SMERNICE za prijavo v program festivala Seviqc	GUIDELINES for applying to the Seviqc festival programme
Ta poglavja vsebujejo uredniške in vsebinske napotke za izpolnjevanje obrazca Protocol in pripadajočih prilog.	This section contains editorial and content-related guidelines for completing the Protocol form and the associated attachments.
A. OSNOVNI POGOJI	**A. BASIC CONDITIONS**

• Sprejemamo izključno programe stare glasbe, ki temeljijo na uporabi historičnih glasbil in avtentični izvajalski praksi (zgodovinsko informirana izvajalska praksa). Če program stare glasbe nadgradite z drugo programsko vsebino, mora koncept jasno utemeljiti razloge za takšno nadgradnjo.	• We accept exclusively early music programmes based on the use of period instruments and authentic performance practice (historically informed performance practice). If an early music programme is supplemented with other programme content, the concept must clearly justify the reasons for such an extension.
• Obravnavali bomo le prijave, ki so v celoti izpolnjene in imajo priložene vse zahtevane priloge.	• Only applications that are fully completed and include all required attachments will be considered.
• Pri izboru bomo dajali prednost kakovosti umetnikov ter inovativnosti in izvirnosti programov.	• In the selection process, priority will be given to the quality of the artists, as well as to the innovation and originality of the programmes.
• Vsebina, zahtevana v prijavnem obrazcu (Protocol), je ključna za naš proces odločanja, za publikacije ter za vsebine, ki jih potrebujemo za razpise, na katere se prijavljamo. Pomembno je pripraviti privlačen program, ki bo nagovoril tako obiskovalce kot stroko.	• The content required in the application form (Protocol) is essential for our decision-making process, for festival publications, and for the materials required for public funding applications. It is therefore important to prepare an attractive programme that will address both the audience and the professional community.
• Prednost bodo imeli tudi programi, ki povezujejo slovenske in mednarodne umetnike. Kot orodje za medsebojno povezovanje je na voljo seznam, objavljen na https://www.seviqc.si/for-artists.html / Slovenian Early Music Scene	• Preference will also be given to programmes that connect Slovenian artists with international ones. As a tool for mutual networking, a list is available at https://www.seviqc.si/for-artists.html / Slovenian Early Music Scene.
• Če vaš predlog odobrimo, bo ta prijavni obrazec uporabljen kot predloga za festivalske publikacije in kot pogodba za koncert.	• If your proposal is approved, this application form will be used as a template for festival publications and will constitute the concert contract.
• Če želite v okviru pobude Seviqc Collegiumartis (https://www.seviqc.si/projekti.html) prijaviti več različnih predlogov, za vsakega uporabite ločen obrazec. Za vprašanja in posvet se lahko obrnete na +386 41 67 40 60 ali pišete na klemen@k-ramovs.si	• If you wish to submit several different proposals within the framework of the Seviqc Collegiumartis initiative (https://www.seviqc.si/projekti.html), please use a separate form for each proposal. For questions or consultation, you may contact us at +386 41 67 40 60 or write to klemen@k-ramovs.si
• Rok za prijavo ni določen. Prijavite se lahko kadarkoli, vaš predlog pa bomo upoštevali pri načrtovanju prihodnjih festivalskih programov.	• There is no application deadline. You may apply at any time, and your proposal will be considered when planning future festival programmes.

