

Enriching Lives



L.A. HOLIDAY CELEBRATION

2008 APPLICATION GUIDELINES

(DEADLINE: AUGUST 6, 2008)

GENERAL INFORMATION

Each year since 1959 the Arts Commission has produced a free Holiday Celebration on December 24th on behalf of the Los Angeles County Board of Supervisors. Community and professional choirs, music ensembles, and dance companies representing the diverse cultures and holiday traditions of LA County perform in the Dorothy Chandler Pavilion at the Music Center while the program is broadcast live on KCET. An average of 1,500 performers cross the stage and more than 6,000 people attend the program each year. About a million Southern Californian households tune into the live broadcast.

This year the 49th Annual Los Angeles County Holiday Celebration will be held Wednesday, December 24, 2008 at the Dorothy Chandler Pavilion from 3 pm to 9 pm. The program will be televised live on KCET. Both the event and parking are free to the public.

Highlights from the six hour Holiday Celebration tradition are selected for a one-hour program which is broadcast nationally on PBS. Artists selected for the 2008 live production will be considered for the 2009 national broadcast.

ELIGIBILITY AND SELECTION CRITERIA

Los Angeles County-based professional and community choirs, music ensembles and dance companies are eligible to perform on the program. Organizations are selected based on the following criteria:

- Artistic excellence within discipline/age category.
- Suitability of performance material to a multi-cultural, multi-denominational holiday themed program. The Holiday Celebration represents the diverse communities of Los Angeles County by presenting multicultural traditions and themes (Christmas, Hanukkah, Ramadan, Kwanzaa, New Year's, peace, joy, unity, hope, renewal, etc.).

- Suitability of performance for the 2,800 seat Dorothy Chandler Pavilion and technical capability of the production.
- Ability to meet all deadlines and to work cooperatively with other organizations and production staff.

Groups are generally assigned performance times ranging from three to six minutes (this is a long time on television).

If chosen to participate, all groups are required to attend a one-hour rehearsal on either Saturday, December 6 or Sunday, December 7, 2008. Groups with complex sound set-ups also participate in a sound check the day before or morning of the show. Some dance companies will have a spacing rehearsal one evening before the performance.

A note to educators and other performing groups with annual auditions: we encourage applications even if the total number of members is in flux or repertoire hasn't been selected at the time of applying. If approved for the program, repertoire doesn't have to be set until late September/early October.

PERFORMANCE FEES

Participating organizations receive honorariums based on the scope and length of programming. In general, fees will be in the following ranges:

Choirs - \$400 to \$750

Dance companies – \$500 to \$1,500

Youth Music Groups (nonunion) - \$400 to \$750

Music Groups - Musicians who are members of Professional Musicians Union, Local 47 receive scale pay for rehearsal and performance. Rates are viewable at: http://www.lacountyarts.org/free_musicianwagescale08.pdf. Applicants are required to collect and submit

copies of current union cards for all local 47 members who will perform as part of the required support material for this application.

Non-union dance and choral music accompanists that have been approved will be factored into supplement the group honorarium - \$100 to \$500 (e.g. choir honorarium is \$400 plus piano accompanist at \$100 = total group honorarium of \$500).

4-A (AFTRA, SAG, AEA, AGVA) choral/dance members that have been approved are paid 80% of the AFTRA scale rate under an agreement with the union. As this is a low budget production, the Arts Commission approves a limited number of AFTRA members for this program.

WORKSHOP

First time applicants and organizations with questions are encouraged to attend this workshop.

Tuesday, July 15, 2008
 7 pm – 8:30 pm
 John Anson Ford Theatres
 2580 Cahuenga Boulevard, East
 Hollywood, CA 90068

Please call (323) 769-2188 to R.S.V.P.

OPENING AN EGRANT APPLICATION

You must submit your application electronically via eGRANT, which makes it easier to fill out the application. If you are a past Holiday Celebration applicant, last year’s information will carry over into the new application and only needs to be updated. Organizations that have already registered and opened other applications with the Arts Commission should log into eGRANT using the same password and log in information.

The eGRANT application is accessible at <http://lacountyarts.egrant.org/> or by clicking on the animated eGRANT icon at www.holidaycelebration.org.






Both the electronic application and the postmark deadline to submit audio/visual materials are Wednesday, August 6, 2008. Late or incomplete application submissions will not be reviewed.

