



# Musicians Roster

## 2017-2020 APPLICATION GUIDELINES

### DEADLINE: SEPTEMBER 28, 2016

#### **GENERAL INFORMATION**

The Musicians Roster is a comprehensive database of performers approved to perform in concerts that are supported through the Arts Commission's Free Concerts in Public Sites Program. The Free Concerts program increases access to quality music programming by sponsoring concert events at community venues throughout Los Angeles County. The Arts Commission administers the program to fund the musician fees for each concert event. Concerts are hosted by local parks, libraries, civic centers, senior citizen centers, juvenile centers, hospitals, museums and other performance venues. Concert organizers are required to select musicians/groups from the Musicians Roster.

The Musicians Roster is also used by arts organizations, presenters and the public at large as a guide to discover professional musicians that may be available to play gigs and private events in the region.

The Musicians Roster is viewable on our website. Applicants are encouraged to review the contents as they complete their applications. Musicians interested in being considered for the Musicians Roster must submit an online application available on the [Musicians Rosters website](#) by **September 28, 2016 at 5:00 p.m.** (see application instructions on page 2). Music groups approved to be on the Roster will remain on it for a period of three years. Groups that wish to reapply to remain on the Roster, may do so at the end of the third year.

#### **ELIGIBILITY**

Eligible music ensembles must be based in Los Angeles County. Additionally, all members of an applicant music group must be adults and play a musical instrument and/or be a vocalist.

#### **PROGRAM REQUIREMENTS**

If selected to the Musicians Roster, groups must:

- Be willing to perform up to three times per year in the Free Concerts in Public Sites program at set rates (concert allocations are set at \$300 for one musician/group leader and \$200 for each side musician). No additional fees for managers or agents are awarded.
- Be willing to perform Free Concerts with the understanding that in some cases payments are processed by the County of Los Angeles following a performance. Participating musicians must register for a Los Angeles County-issued vendor number and allow 4 to 6 weeks to receive checks after a concert.
- Include a link to their Musicians Roster listing on their website.
- Be prompt and responsive when contacted by Free Concerts in Public Sites presenters who may contact the group about availability and technical requirements.

#### **RESTRICTIONS**

Musicians who perform in the Free Concerts in Public Sites concert series represent the Los Angeles County Arts Commission to County residents. This program is designed to provide free music and live performances to communities throughout the region. Solicitation of donations, charging admission or requiring purchase of food or merchandise is prohibited at these events.

## **SELECTION CRITERIA**

Application selection is a competitive process. Applications will be reviewed by a panel of evaluators that include professional musicians, presenters and arts administrators with a strong music background. Musicians/groups must:

- Enhance the Roster's artistic excellence and/or cultural diversity as exhibited through audio recordings, musical genre(s), resumes, biographies and photos.
- Be able to work well and cooperatively with other organizations, as documented by letters of recommendation.
- Exhibit the ability to be flexible and adaptable to various presenting environments and community-based contexts.

## **APPLICATION PROCEDURE**

Each music group must submit a complete application to be considered for the Musicians Roster Program. To access the application please visit the [website](#) and click on the "Application" link at the bottom of the page. You will be directed to the Arts Commission [online grants system](#) where you will be required to sign up and login. We recommend the following internet browsers when working on the application: Mozilla's Firefox, Safari and Google Chrome. We strongly recommend submitting your application no later than 5 days prior to the deadline to give yourself ample time to troubleshoot and resolve any problems that you might encounter.

The application must be submitted by **Wednesday, September 28, 2016 at 5:00pm. Late, incomplete, mailed or faxed applications will not be accepted.**

Opening an Application:

1. On the Arts Commission grants homepage click on **Sign Up**.
2. On the registration page, provide contact information for yourself or your organization. You will be asked to provide a username and password. Your password must have one uppercase letter, one lowercase letter, one number and a special character within the password. **Remember to write down your username and password** as you will not receive an email confirmation. Click on **Submit**.
3. Click **Yes** on the Terms and Conditions agreement and then **Submit**.
4. You will then be directed to the **My Forms** page. On the My Forms page, you will see the following tabs: **Open Applications** and **My Applications**. The Open Applications folder contains open applications for all Arts Commission programs. The My Applications folder contains the application(s) you are working on or have submitted. Click on the **Open Applications** tab to access the Musicians Roster application.
5. In the Open Applications tab, locate the Musicians Roster application on the list and click on the **green "Apply" button** to the right of the application title.
6. You will then be directed to the Musicians Roster application.

