

## **OHS Historic Pipe Organ Awards**

### **Application: Required Materials**

The Organ Historical Society has established a Historic Pipe Organ Awards program that grants recognition to historically significant pipe organs. The following list describes the materials that must be sent to the Historic Organ Awards Committee in support of an application for an award. No application will be considered without these materials. Given the unique nature of pipe organs, OHS will offer assistance in completing the application whenever possible.

*OHS does not require a specific format be used for any of the required materials other than the Application Form itself.*

1. The OHS Historic Pipe Organ Awards Application Form, available on the OHS web site in a downloadable form that may be printed and must be included with all application materials.
2. A statement of agreement from an official representative of the owner of the organ, acknowledging and accepting the responsibilities and duties that devolve upon the recipient of an award certificate. The statement may take the form of a letter either from the owner or from a legal representative when the organ is not privately owned. In summary, these responsibilities are
  - a. to preserve the instrument in the state it is in when the award is approved,
  - b. to publicize the presentation of the award.
  - c. to arrange in cooperation with a representative of OHS a public occasion on which the award is presented, with attendant publicity,
  - d. and to display the award on or near the organ or its console after the presentation.
3. A detailed description of the organ, prepared by a knowledgeable person familiar with the scope of pipe organs of its mechanical and musical style. If the present curator is not qualified to make such a description, it is the responsibility of the owner and person nominating the organ to pay for the service and preparation of the report. The description must include, but need not be limited to:
  - a. number of manuals, speaking stops, and ranks,
  - b. type of action, including both a description of the type of chests in the organ and the manner in which keys and stop controls are connected to the chests,
  - c. a full specification, not just a stoplist (i.e., all stop names, plus couplers and mechanical accessories, plus manual and pedal compasses, pipe count by rank, indicating short-compass stops, borrows or unification, and the like),
  - d. a description of the installation as appropriate (i.e., casework if present, location of case or chambers in the room, location of console, and so forth) and any unusual features of the organ's visual design,
  - e. notes regarding any evidence of previous changes or alterations in the mechanical or tonal characteristics of the organ,
  - f. a statement of the organ's playing condition, including any plans that may exist for repair, restoration, renovation, or rebuild.
4. A history of the instrument, including descriptions of any changes that may have been made to the organ since the builder completed the original installation.
  - a. If the organ was relocated after its initial installation, please provide as much detail as possible.
  - b. If the organ was modified mechanically in any way, describe the nature of the alterations and the date they were made, and identify the individual or firm who made the modifications. Please note that knowing about and understanding changes in winding, playing action, console, combination action, or any other component are important parts of the committee's work; they should be described in detail.
  - c. If the organ has been modified tonally, please provide complete details.

- d. If the organ has been restored after previous alterations have been made to it, indicate if the restoration work was consistent with the Organ Historical Society's *Guidelines for Conservation & Restoration*.
5. A brief description of any unique aspects that the pipe organ possesses. These may include any unique or unusual musical, artistic, social or historic aspects of the organ, such as the last surviving 19th-century organ in a particular city, the only pipe organ in a county or region, the first or last instrument by a particular builder, the first pipe organ to include a unique mechanical component, the organ for which a significant American composer of organ music wrote his music, or any similar distinctive feature.
6. A complete set of digital photographs of the organ, which may be scans of existing photographs (at no less than 300 dpi resolution) or new images created with a digital camera. Image files should be in either JPEG or TIFF format. The full set of photographs should include
  - a. Clear depictions of case work or exposed pipes
  - b. Clear photographs of the keydesk/console, showing keyboards (manual and pedal), stops, expression pedals, and playing aids
  - c. Photographs of any historic markings on pipes, mechanical components, or case work
  - d. Photographs of details of stenciling on pipes (if present)
  - e. Photographs that clearly show the placement of the organ (and console, if separate) in the room
  - f. Photographs of inscriptions that attribute the organ to a builder or firm, including both the builder's nameplate (if present) and any signatures found in or on the organ and its components

*At least three photographs must be of sufficiently high resolution to permit print reproduction in an OHS publication.*

7. A description of the organ's cultural significance, with emphasis on both its place in the history of the organ in the US and on its importance to the community. This description should be written in such a way that it may be included in whole or in part in future OHS publications, including its quarterly journal (*The Tracker*) and its online Pipe Organ Database.

*Submitting the application and its supporting material constitutes granting permission to OHS to publish at the Society's discretion.*

All materials should be sent either through USPS mail to  
Steuart Goodwin  
294 South D Street  
San Bernadino, CA 92401

or as e-mail attachments to [OrganAwards@organsociety.org](mailto:OrganAwards@organsociety.org).