New Applicant Registration: Register at <http://lacountyarts.egrant.org/> (or you can click on the animated “E” box at www.holidaycelebration.org). Click on the “Go” applicants link, which takes you to another page where you will select the “Register” button. Complete all the information on this page and scroll to the bottom and click on the “Save and Proceed to” button. This will take you to a page where you can confirm or edit your registration information, or go directly to the application. Once you confirm your registration information, you will get an automated email verifying you have successfully set up your applicant profile.

Returning applicants: Use your existing Login Name and Password for your organization. If you have forgotten your information, please contact the Arts Commission at 323.769.2188 for assistance. If you applied to the Holiday Celebration last year your information will carry over into your new application for updating.

You can update your registration information at any time by logging into eGRANT and selecting the menu item Applicant Profile from the top of the screen window.

Open a New Application: eGRANT allows one application per organization. If you want to submit more than one proposal, please call the Arts Commission for additional assistance. Click on “Go” applicants link, which takes you to the page where you will log in to eGRANT by entering your Login Name and Password, then clicking the “Login” button. You should see a page that will say “Welcome” and your organization’s name. Scroll down the page to a pull-down menu that says “Create a New Application,” and select Holiday Celebration and click the “Go” button. Your page will refresh and you will see this:

Current Applications			
Application	Due Date	Status	Actions
08/09 Holiday Celebration			 
Application	8/6/2008 3:59:59 PM	WORKING	  

To open the application, select the “Edit” button. Until you hit the “Submit” button, you’re able to log off and in again. Your information will be saved, and you’ll be able edit your application as long as its status is “Working.”

NOTES ON COMPLETING YOUR EGRANT APPLICATION

Instructions Page – is the section where you begin. Please read these instructions before proceeding to ensure no information you enter is lost.

County Supervisorial District Information – If you are unaware of which Supervisorial district your organization's office is located, visit: <http://www.lavote.net/district/>. If you enter the address in the format required, your district should be listed. If you are unable to access the website, call (562) 466-1323. Addresses should not be a P.O. Box as we are unable to verify the district of a group without a street address.

We also ask that you estimate the district in which the majority of your members reside and the district in which your organization most often performs. If your group performs in all five districts of Los Angeles County (from Long Beach to the San Gabriel Valley), select the "All Districts" option. Visit <http://lacounty.info/lac%20map.pdf> for a County district map.

Proposed number of people to perform – Choral and dance groups proposing live musical accompaniment should enter the number of musicians in the Choral/Dance Music Accompanists field (not the Music Ensemble field).

Instrumentation – This section is for all groups proposing live music. Please be specific about the type of instrument (e.g. piano vs. keyboards, electric bass vs. string bass) and note when an amplifier is used. Specify percussive instruments, i.e. cajón, congas, cow bell.

- **Choral groups:** Choral groups perform on risers in the house of the Dorothy Chandler Pavilion with musicians to the side. The following instruments are preset in the House area for choral accompanists: a standard drum kit (kick drum, snare, hi-hat, toms, etc.), piano, keyboards, and a bass amp and guitar amp. If proposing additional instruments, list them.
- **Dance and music groups:** In all other cases, musicians perform on the stage. A grand piano will be provided for main stage musicians if needed. Musicians will be required to provide all other instruments.

Proposed Performance Information – When describing your proposed program, use as much detail as possible: propose specific repertoire, give

titles, describe the theme/historical context (when applicable), offer general costume description, etc. Also, be sure to list any special technical requirements for your proposed performance. Some technical limitations to consider are:

- Choral groups cannot use prerecorded music (this is a technical limitation due to placement in choral risers).
- Dance groups may use pre-recorded music for onstage performances. The wood stage is covered with a marlite floor. This should work for all dance companies, including ballet.

Group leader biography and group biography – Write these sections in journalistic style, focusing on facts and maintaining a neutral tone. Avoid using quality statements (e.g. "unique," "exciting," "dynamic," etc.). Condense the information to succinct sentences, and include what cultural tradition(s) your group represents. This will help as information is edited for the printed program and other promotional material.

Formatting Tip: If you draft your proposed performance information, group leader, and group biographies in Microsoft Word, some formatting will not translate into eGRANT. Quotations, apostrophes, etc. will convert to symbols if pasted in from outside software. The best option is to type all content directly into eGRANT.

Rehearsal/Performance Schedule – Select a first and second choice time frame for the mandatory rehearsals held Saturday, December 6, 2008 and Sunday, December 7, 2008. Staff will make an effort to accommodate your request, but keep both dates open. Also, list your group's upcoming performances for possible site visits by Arts Commission staff.

