **CBDNA ATHLETIC BAND SYMPOSIUM HOST SITE PROPOSAL**

We invite you to submit a proposal to host the CBDNA Athletic Band Symposium. Submission dates typically occur beginning two years in advance are handled by the CBDNA Athletic Band Committee. Documentation should be submitted electronically to [CBDNA.ABC@gmail.com](mailto:CBDNA.ABC@gmail.com) (PDF format) and to the CBDNA Athletic Band Committee c/o the committee chairperson or appointee.

There is no strict format for the application/proposal. It is the hope of the committee that you can provide most of the following information within your proposal:

- Your institution (or institutions if consortium)
- Proposed conference dates. The ABS is traditionally held on the weekend following Memorial Day.
- Venue(s) for the symposium (spaces for sessions, banquet, etc.)
- Information regarding the facilities (available spaces, technology usage, etc.)
- Conference organization:
  1. Level of logistical and financial support from host institution
  2. Information on conference support personnel
  3. Information on technical support personnel
  4. Committed sponsors, if any, and level of expected funding if known
- Travel Information
  1. Airport location
  2. Distances to airport, venues, lodging,
  3. Transportation availability
- Accommodations
  1. Types (Hotels, Resorts, On-campus options, etc.)
  2. Costs
  3. Access to conference venue
- Proposed Social Activities (Banquet, golf, etc.)
- Tourist Information
- Restaurants
- Local Attractions
- Other supportive information

Past history has provided precedence where the symposium is hosted on the following regional rotation: East, Central, West, Central, East, etc. While this rotation is preferred when available, it will not be a major factor in the determination by the committee for host selections.

The CBDNA Athletic Band Committee will review all proposals and determine the location of the next ABS site. The committee is encouraged to seek the opinions of the general constituency when possible and especially when there are multiple strong host site options. Announcement of the selected host site will be made by July 8, 2016.

A copy of Timothy Anderson's (University of Massachusetts) proposal is attached below as a reference for recently selected site (2017 ABS).



UNIVERSITY OF MASSACHUSETTS  
AMHERST

Minuteman Marching Band  
George N. Parks Minuteman Band Building  
University of Massachusetts  
110 Grinnell Way  
Amherst, MA 01003-9365

Band Office: 413.545.3410  
Fax: 413.545.5631  
Web: [www.umass.edu/band](http://www.umass.edu/band)

Eric Wiltshire  
Chair, CBDNA Athletic Bands Committee  
Oregon Athletic Bands  
1225 University of Oregon  
Eugene, OR 97403

April 21, 2015

Dear Eric and members of the committee,

On behalf of my colleague Thom Hannum and all the members of the *Power and Class of New England*, we would like to invite the CBDNA Athletic Bands Symposium to the University of Massachusetts Amherst, June 1 – 3, 2017. With this letter, you should also find a tentative schedule as well as hotel rates/information from the Campus Center.

Between the George N. Parks Minuteman Marching Band Building and the University's Campus Center, we have the facilities to host the conference, all within walking distance. Once attendees arrive for the conference, everything is immediately at hand. Rooms at Campus Center hotel are available at \$130 a night. Sessions can be held in any of the meeting rooms at the hotel (\$300 a day), or in the rehearsal room of the Parks Band Building, all depending on the schedule. The Campus Center's 11<sup>th</sup> floor Marriot Center offers a beautiful environment for a reception Wednesday evening, with it's scenic view of the campus and the Pioneer Valley. Luncheon on Thursday can be catered by University Dining, with many sandwich items to choose from. The University Club (the oldest building in Amherst, dating from 1728) can host an informal social hour and dinner Thursday evening. There are several different local golf courses to choose from, for Friday's golf outing, while there are many options for the non-golfers. Outings can range from a tour of the Emily Dickinson Museum, near downtown Amherst; a trip to the Yankee Candle Flagship in South Deerfield; or a scenic hike in the nearby Holyoke Range. For the Friday night banquet, we would pursue holding it at the Basketball Hall of Fame, in nearby Springfield.

