



# Musicians Roster

## Musicians Roster Application Guidelines 2011-2014

**Deadline: Wednesday, March 16, 2011**

### General Information

The Los Angeles County Arts Commission sponsors free concerts at community venues throughout Los Angeles County to provide access to quality music programming representing the diversity of County residents. The Arts Commission manages the program and administers payment of musicians at rates comparable to those established by the Musicians Performance Fund for free concerts. Concerts are booked with senior citizen centers, juvenile centers, hospitals, museums, civic centers, educational facilities, parks, libraries and other performance venues. Performances must be free and open to the general public.

In our continuing effort to make the arts accessible to Los Angeles County, in 2003 the Arts Commission launched the Musicians Roster, a comprehensive database of performers approved for Free Concerts in Public Sites. It is viewable at [http://www.lacountyarts.org/musicians\\_roster.html](http://www.lacountyarts.org/musicians_roster.html) and applicants are encouraged to review the contents and format as a reference for both application completion and support material submission standards. Presenting organizations seeking support for music programming are required to select musicians/groups from the Musicians Roster. The Musicians Roster is:

- Used by arts organizations and residents who are looking for music programming.
- A resource that has the potential of increasing bookings and performance opportunities for musicians and groups.
- Representative of diverse musical traditions.

Musicians interested in being considered for the Musicians Roster must submit the Microsoft Word application form available on the Musicians Roster's website by Wednesday, March 16, 2011 (see application instructions on page 2). Music groups approved to the Roster will remain on the Roster for a period of three years.

### Eligibility, Requirements and Restrictions

#### Eligibility

All members of an applicant music group must be adults and play a musical instrument.

#### 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 rates established by the Musicians Union.
- Designate a group leader (must be a performing member of group) who will be responsible for administrative requirements of the program. S/he must accurately complete and submit contract paperwork to the Arts Commission and meet all administrative deadlines. S/he cannot be a booking agent, unless the musical ensemble is comprised of artists who need assistance with the administrative requirements due to a language barrier. Agents are not paid through this program.
- Be willing to perform Free Concerts with the understanding that payments are processed immediately following a performance through the County of Los Angeles. Participating musicians must be willing to provide payment information before the concert and allow 4 to 6 weeks to receive checks after a concert.
- Be willing to provide a link to [http://www.lacountyarts.org/musicians\\_roster.html](http://www.lacountyarts.org/musicians_roster.html) on their home page if the music group has a website.

## Restrictions

Musicians who perform for Free Concerts in Public Sites represent the Los Angeles County Arts Commission to County constituents. This program is designed to provide free music to the community. Solicitation of donations is prohibited at these events. Audio and/or video recording of Free Concerts in Public Sites is prohibited.

## **Application Submission, Selection and Notification**

### Selection Criteria

Application selection is a competitive process. Applications will be reviewed by a panel of evaluators that will include professional musicians 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, selected musical genre(s), resumes, biographies and photos.
- Be able to work well cooperatively with other organizations as documented by letters of recommendation.
- Be based in Los Angeles County.

The application is accessible through the Los Angeles County Arts Commission website:

[http://www.lacountyarts.org/musicians\\_roster.html](http://www.lacountyarts.org/musicians_roster.html).

Deadline for submission is Wednesday, March 16, 2011 by 4:00 p.m. Early submission is strongly recommended.

### Application Procedure

Each music group must submit a complete application to be considered for the 2011 Musicians Roster Program. To access the application please visit [www.lacountyarts.org/musicians\\_roster.html](http://www.lacountyarts.org/musicians_roster.html) and click on the "Application" link at the bottom of the page. This link will open a fillable Microsoft Word application. Save the application to your computer, complete the application, and email the application and any attachments to [publicevents@arts.lacounty.gov](mailto:publicevents@arts.lacounty.gov) by Wednesday, March 16, 2011 at 4:00 p.m. Music groups must also mail or hand deliver their audio sample to the Arts Commission's office at the Ford Theatre (Address: Musicians Roster, c/o Ford Theatres, 2580 Cahuenga Boulevard East, Los Angeles, CA 90068). Audio samples must be **received by** Wednesday, March 16, 2011 at 4:00 p.m.

### **Application Components/Sections**

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

1. **Group Name and Contact Information:** In this section you will provide general contact information for the music group.
2. **Musical Genre and Technical Information:** In this section, you will begin to provide detailed information about your group, including the style of music that you perform, the number of musicians you perform with, and other technical information.

**Music Style:** Please refer to the Musicians Roster to become familiar with the existing music genres being used to describe and categorize groups. The Arts Commission will make the final determination of your group's music genre(s) based on the music you submit with your support material. Bear in mind the Musicians Roster music categories are designed to be simple and easy for presenters to search through. While many music groups are influenced by multiple styles of music, the Musicians Roster will narrow the description down to one or possibly two categories. For example, musician Paul Simon has recorded with "world" music artists, but his CDs will be found in "pop/rock."

**Minimum to Maximum Range of Musicians:** When giving a minimum/maximum number of musicians in your application, please be prepared to perform in any range of numbers in between. Budgeting a Free Concert is based on the anticipated size of the audience served. Therefore, if you enter 2-6 as your group's range, your group must be willing to accept a concert as a duo, trio, quartet, quintet or sextet.

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

**Group Description:** Please refer to the Musicians Roster for guidance on how to appropriately complete the 1 to 2 sentence description of your group and musical style. Please read several entries on the Roster to get a sense of the editorial style. The content should focus on being descriptive and explaining what music your group plays, not on marketing/advertising your group. Maintaining a neutral tone in the description is highly recommended. Refrain from rhetoric and overuse of adjectives. Bios 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's bio.

**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 or less.

4. **Upcoming Performances:** Please provide information for any of your group's upcoming performances between March 1 and May 1, 2011, as often times site visits are conducted by Arts Commission staff.
5. **Audio Submission:** In this section, you will provide information about the tracks that you will be submitting for review, including the approximate date they were recorded, the featured musicians, and a brief description of the tracks. Please choose three tracks that best represent your group and list tracks in 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.
6. **Publicity Photos (2):** You must submit at least two photos of your group. Photos should be taken within the last 3 years and must be submitted as hard copies and mailed/delivered with your audio submission or saved in a jpeg format with a minimum resolution of 72 dpi and emailed with your application. All photo images must be high quality as this image will be used on the roster should your group be approved.
7. **Letters of Recommendation (2):** You must submit 2 signed letters of recommendation from past performance sites written within the past 2 years which specifically address the selection criterion that the music ensemble is able to work cooperatively with other organizations. 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 who is reachable to authenticate it. Thank you letters, individual character reference letters and emails will not be accepted. Letters may be emailed as PDFs with this application form or mailed/delivered to the address above.

Once you have completed the application for the Musicians Roster Program, email the form as an attachment along with relevant supplemental materials to [publicevents@arts.lacounty.gov](mailto:publicevents@arts.lacounty.gov). Audio submissions must be mailed or delivered to

Musicians Roster Program  
c/o Ford Theatres  
2580 Cahuenga Boulevard, East  
Los Angeles, CA 90068

All applications and materials must be **received by** this office on Wednesday, March 16, 2011 at 4:00p.m.

## **Notification**

You will be notified by e-mail of the status of your application in May 2011. If selected, music groups will remain on the Roster for three years and 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 [publicevents@arts.lacounty.gov](mailto:publicevents@arts.lacounty.gov).