MODEL FINANCIAL SUPPORT REQUEST LETTER
FOR EMPLOYER FUNDING TO ATTEND SFAGO2024 NATIONAL CONVENTION

*Please feel free to adapt this letter to your local circumstances.*

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I wish to attend the 2024 American Guild of Organists National Convention, June 30-July 4, in San Francisco. This major convention will give me access to sessions that are directly applicable to my work and will also allow me to network with a variety of music experts and colleagues, as well as providing renewal and inspiration for my work as an organist.

The AGO National Convention is the world’s largest gathering of organists and those who love the organ and its music. At the convention I will experience a wide variety of performances featuring stellar performers from throughout the world, and visit concert venues and organs throughout the Bay Area. Programs will take place in San Francisco, Oakland, Berkeley, Palo Alto, and at Stanford University. You can read more about the convention and its offerings at [www.sfago2024.org](http://www.sfago2024.org).

The sixty-three convention workshop choices covering topics ranging from organ improvisation and literature, effective practice methods, and collaborating with choirs and singers, will provide me with practical tools to increase my knowledge and skills as an organist. Convention presenters are experts, colleagues, and music professionals who work in academic, church, concert, and synagogue settings. At the convention I will be able connect with leading music publishers, organ builders, and technicians, to learn more about what they can offer to me (and you) in my work as an organist.

In addition, the convention exhibition hall will foster in-person access to vendors related to the organ and its music, providing a wonderful opportunity to develop new relationships with music publishers and vendors and offering inspiration and vision for my work in our music program.

I am seeking funding for registration fees, travel expenses to the conference and hotel accommodation during the convention. I have included a cost breakdown below. The full-price conference fee is $695 but will be reduced to $595 if I register before January 31, 2024, or reduced to $645 if I register before March 15, 2024.

Here is the breakdown of my convention costs:

|  |  |
| --- | --- |
| Registration Fee |  |
| Hotel (reduced convention rate of $169 per night ) |  |
| Airfare (5% Alaska Airlines discount available) |  |
| Ground transportation  |  |
| Other (meals, per diem, etc.) |  |
| **TOTAL COST** |  |

When I return from the AGO National Convention in San Francisco, I will report on how I will apply what I learned and tie these learnings to *[our organization’s]* vision and goals. I can assure you that by attending this convention, I will be able to provide added value to our music program.

Sincerely,

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