Bradley International Airport, in nearby Windsor Locks, CT, is roughly one hour from campus. The easiest form of transportation from there is the Valley Transporter shuttle, which costs \$53 one-way. They will deliver you right to the Campus Center door. We will also pursue some sort of shuttle service, if feasible. By Spring 2015, nearby Northampton will feature frequent Amtrak service. Shuttles

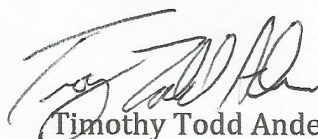
from the train station to campus will be explored. Amherst has a great many restaurants and establishments, to fit most all choices. We will provide shuttle service from the hotel to favored spots each evening, should there be interest.

The UMass Band is serviced by the Epsilon Nu chapter of Kappa Kappa Psi and the Delta Delta chapter of Tau Beta Sigma. Both will be called upon to provide logistical service for the conference. The chapters are experienced in this area. They provided much of the labor to make the 2013 National Convention in Springfield a success. We will seek sponsorship from the companies Thom Hannum is affiliated with, such as Vic Firth and Pearl. We will also inquire of the George N. Parks Drum Major Academy, to see if they are interested in being involved. We will hopefully receive the support of CBDNA, as previous Symposiums have.

Late spring/early summer is a beautiful time to visit the Pioneer Valley. Temperatures should be in the low to mid 70s and everything will be green. Participants can bring their entire families. Six Flags New England theme park is only 40 minutes away, in Agawam. We are two hours from Boston, for anyone who would like to see the Red Sox while in town. We are in easy driving distance for any attendee from the Northeast. There is much our community has to offer!

Thank you for taking the time to consider our proposal. If you have any questions, please do not hesitate to ask. We hope to welcome you to the University of Massachusetts Amherst in June 2017.

All the best,



Timothy Todd Anderson, Ed.D.  
Director, Minuteman Marching Band  
tanderson@music.umass.edu



**2017 CBDNA Athletic Bands Symposium**  
**University of Massachusetts Amherst**  
Proposed Itinerary

All events in either the Campus Center Hotel or the George N. Parks Minuteman Marching Band Building.

Hotel rooms in Campus Center; explore possibility of housing at other hotels.

**Wednesday, May 31<sup>st</sup>:** evening reception in Marriott lounge of Campus Center hotel, for early arrivals.

- Bradley Airport in Hartford, CT is the closest. We will explore shuttle vans. Otherwise, Valley Transporter is \$53, one way.

**Thursday, June 1<sup>st</sup>:** Session begins in Campus Center Hotel or Parks Building. Lunch provided by Campus Catering.

Social hour, informal dinner at University Club, oldest home in Amherst.

\*Following dinner, shuttles to favored “establishments” in town, for those interested.

**Friday, June 2<sup>nd</sup>:** golf at either Cherry Hill or Amherst Golf Course. For non-golfers, trip to Yankee Candle in South Deerfield, tour of the Emily Dickinson House in Amherst, or hiking trip of nearby Holyoke range.

Friday night banquet: Basketball Hall of Fame in Springfield. They do have private events there. Will look into having the Hall available for browsing.

**Saturday, June 3<sup>rd</sup>:** conference ends. To save on costs, can do everything in the Parks Band Building, with breakfast brought in.

Following conference, opportunity for families to go to Six Flags New England in nearby Agawam.

Will work with the Chancellor's Office, UMass Alumni Association and the Athletic Department to obtain notable guest speaker.

Frank Battisti would be invited to speak at some point in the conference. He lives 7 minutes from campus and comes to concerts on a regular basis.

Points of interest:

UMass website: [www.umass.edu](http://www.umass.edu)

Bradley International Airport: <http://www.bradleyairport.com>

Valley Transporter shuttle: <http://www.valleytransporter.com>

University Club (UMass): <http://www.umassclub.com>

Yankee Candle flagship: <http://www.yankeecandle.com/about-yankee-candle/visit-our-flagship-store/south-deerfield-events/t>

Basketball Hall of Fame: <http://www.hoophall.com>

Emily Dickinson Museum: <https://www.emilydickinsonmuseum.org>



UNIVERSITY OF MASSACHUSETTS  
AMHERST

374 Whitmore Administration Building  
181 Presidents Drive  
Amherst, MA 01003-9313

OFFICE OF THE CHANCELLOR

voice: 413.545.2211  
fax: 413.545.2328  
www.umass.edu

May 20, 2013

David L. Mills  
CBDNA Marching and Athletic Bands Committee  
UConn Bands U-1012  
Department of Music  
Storrs, CT 06269-1012

