



ICA Composition Competition Coordinator Duties and Deadlines

1. February (year prior to competition): Coordinate with the New Music Committee and the ICA Executive Director about any changes/improvements to the fillable form for the competition. Work with ICA Executive Director and Board to secure competition sponsor(s).
2. Decide what parameters the committee would like to use for the chamber competition.
3. March 1: deadline for competition announcement for the ICA journal's June issue.
4. Once the competition is announced answer questions that arise. The New Music Committee and the ICA Executive Director may need to be consulted.
5. September 1: deadline for the write-up of the previous year's competition for the ICA journal.
6. December 20: competition deadline.
7. The New Music committee will decide how and when to rank each work and come up with the winner and any honorable mentions.
8. January/February (competition year): finalize judging and notify winner and honorable mentions, as well as notify all participants. Contact winner and honorable mentions and coordinate with the ICA Executive Director about publishing or display options (if self-published).
9. Coordinate with the ICA Executive Director and the committee about the performance of the winning work at the following ICA ClarinetFest®.
10. The ICA Executive Director contacts the winner about the financial prize.