



2009 Touring Arts Roster Guidelines

Deadline: Monday, July 20, 2009

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A Message from the Director

I am pleased to present the guidelines and application form for the 2010 Touring Arts Roster. These guidelines and forms are available online at <http://4culture.org/arts/tar/about.asp>

This coming year we will not be publishing the printed booklet but will be making improvements to the online Roster. Presenters, event planners and entertainment bookers have found this to be an invaluable resource and can access the TAR artists from anywhere an internet connection is available.

The Touring Arts Roster is an extremely useful tool for artists as well. The success of the Roster is measured by a simple consideration - did it help artists get work? The answer to that is YES!

We are committed to working with individual performers and organizations to showcase the incredible talents of our performing arts community. Thank you for your interest in this program, and have a great audition!

Jim Kelly
Executive Director

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About 4Culture of King County

4Culture provides programs and services in the arts, heritage, historic preservation and public art.

Information for the funding programs including Arts and Heritage Sustained Support, Cultural Facilities, Cultural Education, Arts and Heritage Special Projects, Community Arts and the Gallery Program is available along with guidelines and applications on our website at <http://4Culture.org>.

Meetings of the 4Culture board and advisory committees are open to the public. Notice of 4Culture board meetings and related activities of interest are posted online at <http://4Culture.org/board.htm>.

4Culture's office is located at 101 Prefontaine Place South, Seattle 98104, the wedge shaped building at the intersection of Prefontaine, Yesler and Third Avenue.

Touring Arts Roster Program Overview

Promoting the Performing Arts Throughout King County

- Continuous promotion of performing artists at no cost to the artist
- Providing valuable booking information to the world of presenters at no charge
- Enabling presenters to access performing artists from any location
- Web-based resource servicing the region all the time

4Culture promotes performing arts and artists in King County all year long through the publication and distribution of the Touring Arts Roster, a juried directory of some of the County's most talented performing artists who are all available for regional bookings. Everything from Latin jazz ensembles to contemporary opera; classic jazz and classical chamber orchestras, theatre for grown-ups and puppet theatre for kids; traditional folk and ethnic dance and nationally recognized spoken word. The Touring Arts Roster contains photos, contact and technical information about each artist or ensemble and their fees - everything you need to know to book with confidence. This Roster is distributed as a free community resource to regional presenting organizations, local arts agencies, commercial venues, hotels and convention centers, schools, libraries, festival coordinators; party, meeting and event planners and other public and private presenters. This roster is a great tool for one-stop shopping for anyone in search of performing artists for any theme, size or budget.

Bookings are negotiated directly between the performing artists and presenters.

Any presenter, artist, organization or King County citizen may request a copy of the TAR free of charge. For a copy of the current Touring Arts Roster, please contact Doreen Mitchum at doreen.mitchum@4Culture.org or call (206) 296.7579.

Application Deadline: Monday July 20, 2009

Contact: Doreen Mitchum, (206) 296.7579, doreen.mitchum@4Culture.org

Applications must be mailed or delivered to 4Culture by 4:30 p.m. on **July 20th**, 2009. Because audition times must be confirmed as soon as possible, no postmarks or submissions after Monday, July 20th can be included.

Eligibility

Professional performing artists residing in King County or arts groups based in King County are eligible to apply. Artistic disciplines include music, dance, theatre, or interdisciplinary performance; however, visual and literary artists with performance projects are also eligible to apply.

Applicants must:

- Have paid professional experience in touring performances, readings, or workshops
- Be able to produce high quality promotional materials
- Be available to present 1-hour programs appropriate for audiences of all ages throughout 2010

Review Criteria

- Artistic merit and excellence
- Quality of audition presentation
- High quality promotional material

Get Assistance with your Application

Review the program criteria and eligibility criteria, then talk with program staff if you have any questions. You can make arrangements for a meeting to discuss your application by calling Doreen Mitchum at (206) 296-7579 or e-mail doreen.mitchum@4Culture.org.

Application Requirements

All applicants must submit:

- One original and 6 copies of the completed application form; you may include a resume (2 page limit)
- One copy of support materials (resumes, brochures, catalogues, or reviews, etc.)