Dear Mr. Mills:

I write to invite the College Band Directors National Association to hold its annual conference on the campus of the University of Massachusetts Amherst in 2015. I'm sure you are familiar with the accomplishments of the University of Massachusetts Minuteman Marching Band and its rich tradition. Recipient of the Sudler Trophy in 1998, the Band has performed at Presidential Inaugurations and at the Band of America Grand Nationals and has been invited to perform in the Macy's Thanksgiving Day Parade in 2013. The Band's 380 members, now under the able direction of Professor Timothy Anderson, assisted by Thomas Hannum and musical arranger Michael Klesch, have long enthralled audiences and been an enormous source of pride for the entire University of Massachusetts community.

The University of Massachusetts Amherst also boasts outstanding facilities for such a conference, including our Campus Center and our newly opened George N. Parks Building and nationally recognized dining services. Located on over 1400 acres in a quintessential New England town, which frequently turns up on lists of the top college towns in the country and even "the best college town in North America," the University combines the advantages of its beautiful setting with an active cultural environment and such local attractions as the Basketball Hall of Fame, Yankee Candle's flagship store, Amherst, Smith, Mount Holyoke, and Hampshire Colleges, the Emily Dickinson Museum, beautiful hiking trails, and a wide variety of restaurants and book stores.

We hope you will consider convening here in 2015 and look forward to welcoming you to our campus. If you need any additional information, please do not hesitate to contact me or Associate Chancellor Susan Pearson.

Sincerely,

A handwritten signature in dark ink, appearing to read "Kumble R. Subbaswamy".

Kumble R. Subbaswamy  
Chancellor

cc: Dr. Timothy Anderson, Director, UMMMB  
Associate Chancellor Pearson



**CBDNA Marching and Athletic Bands Symposium  
May 28-30, 2015**

UMass Conference Services Quote  
University of Massachusetts, Amherst

**MEETING ROOMS**

UMass Conference Services can provide for meeting rooms within the Campus Center Complex. Rooms may be set various ways to accommodate your needs.

Meeting Rooms		\$275.00 per room, per day
Amherst Room or Marriott Center	Reception:	\$350.00 per room
	Dinner:	No rental fee



**AUDIO-VISUAL SERVICES**

See attached sheet for a complete listing of audio-visual services and fees. A state and local tax, currently 7%, will be added to all selections.

**VENDOR FEES**

Exhibitor fees are \$50.00 per booth. The booth fee includes the space, 6' or 8' table, paper drape and two chairs. Electrical is available upon request and priced according to requirements for booth.

## UMASS CATERING

Please log onto [www.umass.edu/catering](http://www.umass.edu/catering) for a complete listing of catering options and pricing. An 18% house charge and 7% state and local meal tax will be added to all catered selections.



## REGISTRATION SERVICES (optional)

Standard Registration Package:

Fee: \$20.00 per registration

Website site up: \$300.00 - a one-time set up charge for the online registration page.

Administration fee: There is a 3% administration fee per registration transaction payable by the registrant. This is automatically added during the checkout/payment process online and is outlined on the webpage.

Standard Registration Includes:

- Create and manage an online registration page, where conferees can register for one or multiple conference events (registration, housing, meals, additional conference tours, etc.) and pay by credit card or select to pay at a later date by check/purchase order
- Receive and process hard copy registration forms by mail and fax
- Process a variety of payment types including Visa, MasterCard, American Express, Diner's Club, purchase orders, personal or business checks, money orders and cash
- Create and send invoices to conferees as needed, as well as official receipts, certificates of attendance, etc.
- Handle all questions/concerns from conferees, including questions about registration, payment, conference information, area information, airport/transportation information, etc.
- Send out email confirmations to all conferees after initial registration and, if desired, additional emails at a later date per the request of the conference chair about conference information/opportunities
- Process sponsorship/exhibitor registrations and payments (including setting up a separate registration form, if desired)

- Manage abstract/paper submissions (including setting up a separate registration form, if desired)
- Create and send customized reports of registrant information
- Create welcome folders for each conferee, including pen, pad, receipt, name badge and additional approved conference inserts as designated by the conference chair
- Provide on-site registration services during the first and potentially subsequent days of the conference (hours and days are based upon conference size and need and is determined by the registrar; for off-campus registration additional fees may apply)
- Provide a financial wrap-up of the registration

### UMASS HOTEL AND CONFERENCE CENTER



A block of rooms may be put on hold in the UMass Hotel for your conference.