B. NAPOTKI ZA IZPOLNJEVANJE OBRAZCA PROTOCOL	B. GUIDELINES FOR COMPLETING THE PROTOCOL FORM
Splošno • Projekt prijavite z obrazcem Protocol. • Dokument je pripravljen tako, da omogoča prijavo projekta in redakcijsko usklajevanje. Ko je urejanje zaključeno, ima status pogodbe. • Dosledno upoštevajte omejitve glede števila znakov. • Vsa osebna imena navajajte v celoti, brez kratic. • Imena institucij ali organizacij navajajte v polni obliki, ne s kraticami.	**General** • Projects must be submitted using the Protocol form. • The document is designed to enable project submission and editorial coordination. Once the editorial process is completed, the document acquires the status of a contract. • Please strictly observe the character limits indicated. • All personal names must be given in full, without abbreviations. • Names of institutions or organisations must be given in their full original form, not as abbreviations.
I. SEZNAM DOKUMENTOV	**I. LIST OF DOCUMENTS**
V tem poglavju so navedeni vsi dokumenti, ki so del prijave, skupaj z napotki za njihovo izpolnjevanje in oddajo.	This section lists all documents forming part of the application, together with instructions for their completion and submission.
A) Protocol	**A) Protocol**
Osrednji prijavni dokument.	Main application document.
B) Schedule	**B) Schedule**
Urnik dogodkov bomo pripravili, ko bosta potrjena datum in lokacija koncerta	The event schedule will be prepared once the concert date and venue have been confirmed.
C) Status	**C) Status**
• Samozaposleni: potrdilo o statusu. • Umetniki, ki jim bomo honorar nakazali kot fizični osebi: obrazec A1, če imajo stalno bivališče na področju EU.	• Self-employed: a certificate of status • Artists whose fee will be paid as private individuals: A1 form if they have permanent residence within the EU.

D) CV Ensemble	D) CV Ensemble
Vpisujete samo v bela polja. • Navajajte v padajočem zaporedju: 2025, 2024, 2023, …. • Vnesite vsak pojem v svojo vrstico • Imena institucij ali organizacij navajajte v originalnem imenu, namesto kratice uporabite polno ime • Pri vsakem vprašanju so tri prazne vrstice. Po potrebi odpri nove. **Ustanovitev**: • Navedite leto ustanovitve **Namen**: • Navedite namen ustanovitve in programsko idejo delovanja. Limit 500-1000 znakov. **Področje**: • Navedite vrste umetniškega delovanja ansambla (HIPP, stil, repertoar, posebnosti), vendar največ 5 **Koncerti (izbor)**: Navedite 10 najpomembnejših koncertov v zadnjih 4 letih • **Festival ali dvorana**: originalno ime festivala ali koncertne dvorane **Projekti**: Najpomembnejši izvedeni umetniški projekti v zadnjih 4 letih • **Rezidenčni kontekst**: originalno ime festivala ali institucije, ki je omogočila projekt **Snemanja**: Najpomembnejša snemanja za radio, televizijo in film v zadnjih 4 letih **Dosežki**: v zadnjih 4 letih • **Kraj**: kraj, kjer je bilo tekmovanje ali kraj, kjer je bilo podeljeno priznanje. • **Ime**: pri tekmovanju uradno ime tekmovanja in doseženo mesto, pri nagradah originalno ime nagrade in specifikacija, če so bile z istim imenom različne nagrade, pri drugih dosežkih podobno: leto, kraj, opis.	• Enter your information only in the white fields. • List entries in descending chronological order: 2025, 2024, 2023, … • Enter one item per line. • Please state the names of institutions or organisations in their original form; use the full name rather than an abbreviation • Three empty rows are provided for each question. Add new rows if necessary. **Founding**: • Indicate the year of founding **Purpose**: • Please describe the purpose of the ensemble's foundation and its artistic and programme concept. Limit: 500–1000 characters. **Focus**: • Please indicate the main areas of the ensemble's artistic activity (HIPP, style, repertoire, specific features), maximum 5 entries **Concerts(selected)**: List 10 most important concerts from the last 4 years • **Festival or hall**: original name of the festival or concert hall **Projects**: Most important artistic projects realised from the last 4 years • **Residency context**: Original name of the festival or institution which enabled the project. **Recordings**: The most important radio, television and film recordings from the last 4 years **Achievements**: from the last 4 years • **City**: the city where the competition took place or where the award was conferred. • **Name**: for competitions, the official name of the competition and the achieved result, for awards the original name of the award and a specification if different awards share the same name, for other achievements follow the same logic: year, place, brief description.

D) CV Artist	D) CV Artist

D) CV Artist

- Obrazec CV izpolnite za vsakega od članov ansambla.
- Vpisujete samo v bela polja.
- Navajajte v padajočem zaporedju: 2025, 2024, 2023, ….
- Vnesite vsak pojem v svojo vrstico
- Imena institucij ali organizacij navajajte v originalnem imenu, namesto kratice uporabite polno ime
- Pri vsakem vprašanju so tri prazne vrstice. Po potrebi odpri nove.

