

## Add Titles, Descriptions, Complete the Media Description Sheet – Music

### These instructions refer to SlideRoom Step 6: Add Media.

Upon uploading your audio file, click on the Edit Details caption below the object you've just uploaded. Fill in all the fields as indicated. The Live/Studio/Digital Emulation field is for you to define the type of performance you've submitted. The Complete Work or Excerpt field is for you to indicate whether you have presented a complete, free-standing work or whether it's an excerpt or movement from a larger piece. Note that the jurors are instructed to review between a total 10 and 15 minutes of audio or video for each applicant. If you have submitted more than 15 minutes of material, use the beginning of the Description field to direct the juror to that material which you consider most important. Without such a comment, the juror will assume that your files were uploaded in the order of their importance or quality. After that optional comment, provide in the Description field a recap of the intended orchestration of the piece. If, for whatever reason, the intended orchestration is different than what you've presented in your audio sample, please explain. Note that the online system indicates that the Description field is optional. In fact it is not.

If you choose to substitute a video file for one of your audio files, fill in the appropriate blanks in the Media Details box in a similar fashion. If/when uploading pdf files with your scores, please title them as follows: Score, [and then the title of the piece].

### These instructions will help you fill out the Media Description Sheet write-able pdf form (next page)

The information in the Media Description Sheet provides supplementary, but important, information that allows us to more intelligently evaluate your selections. This is a write-able pdf form so you can key directly into it. All questions are Yes or No. If your answer is No, click into the No button. If it's Yes, click into the Yes button and enter a number in the space and also in the explanation space to the right so that the information is cross-referenced (see example below). When the form is complete, it should be uploaded among your media files in Step 6. Please make this the final upload.

If you are not familiar with completing and then uploading a write-able pdf form and are having difficulty with this step, contact the I-Park office and we can give you assistance or suggest a work-around.

### Glossary:

- Improvisation:** Does your composition call or allow for substantial elements of improvisation on the part of the performers and/or does it give substantial interpretive leeway to the conductor (or is it intended to be performed strictly as written)?
- Random:** Apart from the issue of improvisation (as such is commonly understood), does your piece provide for random interventions (computer generated, environmental, human/participatory)?
- Work-in-Progress:** Have you submitted as your selection a work in progress (or it a substantially completed piece)?
- Performance:** Has this work been performed publicly? If so, your comment should indicate about how many times.
- Published:** Has this work been published or do you have a firm commitment for the work to be published in the near future? If so, who is the publisher?
- Collaboration:** Was this work conceived and/or written to a substantial degree in collaboration with another composer, arranger, orchestrator, librettist or other creative partner(s)?

### Example:

<b>Upload 1:</b> Title of Selection	Deer Horns		
<b>Improvisation:</b>	<input checked="" type="radio"/> Yes 1	<input type="radio"/> No	<b>Notes:</b> (1) Unusual field samples; Second movement Synth solo is improvised (2) Performed by The Boston Pops at Carnegie Hall, New York, NY in July 2008 (3) Published by EMI Records, 2007
<b>Random:</b>	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
<b>Work in Progress:</b>	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
<b>Performance:</b>	<input checked="" type="radio"/> Yes 2	<input type="radio"/> No	
<b>Published:</b>	<input checked="" type="radio"/> Yes 3	<input type="radio"/> No	
<b>Collaboration:</b>	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

## Media Description Sheet: Music Composition

**Use this format for your audio samples only**

### Upload 1: Title of Selection

<b>Improvisation:</b>	Yes	No	<b>Notes:</b>
<b>Random:</b>	Yes	No	
<b>Work in Progress:</b>	Yes	No	
<b>Performance:</b>	Yes	No	
<b>Published:</b>	Yes	No	
<b>Collaboration:</b>	Yes	No	

### Upload 2: Title of Selection

<b>Improvisation:</b>	Yes	No	<b>Notes:</b>
<b>Random:</b>	Yes	No	
<b>Work in Progress:</b>	Yes	No	
<b>Performance:</b>	Yes	No	
<b>Published:</b>	Yes	No	
<b>Collaboration:</b>	Yes	No	

### Upload 3: Title of Selection

<b>Improvisation:</b>	Yes	No	<b>Notes:</b>
<b>Random:</b>	Yes	No	
<b>Work in Progress:</b>	Yes	No	
<b>Performance:</b>	Yes	No	
<b>Published:</b>	Yes	No	
<b>Collaboration:</b>	Yes	No	

### Upload 4: Title of Selection

<b>Improvisation:</b>	Yes	No	<b>Notes:</b>
<b>Random:</b>	Yes	No	
<b>Work in Progress:</b>	Yes	No	
<b>Performance:</b>	Yes	No	
<b>Published:</b>	Yes	No	
<b>Collaboration:</b>	Yes	No	