**IMPORTANT:** once you begin the application, please remember to click **Save** or **Save & Continue** at the bottom of each page before proceeding to the next page or closing your application.

## **Application Components/Sections**

The application consists of several components that either require you to enter text directly or include attachments.

1. **Group and Contact Information:** In this section you will provide general contact information for the music group.

**Musical Genre and Technical Information:** In this section you will provide detailed information about your group, including the style of music that you perform, the number of group members and other technical information.

- **Music Style:** We encourage musicians of all musical styles to apply. You can visit the [Musicians Roster](#) to become familiar with the existing music genres used to describe and categorize groups. These categories are designed to be simple and easy for presenters to search through. If your musical genre is not currently represented on the Roster, you may propose a new category in the open field. The Arts Commission will make the final determination of the music genre(s) under which your group will be listed. The determination will be based on your indicated preference and the music submitted with your support material.
- **Musician Configurations:** Select all of the configurations in which your group is able to perform. If your group can perform with more than ten musicians, please list the additional configurations in the space provided.
- **Audio Requirements:** In this section provide information regarding the type of audio equipment you use and sound system requirements you have. If you have the ability to provide your own PA system, please provide more detailed information regarding the type of PA system you use, if it works for indoor or outdoor events, and the size of audience for which it is appropriate.
- **Community Experience:** Presenters selected for the Free Concerts Program may be representatives from parks, libraries and other non-traditional concert venues with varying levels of infrastructure. In this section, describe your experience working with various presenters and environments, or your history performing in community-based contexts. Indicate your level of flexibility and comfort with working in these settings.

2. **Biographical Information:** In this section you will provide a group description and relevant biographies. Please use the following guidelines in answering these questions.

- **Group Description:** This 1 to 2 sentence description will be included in your Roster listing if your group is accepted. To get a sense of the editorial style of the Musicians Roster, we recommend reviewing several entries. The content should focus on being descriptive and explaining what music your group plays, not on marketing/advertising your group. Maintain a neutral tone in the description. Refrain from hyperbole and overuse of adjectives. Descriptions should be written in the third person (no reference to “we” or “our”). If selected for the Roster, the Arts Commission may edit your group description.
- **Group and Group Leader Biography:** This section will allow you to provide more information about your group’s and individual musicians’ histories and accomplishments. Please be detailed but concise and limit to 500 words.
- **Social Media and Website Information:** This section will allow you to share your social media and website links for the reviewing panel to gain a better understanding of your group’s online audience(s) and presence.

3. **Upcoming Performances:** Please provide information for any of your group’s upcoming performances between September 28 and November 1, 2016, as occasionally site visits are conducted by Arts Commission staff and/or Roster panelists.

#### 4. Support Material:

- **Audio Submission:** Upload three tracks that best represent your group. List tracks in the order that you would like the panel to review them. The audio sample is crucial for evaluating the artistic quality of the applicant. The submitted tracks must have been recorded within the past three years and reflect the group's current line-up.
- **Publicity Photos (2):** Upload at least two (2) photos of your group. Photos should be taken within the last three (3) years and saved as a JPEG file with a minimum resolution of 72 dpi. All photo images must be high quality as this image will be used for press purposes and on your Roster listing should your group be approved. Photos should not have any graphics or text visible.
- **Letters of Recommendation (2):** Upload two (2) signed letters of recommendation in PDF format from past performance venues, written within the past two (2) years, which specifically address the selection criterion. The letters must be on the presenting organization's letterhead with a published address and phone number. The author must be a presenter that hired or worked with your group and must provide their up to date contact information. Thank you letters, individual character reference letters and emails will not be accepted.
- **Video Samples:** Submit a short sample video (2 minutes or less) of a live performance within the past two (2) years. If you prefer, you can submit links to YouTube or Vimeo videos.

All applications and materials must be **submitted by Wednesday, September 28, 2016 at 5:00 p.m.**

#### **NOTIFICATION**

You will be notified by email of the status of your application in November 2016. If selected, music groups will remain on the Roster for three years and will be required to reapply at the end of the cycle to remain on the Roster. Groups may be hired for up to three concerts from July 1 – October 31 of each year.

#### **QUESTIONS**

For any questions about this program or application process, please contact (323) 856-5793 or email [publicevents@arts.lacounty.gov](mailto:publicevents@arts.lacounty.gov).