Študij

- **Leto**: Pri akademiji leto diplome, pri izpopolnjevanju leto udeležbe
- **Akademija**: Originalno ime akademije ali tečajev
- **Opis**: Pri formalnem študiju (dodiplomski, magistrski, podiplomski) navedite originalni naziv spričevala, pri izpopolnjevanjih ime profesorja.

Koncerti:
Navedite 10 najpomembnejših koncertov v zadnjih 4 letih
- **Festival ali dvorana**: originalno ime festivala ali koncertne dvorane

Področje:
Navedite vrste umetniškega delovanja (HIPP, stil, repertoar, posebnosti), vendar največ 5. Vprašanje izpolnite v enem jeziku (slovenščini ali angleščini), po želji lahko tudi v obeh.

Projekti:
Najpomembnejši izvedeni umetniški projekti v zadnjih 4 letih
- **Rezidenčni kontekst**: originalno ime festivala ali institucije, ki je omogočila projekt. Če je projekt v začetni fazi nastal v sodelovanju z več producenti, se navedejo vsi sodelujoči producenti.

Snemanja:
Najpomembnejša snemanja za radio, televizijo in film v zadnjih 4 letih. Pri snemanju se lahko v oklepaju navedejo imena pomembnih sodelavcev.

Dosežki:
v zadnjih 4 letih
- **Kraj**: kraj, kjer je bilo tekmovanje ali kraj, kjer je bilo podeljeno priznanje.
- **Ime**: pri tekmovanju uradno ime tekmovanja in doseženo mesto, pri nagradah originalno ime nagrade in specifikacija, če so bile z istim imenom različne nagrade, pri drugih dosežkih podobno: leto, kraj, opis.

D) CV Artist

- Complete the CV form for each individual member of the ensemble.
- Enter your information only in the white fields.
- List entries in descending chronological order: 2025, 2024, 2023, …
- Enter one item per line.
- Please state the names of institutions or organisations in their original form; use the full name rather than an abbreviation
- Three empty rows are provided for each question. Add new rows if necessary.

Education

- **Year**: for academy studies year of graduation, for advanced studies year of attendance
- **Academy**: original name of academy or courses
- **Description**: For formal degree studies (undergraduate, postgraduate): the original title of the qualification must be stated, for advanced studies name of the professor.

Concerts:
List 10 most important concerts from the last 4 years
- **Festival or hall**: original name of the festival or concert hall

Focus:
Note the main areas of artistic activity (HIPP, style, repertoire, specific features), maximum 5. Complete in one language (Slovenian or English); if desired, in both.

Projects:
Most important artistic projects realised from the last 4 years
- **Residency context**: Original name of the festival or institution which enabled the project. If the realisation of a project was enabled by several producers in its initial phase, all of them should be listed.

Recordings:
The most important radio, television and film recordings from the last 4 years. For recordings, the names of significant collaborators may be listed in parentheses.

Achievements:
from the last 4 years
- **City**: the city where the competition took place or where the award was conferred.
- **Name**: for competitions, the official name of the competition and the achieved result, for awards the original name of the award and a specification if different awards share the same name, for other achievements follow the same logic: year, place, brief description.

