



# Musicians Roster

## Musicians Roster Application Guidelines 2008-2011

**Deadline: Wednesday, March 12, 2008**

---

### 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 Union 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 [www.lamusiciansroster.org](http://www.lamusiciansroster.org) 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 an application form via email and mail additional required materials by Wednesday, March 12, 2008 (see application instructions below). 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 [www.lamusiciansroster.org](http://www.lamusiciansroster.org) 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 strictly 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 12, 2008 by 4:00 p.m. Early submission is strongly recommended.

### Application Procedure






The Musicians Roster Application is comprised of the following 5 elements. Please submit one music group per application. Multiple music groups must complete separate applications for each group. Please follow the directions below to correctly submit your application.

#### 1. Musicians Roster Application Form.

**Submit via eGRANT:** The application form consists of general information about your organization and performing group. This form must be submitted through the Arts Commission's online eGRANT application system by Wednesday, March 12, 2008 at 4:00pm. Please follow the directions below to register and complete this segment of the application.

- **New applicants:** you will need to register before opening an application. **Register** by going to eGRANT at <http://lacountyarts.egrant.org/> (or you can click on the animated "E" box at <http://www.lacountyarts.org/free.html> which will take you to the Arts Commission/eGRANT Welcome page). 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, using upper and lower case letters as appropriate, and scroll to the bottom to click on the "Save and Proceed" 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:** please 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.
- 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. If you are applying for more than one music group, please set up a separate registration for each group.
- **Open a New Application** – Click on "Go" applicants link, which takes you to another 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 Musicians Roster and click the "Go" button. Your page will refresh and you will see something like this **Sample Image** below:

## Current Applications

Application	Due Date	Status	Actions
08/09 Musicians Roster			 
	Application 3/5/2008 3:59:59 PM	WORKING	  

To open the application, select the “Edit” button. This action will take you to your application, which consists of **four parts**:

- **Instructions Page** – is the page you where you begin. **Please read these instructions before proceeding to ensure no information you enter is lost.**
- **Application Form** – this page consists of general information about your organization and performing group. Please be sure to use upper and lower case letters as appropriate when filling out this part of your application.

**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. **Limit your description to no more than three genres.** Bear in mind the Musicians Roster music categories are designed to be simple and easy for presenters to search through, much like a neighborhood record store. While many music groups are influenced by multiple styles of music, the Musicians Roster – like the record store – 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.”

**Group Biography:** Please refer to the Musicians Roster for guidance on how to appropriately complete the 1 to 2 sentence description of your group and their music style on the eGRANT application. 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.

**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.

- **View/Print Application** - when the application is complete, go to this page to preview and review your proposal. If you are satisfied with it, print two (2) copies – one for your records, and one to include with the required support materials you will send to the Arts Commission.
- **eGRANT Submission** - the final step of the application is to submit it. When you are ready to submit, go to this section of the application and click on the “Submit My Application” button. Once you have submitted the application you are unable to edit or add information.

Until you complete the final step of the application, you are able to Log Off and Log in again. Your information will be saved if you follow all the instructions, and you will be able to add to or edit your application as long as its status is “Working,” (see Sample Image above) which means you have not clicked on the “Submit” button.

## 2. Publicity Photos

**Submit via email or mail:** Photos should be taken within the last 3 years. Digital images are the preferred format and can be emailed as an attached .jpeg or .tif file with a minimum resolution of 72 dpi to [publicevents@arts.lacounty.gov](mailto:publicevents@arts.lacounty.gov). Otherwise, please submit 1 to 2 color or black & white photos at least 5 x 7 inches in size. Label each photo/slide with name of the group and each musician. All photo images must be high quality and print-ready as this image will be scanned for uploading onto the roster should your group be approved. Image printed on non-photographic paper, still images from videos and amateur snapshots will not be considered for the Musicians Roster.

## 3. 2 Letters of Recommendation

**Submit via email or mail:** Submit 2 signed letters of recommendation from past performance sites written within the past 3 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.

## 4. Artist(s) Biographies

**Submit via email or mail:** Submit one paragraph biographies of lead artist(s). No more than one page total.

## 5. Audio Submission

**Submit via mail:** An audio sample is crucial for evaluating the artistic quality of the applicant. The audio sample submitted must have been recorded within the past three years and reflect the groups current line up. Submit 1 audio CD with at least three or more full length selections. Label the CD with the name of the group, the title of the tracks and a list of the musicians. Select and clearly mark one track that best represents your group. This track will be reviewed first and will be used as your online sound clip should your group be approved for the musicians roster. Please test home burned CDs to ensure they properly playback in a CD drive and player.

## Application Submission

All emailed materials must be received by Wednesday, March 12, 2008 at [publicevents@arts.lacounty.gov](mailto:publicevents@arts.lacounty.gov).

All mailed materials must be postmarked by Wednesday, March 12, 2008 and addressed to:

Los Angeles County Arts Commission  
Attn: Musicians Roster  
2580 Cahuenga Blvd, East  
Hollywood, CA 90068

Please include a self-addressed stamped envelope if you wish to have your materials returned.

## Notification

You will be notified by e-mail of the status of your application in April, 2008. If selected, music groups will remain on the Roster for three years and may be hired for up to three concerts from May 1 – April 30 of each year.

## Questions

For any questions about this program or application process, please contact Public Events Coordinator, Heather Rigby at [hrigby@arts.lacounty.gov](mailto:hrigby@arts.lacounty.gov) or (323) 769-2188.