Music Center Plaza consideration – Please note that there is no power (generator, power cords, outlets, etc.) available on the Music Center Plaza so performances are acoustic only.

View/Print Application – When the application is complete, preview and review your proposal. Print two copies: one for your records and one to include with the required support materials you will send to the Arts Commission.

eGRANT Submission – Click on the "Submit My Application" button and a .pdf version is sent to the Arts Commission and to your e-mail address. Once you've submitted the application you won't be able

to edit or add information. If you've submitted your application but want to change information, Arts Commission staff can revert it back to working status for you.

REQUIRED SUPPORT MATERIAL

Mail the following support materials with a copy of your completed application to:

Holiday Celebration
c/o John Anson Ford Theatre
2580 Cahuenga Boulevard, East
Hollywood, CA 90068

Performance Sample – All applicants (whether new or returning) must submit a work sample to be considered for the program. Label the sample with the name of the applicant organization, titles, lengths of sample pieces in sequential order, and identity of soloist(s). If submitting an audio cassette or VHS video, dub the sample in the order you want it to be reviewed. Submissions of CDs and DVDs should be marked to enable skipping to the next sample. All artistic documentation should be of the highest quality possible.

- **Music and Choral Groups:** Submit your most recent audio CD or cassette tape (no more than three years old). Mark or cue at least 3 full songs in the order you prefer them to be heard and include a listing of the song titles. CDs are preferred. If a DVD is the only audio recording available, we will accept it. (Choral Groups: If proposing live musical accompaniment, provide at least one sample that represents musical quality.)
- **Dance Companies:** Submit a DVD or VHS tape. Whenever possible, show the material and performers proposed in the application, or submit a sample performance that shows the proposed spirit of the piece. Cue the VHS tape to a section of a longer performance piece, but do not submit montages of performance excerpts. If proposing live musical accompaniment, provide at least one sample that represents musical quality.

Local 47 Membership verification – Any groups proposing approval of union musician participation in a performance must submit copies of current/active union cards for all proposed union musicians as part of support material. This is essential to the budgeting process.

Photos – High resolution digital images (at least 300 dpi) are the preferred format for photo submissions,

in either .jpeg or .tif files. Email to publicevents@arts.lacounty.gov (Deadline is Wednesday, August 6, 2008). Otherwise, groups must submit 2 photos at least 5 x 7 inches in size or slides. Label each photo/slide with the name of the organization, identity of artist(s), and date taken. Photo images should be high quality and print-ready in order to be considered for possible publication. Images printed on non-photographic paper, still images from videos, and snapshots will not be considered for publication.

Promotional Materials (optional) - Send two copies of any promotional materials (brochures, programs, etc.).

Self-addressed stamped envelope - Include a self-addressed stamped envelope if you would like your support material returned. Applicant materials will be discarded if no envelope is provided.

NOTIFICATION

All applicant organizations will be notified of the status of their application via email in 6-8 weeks from the application deadline. Approved applicants will submit a follow-up eGRANT Artist Production Form that will be due approximately two weeks after notification. Organizations will provide more detailed information at that time, including specific repertoire, composer/publisher and costume information, lyric sheets, stage diagrams, soloist names and approved union artist contact information.

QUESTIONS?

Please contact staff at (323) 769-2188 or publicevents@arts.lacounty.gov.

Enriching Lives



APPLICATION CHECKLIST / 2008

DEADLINE WEDNESDAY, AUGUST 6, 2008

ALL GROUPS _____

Complete and submit electronically by 4:00 p.m. August 6:

- Completed eGRANT Application Form
- Photos: .jpeg or .tif digital images (300 dpi minimum resolution) Email to publicevents@arts.lacounty.gov

Complete and mail with an August 6 postmark:

- Photos (if not submitted electronically)
- Promotional Materials (optional)
- Self-addressed stamped envelope (if you want your support material returned)
- If applicable: copies of current Local 47 membership cards for all proposed union musicians

CHORAL AND MUSIC GROUPS _____

Mail with an August 6 postmark:

- An audio CD or cassette tape (no more than three years old)

DANCE GROUPS _____

Mail with an August 6 postmark:

- A DVD or VHS tape (no more than three years old)

Mail Support materials to Holiday Celebration, c/o John Anson Ford Theatre, 2580 Cahuenga Blvd East, Hollywood, CA 90068. If you have any questions, please call (323) 769-2188.