Slovenian	English
Delovanje: Navedite trenutno stalno zaposlitev in pomembne honorarne zaposlitve, status samozaposleni, če ga imate, članstvo v ansamblih. • **Leto**: Če je zaposlitev neprekinjena do danes, letnico označite z letnico začetka in pomišljajem (e.g.: 2000-). Če je zaposlitev trajala več kot leto, letnico označite od kdaj do kdaj (e.g.: 2000-2001) • **Opis**: vnesite ime organizacije, kjer ste zaposleni, ali samozaposleni ali ime ansambla, katerega član ste. Za članstvo v ansamblih napišite: ime ansambla in (član). Če imate vodstveno funkcijo, jo navedete namesto članstvo. Vprašanje izpolnite v enem jeziku (slovenščini ali angleščini), po želji lahko tudi v obeh. **Sodelovanja**: Navedite najpomembnejše osebnosti in ansamble, s katerimi ste sodelovali v zadnjih 4 letih. • **Leto**: navedite podobno kot pri *Delovanju*, če je bilo sodelovanje z istim ansamblom v različnih letih, uporabite vejico (e.g.: 2022, 2024, 2025)	**Affiliations**: indicate your current permanent position and any significant freelance engagements, including your status if you are self-employed, and ensemble memberships. • **Year**: If the employment is ongoing, indicate the starting year followed by a dash (e.g. 2000–). If the employment lasted more than one year, indicate the period from–to (e.g. 2000–2001). • **Description**: Enter the name of the organisation where you are employed, indicate if you are self-employed, or state the name of the ensemble of which you are a member. For ensemble memberships, write name of the ensemble and (membership). If you hold a leadership position, indicate this instead of membership. Complete in one language (Slovenian or English); if desired, in both. **Collaborations**: List the most significant individuals and ensembles you have collaborated with over the past 4 years. • **Year**: indicate the years in the same way as under *Affiliations*; if the collaboration with the same ensemble took place in different years, use commas (e.g. 2022, 2024, 2025).
E) Copies of passports or ID cards	**E) Copies of passports or ID cards**
Za vsakega od umetnikov ansambla.	Copies for each ensemble member.
F) Media coverage	**F) Media coverage**
Izbrane medijske objave (intervjuji, reportaže, članki) je potrebno priložiti izključno v formatu PDF.	Selected media coverage (interviews, reports, articles) must be attached in PDF format only.
G) Reviews	**G) Reviews**
Obrazec List of reviews, objavljen na https://www.seviqc.si/for-artists.html).	The List of reviews form, available at https://www.seviqc.si/for-artists.html).
H) List of artists	**H) List of artists**
Obrazec List of artists, objavljen na https://www.seviqc.si/for-artists.html.	The List of artists form, available at https://www.seviqc.si/for-artists.html).
I) Photos	**I) Photos**
Fotografije morajo biti v JPG formatu. Oblikovno morajo biti primerne za obrezovanje v navpični, vodoravni in kvadratni format.	Photos must be provided in JPG format. They must be suitable for cropping in vertical, horizontal, and square formats.
J) Video greeting	**J) Video greeting**
Vsak umetnik ansambla pošlje svoj video pozdrav v pokončnem (portretnem) formatu mp4, po vzoru video pozdravov 2025 na https://www.seviqc.si/video-	Each ensemble member submits their own video greeting in vertical (portrait) MP4 format, following the example of the 2025 video greetings available at

pozdrav.html, takoj, ko sta določena datum in kraj koncerta.	https://www.seviqc.si/video-pozdrav.html, as soon as the concert date and venue have been confirmed.
K) Facsimiles	**K) Facsimiles**
Ob prijavi je potrebno priložili PDF faksimilov izvajanih skladb ali link na faksimile.	Upon application, PDF facsimiles of the performed works or a link to the facsimiles must be provided.
L) Lyrics	**L) Lyrics**
Vokalna besedila posredujte v originalnem jeziku kot posebno datoteko.	Vocal texts must be submitted in the original language as a separate file.
II. POSLOVNI OKVIR	**II. BUSINESS FRAMEWORK**
1. Ansambel Navedite imena ansambla in članov ansambla z instrumenti. Kontaktna oseba je oseba, ki koordinira izpolnjevanje Protokola.	**1. Ensemble** Please state the name of the ensemble and list all ensemble members with their instruments. The contact person is the person coordinating the completion of the Protocol.
2. Plačila Prijavitelj zabeleži svoj predlog. Ta sekcija je predmet pogajanja. Pri honorarjih navedite bruto zneske. • Plačila pravni osebi ali samozaposleni osebi: navedite znesek računa. • Če ste samozaposleni, morate priložiti potrdilo o statusu (Priloga C) Status. • Plačilo fizični osebi: navedite znesek pred odbitkom prispevkov. V tem primeru moramo v Sloveniji odpreti vašo davčno številko. S potrdilom A1 znašajo prispevki približno 30 % bruto zneska, brez A1 približno 50 %. Predlagani bruto honorarji: • solist: 800–1000 EUR, • komorna zasedba: 300–500 EUR na glasbenika (odvisno od velikosti zasedbe). Pri potnih stroških priporočamo izbiro prevozov z čim manjšim ogljičnim odtisom, če je mogoče vlak ali osebni avtomobil. Pomembno je najti najnižje možne stroške prevoza. Pri bivanju prijavitelj navede potrebo umetnika. Cene bivanja so predmet pogajanja s hotelom in so tukaj zabeležene informativno kot opis vrednosti.	**2. Payments** The applicant records their proposal. This section is subject to negotiation. Fees must be stated as gross amounts. • Payments to a legal entity or a self-employed person: state the invoice amount. • If you are self-employed, a certificate of status must be attached (Attachment C – Status). • Payments to an individual: state the amount before deduction of contributions. In this case, a Slovenian tax number must be opened. With an A1 certificate, contributions amount to approximately 30% of the gross fee; without an A1 certificate, approximately 50%. Suggested gross fees: • soloist: EUR 800–1000, • chamber group: EUR 300–500 per musician (depending on ensemble size). For travel expenses, we recommend choosing means of transport with the lowest possible carbon footprint, preferably train or private car. It is important to seek the lowest possible travel costs. Regarding accommodation, the applicant indicates the artists' needs. Accommodation prices are subject to negotiation with the hotel and are recorded here for informational purposes only, as a description of value.