The hotel is a 114-room property with 2 suites. The hotel provides continental breakfast, air conditioning, cable TV, Internet access, and one complimentary pass for the Campus Center Parking Garage.

Conferees may contact the hotel directly to secure their reservation

and/or you may provide a list of names for hotel reservations.

Standard Room

\$120.00 per night

(Single or Double Occupancy, plus applicable taxes, currently 11.7% and applicable fees, currently \$1.00 per room, per night)

### OVERNIGHT ACCOMMODATIONS: SUITE-LIKE RESIDENCE HALLS

The North Residential Area contains the newest residence halls on campus. Opening in September 2006, the North Residential Area features air-conditioned apartment style living. Each apartment includes four single bedrooms, two full private bathrooms, and a shared living room/kitchen area. Each building also has a common area/lounge.



Single Room: \$46.00 per person, per night

A set of linen is included and consists of 2 sheets, pillow with case, blanket and 2 towels.

### PARKING

Campus Center Parking Garage

\$5.00 per car, per day\*

*\*this is a discounted rate*

Perimeter surface lots are available at no charge during the summer months.

Please note that the above is a quote and does not guarantee space or pricing.

*Respectfully submitted:*

*Amber Paluk*

*May 15, 2013*

**University of Massachusetts, Amherst**  
**AUDIO-VISUAL EQUIPMENT AND SERVICES**

**Microphones** (*Requires PA system*)

<b>Standard</b>	<b>\$20.00</b>
<i>Specify Standing/Podium or Tabletop style</i>	
<b>Lavaliere (Lapel) Wireless</b>	<b>\$40.00</b>
<b>Handheld Wireless</b>	<b>\$40.00</b>

**PA Systems**

<b>Meeting Rooms</b>	<b>\$100.00</b>
<b>CC Auditorium &amp; SU Ballroom</b>	<b>\$200.00</b>
<i>For various applications &amp; attendance levels</i>	

**Podiums**

<b>Standing</b>	<b>\$5.00</b>
<b>Tabletop</b>	<b>\$5.00</b>

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<b>Data Projectors (LCD)</b>	<b>\$150.00</b>
<i>User to supply all adaptors necessary to connect to VGA cable (D-Sub 15)</i>	
<i>Video requires a PA system</i>	<b>\$250.00</b>

<b>Presentation Remote</b>	<b>\$25.00</b>
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<b>Overhead Projectors</b>	<b>\$20.00</b>
<i>Pens and transparencies to be supplied by user</i>	

<b>Slide Projector</b> Kodak Ektagraphic carousel type	<b>\$20.00</b>
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<b>16mm Film Projector</b>	<b>\$50.00</b>
<i>Requires technician and sound system</i>	

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<b>Utility (AV) Carts</b>	<b>\$20.00</b>
<i>Package includes attached power cord &amp; Additional Power strip/extension cord</i>	

<b>TV/DVD/VCR Combinations</b>	<b>\$75.00</b>
<i>Various Panasonic 27" display units</i>	
<i>Remote controls are available upon request</i>	

<b>CD and Cassette players</b> "Boombox" style	<b>\$20.00</b>
<i>CD changer/Cass deck &amp; PA system</i>	<b>\$30.00</b>

<b>Cassette recorders</b> ( <i>to record audio</i> )	<b>\$45.00</b>
<i>Cassette tapes to be supplied by user</i>	
<i>Additional microphones incur charges</i>	

<b>Screens</b> ( <i>additional*</i> )	<b>\$5.00</b>
<i>*all rooms are equipped with screens at N/C</i>	

<b>Extension Cord/Power Strip</b>	<b>\$5.00</b>
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<b>Bulletin Boards</b> (6'1" x 6'2.5")	<b>\$5.00</b>
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<b>Flipchart</b> <i>Includes pad and markers</i>	<b>\$5.00</b>
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<b>Easels</b>	<b>\$2.50</b>
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**Lighting**

