1. The School of Music Fine Arts Activity Fee Committee’s (SOMFAAFC) charge is to manage the selection of artists sponsored by the School of Music’s portion (22% of SIU FAAF allocation) of the student FAAF funds.

2. The committee will consist of four School of Music faculty members appointed by the Director of the School of Music, the Director of Shryock Auditorium, and up to five student members elected by School of Music students at Convocation. The Committee will elect one of the tenured or tenure-track faculty members, Chair of the committee. In addition to the Chair, the Committee will nominate one student to serve as the School of Music’s representative on the University FAAF Committee.

3. The committee has flexibility in the selection of artists, but should make efforts to be fair to the following areas within the School of Music: Instrumental, Choral, Music Theater, and Jazz. The SOMFAAFC may choose to allocate as much as the full yearly budget on a single artist/group, but over time should assure that one area is not unduly over or underrepresented. Selected artists should support/supplement the cultural activities in the fine and performing arts, and have university-wide appeal if possible. The funded artists may appear on an already existing concert, festival/series (i.e. Outside the Box, the Southern Illinois Symphony Series), or as individual events.

4. Along with the public performance, each sponsored artist must incorporate an educational component during the visit to campus when possible. However, FAAF funds may not be used to sponsor master classes or other educational events alone.

5. Any School of Music faculty member or student (with SOM Faculty sponsor) may request that the SOMFAAFC sponsor an artist(s) by filling out the FAAF Event/Artist Proposal Form. If approved by the committee, the SOMFAAFC chair will fill out the appropriate form with the Director of the School of Music. The SOMFAAFC chair and faculty sponsor will manage the final contracting for each event. The School of Music’s Front Office Manager should be immediately notified of all approved FAAF related dates and SOM Administrative Assistant of all FAAF funds being allocated.

6. FAAF funds will be used for the following expenses: guest artist fees, travel, lodging, and any other misc. expenses excluding food approved by the Committee. No publicity or advertising should be requested on the FAAF Application. (See item #10).

7. The SOMFAAFC will announce an annual Call for Proposals during the Spring semester. The majority of SOM FAAF selections and allocations will be made during this time. Additionally, the SOMFAAFC may consider last-minute requests for artist sponsorship on a case-by-case basis, if funds are available.

8. There may or may not be ticket revenue generated from FAAF-sponsored events. This will depend upon whether or not the event is part of an existing series, the policies for that series, or the discretion of the Committee. A portion of the ticket revenues will be allocated to the SOMFAAFC account and used for other events in the same year, or
rolled over to the following year. It is required that SIU students be admitted free, or by a nominal charge.

9. The SOMFAAFC will reserve a 10% contingency fund from each Fiscal Year’s allocation. Additionally, the committee may withhold 2% for advertising to create an SOM FAAF Series.

10. After the aforementioned withholdings, 15% should be set aside for Advertising Applications. Each approved FAAF Application can apply for up to 15% of the award to a minimum of $100 to be used for Advertising and Publicity. Advertising Applications will be sent to the faculty sponsor of each approved proposal. Advertising Applications must be approved a minimum of 30 days before the scheduled event.

11. This operating paper may be amended with a 2/3 vote of the SOMFAAF committee.