III. REDAKCIJA	III. EDITORIAL
3. Ime projekta Pomembno je izbrati privlačno in ne predolgo ime.	**3. Project title** It is important to choose an attractive, not overly long title.
4. Programska aktualnost projekta Limit 500-1000 znakov s presledki, zapisano v enem odstavku. To je eno razpisnih vprašanj Ministrstva za kulturo, kjer moramo argumentirati vsak koncert (poudarek na aktualnosti, referenčnosti in kakovosti).	**4. Programme relevance of the project** Limit: 500–1000 characters including spaces, written in a single paragraph. This is one of the application questions required by the Ministry of Culture, where each concert must be justified, with emphasis on relevance, reference value, and quality.
5. Ključna beseda in kratek opis programa To ureja Ars Ramovš na podlagi prejetih besedil.	**5. Keyword and short programme description** Edited by Ars Ramovš based on the submitted texts.
6. Sporočilo umetnikov obiskovalcem Limit 800-1000 znakov s presledki, zapisano v enem odstavku in v prvi osebi.	**6. Artists' message to the audience** Limit: 800-1000 characters including spaces, written in a single paragraph and in the first person.
7. Naše umetniško poslanstvo Limit 800-1000 znakov s presledki, zapisano v enem odstavku in v prvi osebi.	**7. Our artistic mission** Limit: 800-1000 characters including spaces, written in a single paragraph and in the first person.
8. CV ansambla in umetnikov Izpolnjujete v obrazcih na https://www.seviqc.si/for-artists.html. V ta dokument jih vnaša in ureja redakcija Ars Ramovš.	**8. Ensemble and artists' CVs** CVs are completed using the forms available at https://www.seviqc.si/for-artists.html. They are entered and edited in this document by the Ars Ramovš editorial team.
9. Program koncerta Podatke vnašajte izključno v tabelo. Za objavo bo program urejala redakcija Ars Ramovš. Pri tem bodite pozorni na naslednje zahteve redakcije: • Vsako skladbo koncertnega programa vnesete v svojo vrstico. Če sta od istega skladatelja dve skladbi zaporedno, vsako prav tako vnesete v novo vrstico s ponovno navedbo skladatelja. • **Composer**: Vnesite polno ime skladatelja brez kratic. Letnice rojstva in smrti navedite v oklepaju. • **Piece**: Vnesite ime skladbe, kot jo je v skladateljevem rokopisu ali v tisku iz skladateljevega časa. Navedba iz t.i. Urtexta ali sodobne izdaje ni ustrezna rešitev. • **Movements**: Med stavki uporabite znak /. Če je stavek brez naslova, navedite znak ?. Imena stavkov navedite točno tako, kot je v izvirniku • **Collection**: izpolnete v primeru, da je izvajana skladba iz te zbirke. Navedite ime zbirke, sicer	**9. Concert programme** All data must be entered exclusively in the table. For publication, the programme will be edited by the Ars Ramovš editorial team. Please observe the following editorial requirements: • Each work in the concert programme must be entered in a separate row. If two works by the same composer follow consecutively, each must still be entered in a new row with the composer's name repeated. • **Composer**: Enter the composer's full name without abbreviations. Dates of birth and death must be given in brackets. • **Piece**: Enter the title of the work as found in the composer's manuscript or in prints from the composer's time. Titles taken from so-called Urtext or modern editions are not acceptable. • **Movements**: Use the symbol "/" between movements. If a movement has no title, indicate it with "?". Movement titles must be given exactly as in the original source.

