

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.
OSNOVNI POGOJI	BASIC CONDITIONS
<ul style="list-style-type: none"> • 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. • Obravnavali bomo le prijave, ki so v celoti izpolnjene in imajo priložene vse zahtevane priloge. • Pri izboru bomo dajali prednost kakovosti umetnikov ter inovativnosti in izvirnosti programov. • 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. • 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 • Če vaš predlog odobrimo, bo ta prijavni obrazec uporabljen kot predloga za festivalske publikacije in kot pogodba za koncert. • 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 • Rok za prijavo ni določen. Prijavite se lahko kadarkoli, vaš predlog pa bomo upoštevali pri načrtovanju prihodnjih festivalskih programov. 	<ul style="list-style-type: none"> • 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. • Only applications that are fully completed and include all required attachments will be considered. • 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. • 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. • 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. • If your proposal is approved, this application form will be used as a template for festival publications and will constitute the concert contract. • 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 • There is no application deadline. You may apply at any time, and your proposal will be considered when planning future festival programmes.

SMERNICE ZA IZPOLNJEVANJE OBRAZCA PROTOCOL	GUIDELINES FOR COMPLETING THE PROTOCOL FORM
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.
A) Protocol	A) Protocol
<p>I. Poslovni okvir</p> <p>2. Plačila Prijavitelj zabeleži svoj predlog. Ta sekcija je predmet pogajanja.</p> <p>Pri honorarjih navedite bruto zneske.</p> <ul style="list-style-type: none"> • 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 %. <p>Predlagani bruto honorarji:</p> <ul style="list-style-type: none"> • solist: 800–1000 EUR, • komorna zasedba: 300–600 EUR na glasbenika (odvisno od velikosti zasedbe). <p>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.</p> <p>Pri bivanju prijavitelj navede potrebo umetnika.</p>	<p>I. Business framework</p> <p>2. Payments The applicant records their proposal. This section is subject to negotiation.</p> <p>Fees must be stated as gross amounts.</p> <ul style="list-style-type: none"> • 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 around 30% of the gross fee; without an A1 certificate, around 50%. <p>Suggested gross fees:</p> <ul style="list-style-type: none"> • soloist: EUR 800–1000, • chamber group: EUR 300–600 per musician (depending on ensemble size). <p>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.</p> <p>Regarding accommodation, the applicant indicates the artists' needs.</p>
B) Received	B) Received
Pregled prejetih dokumentov	Overview of received documents
C) Schedule	C) Schedule
Urniki 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.
D) Status	D) Status
<ul style="list-style-type: none"> • Samozaposleni: potrdilo o statusu. • Umetniki, ki jim bomo honorar nakazali kot fizični osebi: obrazec A1, če imajo stalno bivališče na področju EU. • V primeru plačila pravni osebi (glej točke 2 Protokola) ta obrazec ni potreben 	<ul style="list-style-type: none"> • 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. • In the case of payment to a legal entity (see section 2 of Protocol), this form is not required.

E) CV Ensemble	E) CV Ensemble
Navodila za izpolnjevanje so navedena v obrazcu.	Instructions for completion are included in the form.
E) CV Artist	E) CV Artist
Navodila za izpolnjevanje so navedena v obrazcu.	Instructions for completion are included in the form.
F) Passport ID	F) Passport ID
Za vsakega člana ansambla potrebujemo kopijo potnega lista ali osebne izkaznice.	A copy of a passport or ID card is required for each ensemble member.
G) Media coverage	G) 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-pozdrav.html , takoj, ko sta določena datum in kraj koncerta.	Each ensemble member submits their own video greeting in vertical (portrait) MP4 format, following the example of the 2025 video greetings available at 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 priložiti 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.
POŠILJANJE	SUBMISSION
<p>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.</p> <p>Rok za prijavo ni določen. Ko prejmemo vašo prijavo, jo bomo pregledali in v primeru odobritve vključili v načrtovanje prihodnjih festivalskih programov.</p> <p>Izpolnjen prijaven obrazec pošljite na info@k-ramovs.si.</p>	<p>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.</p> <p>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.</p> <p>Please send the completed application form to info@k-ramovs.si</p>