<b>Follow-spots</b>	<b>\$35.00</b>
<b>Tripod Lights</b>	<b>\$20.00</b>

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<b>Conference Phone</b>	<b>\$75.00</b>
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<b>Ethernet Hookups</b>	<b>\$25.00</b>
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<b>Laptop Computers</b>	<b>\$15.00</b>
<i>(Features include: Microsoft Office 2010, Windows Media Player, QuickTime, Adobe Reader X, Internet Explorer, CD/DVD ROM and Wired/Wireless Ethernet capabilities)</i>	

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<b>Audio-Visual Specialist</b>	<b>\$20.00 per hour</b>
<i>(3 hour minimum &amp; must be requested by the Chairperson specifically)</i>	

**Please Note: Prices are per piece/unit per day**

*It is the policy of the University of Massachusetts that UMass Catering be the exclusive provider of these services on the Amherst Campus. When planning your event, keep in mind that larger, more involved events require more planning and coordination. Therefore we suggest that all special dinners or receptions be scheduled as soon as possible to allow our trained professional staff to do the best possible job for you. In the event of a last minute order, menu items, and service needs may be limited or subject to additional charges.*

## GENERAL INFORMATION

UMASS CATERING 2012

### **Pick Up and Delivery Service**

Pick up service can be arranged through the Catering Office. You are responsible for the prompt return of any catering service equipment that has been used for your event. Your account will be charged for any equipment that is damaged or not returned. Delivery on campus is available. Please allow sufficient time for our delivery personnel to do event set-up and inform us of a time frame in which the room will be accessible for delivery and clean up. There is a delivery fee of \$15.00. This fee will be waived for any event on campus over \$300.00. Off campus delivery fee is \$25.00. For china service with a delivery, there will be a 10% additional charge to your event. Our sales staff will be happy to assist you with any table and chair rental needs and provide you with an estimate for special rentals and delivery fees.

### **Changes and Cancellations**

For completion of your event plans, contact the Catering Office at 413-577-8200 or fax 413-577-0014 or e-mail FSC@mail.aux.umass.edu. Our office is located on the 8th floor of the Campus Center in Room 819. Plan your event early. UMass Catering Services requests a ten working day advance notice for your event, with a final guarantee three working days prior to your event. We ask that all cancellations be made within a reasonable time, and no later than three working days prior to the event. Cancellations less than three prior working days will be charged for goods and services incurred to date. Cancellations less than twenty-four hour notice will be charged full amount of event. Changes to your event less than twenty-four hours may incur administration fees.

### **Booking Events**

When planning your event, we suggest that all special dinners and receptions be scheduled at least ten working days prior to the event. Simpler less involved events such as box lunches and refreshment breaks should be scheduled at least five working days prior to the event. Large events booked less than ten working days prior to event will be assessed a five percent charge. Events ordered less than 4 days business days prior to date of the event will be charged a late fee of:

- 3 business days notice: \$10
- 2 business days notice \$15
- 1 business day notice \$25

When choosing a menu item, you are welcome to choose a split choice, but the higher priced entrée will prevail. The pricing in this menu is subject to change without notice. Menu prices cannot be guaranteed for more than 90 days due to the possibility of market fluctuations (changes will not exceed 10% annually). We reserve the right to relocate the events.

### **Room Bookings, Deposits and Payment**

We require a non-refundable deposit in order to secure the room for all events. The deposit is due at the time of the booking and will be deducted from the final catering bill. We accept Visa, Mastercard American Express and Personal checks. UMass departments can also use their speed type account. Off campus clients will be billed for their event one week prior to the event. For weddings, in addition to the deposit paid at the time of the booking, 40% of the bill will be due one month prior to event. The balance is due one week prior to event. Deposits vary depending on the room. Please call our sales office for more information. UMass Catering wants to ensure that you and your guests are in a room that best suits your needs. Should the amount of guests vary greatly from the initial number, we may need to assign a more suitable room for your function. UMass Catering provides the very best in catering supplies, china, linens, plus a friendly service staff which is all part of your quoted package. We can provide additional upscale linens for an additional charge. Our culinary team will provide all the food for your event, any remaining food after the event belongs to UMass Catering.

### **Service Charges**

A 15 percent Service Charge will be added to all catered functions which will be issued to the student catering staff in addition to their regular rate of pay. A 3 percent House Charge will be added to all catered functions.

*Please inform our sales if anyone in your party has a food allergy. Add \$1.50 per person for gluten free option.*