pustite prazno. Letnico izdaje zbirke navedite v oklepaju. • **Facsimile**: vpišite ime PDFja, s katerim kot prilogo posredujete faksimile. • **Lyrics**: Če vokalnih besedil ni, vpišite NO. Če vokalna besedila so, jih posredujte kot prilogo. Vokalna besedila posredujte v originalnem jeziku. • **Time**: Navedite neto dolžino skladbe v minutah.	• **Collection**: Complete this field only if the performed work comes from a collection. Enter the name of the collection; otherwise leave the field blank. The year of publication of the collection should be given in brackets. • **Facsimile**: Enter the name of the PDF file attached as a facsimile. • **Lyrics**: If there are no vocal texts, enter "NO". If there are vocal texts, submit them as an attachment in the original language. • **Time**: Enter the net duration of the work in minutes.
10. Uvod v koncertni program Limit 800-1000 znakov s presledki, zapisano v enem odstavku in v prvi osebi. Uvod v koncertni program je kratek povzetek opisa programa (11. Komentar h koncertnemu programu), ki se lahko v festivalskih publikacijah uporablja samostojno ali kot uvod v komentar. **Zato se to besedilo v komentarju ne sme ponoviti**.	**10. Introduction to the concert programme** Limit: 800–1000 characters including spaces, written in a single paragraph and in the first person.The introduction is a short summary of the programme description (11. About the concert programme) and may be used independently in festival publications or as an introduction to the main description. **For this reason, the text must not be repeated in the programme commentary**.
11. O koncertnem programu To je osrednji opis programa. Koncert razumemo kot končni del ustvarjalnega procesa. Opišite, kako je projekt nastal, kakšne so bile ambicije in izzivi ter kako ste jih premagali. Pri muzikoloških vsebinah se ne omejujte na informacije, ki jih obiskovalci najdejo na Wikipediji, temveč jih nadgradite z osebnimi zgodbami skladateljev in vašim pogledom nanje. 6000 znakov je minimalna dolžina – besedilo je lahko tudi bistveno daljše. Kakovost tega besedila je odločilnega pomena pri naši odločitvi o vašem predlogu.	**11. About the concert programme** This is the core description of the programme. The concert is understood as the final stage of a creative process. Please describe how the project was created, what the ambitions and challenges were, and how they were addressed. When including musicological content, do not limit yourself to information readily available on Wikipedia, but enrich it with personal stories about the composers and your own perspective. 6000 characters is the minimum length; the text may be significantly longer. The quality of this text is of decisive importance for our evaluation of your proposal.
12. Photos Zabeležko prejetih fotografij izpolni redakcija Ars Ramovš.	**12. Photos** The record of received photos is completed by the Ars Ramovš editorial team.
POŠILJANJE Izpolnjevanje prijavnega obrazca zahteva precej priprave. Pred izpolnjevanjem priporočamo posvet po telefonu na +386 41 67 40 60 (Klemen Ramovš). Lahko nam pošljete tudi predstavitvene materiale, ki jih že imate pripravljene, zlasti videoposnetke, da si lahko ustvarimo osnovni vtis o vašem delu. Rok za prijavo ni določen. Ko prejmemo vašo prijavo, jo bomo pregledali in v primeru odobritve vključili v načrtovanje prihodnjih festivalskih programov. Izpolnjen prijavni obrazec pošljite na info@k-ramovs.si.	**SUBMISSION** Completing the application form requires substantial preparation. Before filling it out, we recommend a consultation by phone at +386 41 67 40 60 (Klemen Ramovš). You may also send presentation materials you already have prepared, especially videos, so that we can form a basic impression of your work. There is no application deadline. Once your application has been received, it will be reviewed and, if approved, included in the planning of future festival programmes. Please send the completed application form to info@k-ramovs.si