About the work sample:

- Those who are unable to attend the live audition may send ONE DVD of a RECENT performance with current members. The panel will judge the DVD in lieu of a live performance. *Audio-only submissions will not be accepted.*
- DVD should have only the relevant track, up to 15 minutes in length; it can be an edited compilation.
- Label each DVD with applicant's name, performance venue, contact info and date.
- Work samples will not be returned, DO NOT SEND YOUR ONLY COPY OF SUPPORT MATERIAL.

2009 Application Review Timeline

The following is an approximate schedule. The actual timelines may differ.

July: Applications must be received by 4:30 p.m. on Monday, July 20, 2009.

August: Artists accepted for auditions will be notified of details when scheduled.

September: The Arts Advisory Committee reviews and approves the panel recommendations.

October: Updating the Touring Arts Roster online is taking place.

January: The 2010 web version of the Touring Arts Roster is launched and publicly announced.

Once an Application has been Submitted

Following the submission of an application, you will be notified of your audition time by **e-mail**. If you are not able to attend at the time assigned, contact staff immediately for re-assignment. Keep in mind that it may not be possible to get your preferred time as assignments are made on a first-come basis and there is a limited amount of time to hold all of the auditions.

Information regarding the outcome will not be released prior to approval from the Arts Advisory Committee in September. Notification will be mailed to you approximately 4 to 6 weeks after the application deadline.

If you are not selected: Consult staff for any possible jury comments or critiques that could help improve your next audition.

Preparing the Application and for the Audition

- Include your County Council District in your application. This information is *required*.
- Make sure the description of your Performance and/or Educational Workshop is brief. If selected, it will be your description in the *Touring Arts Roster*.
- In determining performance fee ranges in your application, keep in mind that the published fee range for the described performance will be valid for **one** year and is not subject to increases for the specifically described performance.
- Fill out the application completely in order to fully familiarize the panelists with your group. References to see previous applications or the previous *Touring Arts Roster* should *not* replace complete answers.
- Presenters from throughout King County and Washington State will be invited to attend the *Touring Arts Roster* Audition Showcase. Selected information from the application will be made available to these presenters.

Audition

- Each applicant will have 15 minutes of audition time. This **includes** set-up and strike.
- Artists who cannot attend the auditions may submit one DVD of a documented RECENT performance with current members. (Please note that live auditions are preferred, and show the group to best advantage; only artists who have conflicts with the dates of the audition should submit DVDs.) **Audio-only submissions will not be accepted.** If auditioning by DVD, be aware that it will not be returned.
- Panelists take into consideration the restrictions of the audition, including the limited time, space, etc. However, both panelists and potential presenters in the audience will evaluate applicants while they are on stage. Applicants should strive to demonstrate their stage presence and professionalism in every way, including set-up, introductions, closing and strike.

Promotional Materials

- Panels will consider promotional materials in their review of applicants. Ideally, promotional packets should include a professional photo; a description of, or background about the artist/ensemble; quotes about performance (if available) with sources; a listing of festivals, performances with venues, and/or TV and radio spots; and a few samples of any articles or short reviews.
- If accepted to be included in the TAR, you will be asked to submit appropriate data files for the website.

Obligations of Award Recipients

Any contract will be between the hiring venue and the artist(s.) The fee published in the TAR, for the performance described, will be valid for **one** year and **is not** subject to increase. Changes in performance scope and costs may be negotiated between the artist(s) and the hiring venue.

By accepting a listing in the TAR, the artist(s) guarantees to presenters high-quality artistic service and adherence to high professional standards.

Appeal Process

The Arts Advisory Committee of 4Culture reviews and approves the recommendations from the peer review panels. Applicants may appeal these funding decisions. Appeals must be based *solely* on information included in the original application. The process is as follows:

- Appeals must be sent in writing to the Executive Director of 4Culture within 14 days of notification of funding decisions.
- The Executive Director shall consult the appropriate advisory committee chairperson in accepting or rejecting the appeal. The Director shall notify the applicant of his decision to accept or reject the appeal in writing.
- A rejection by the Executive Director is final and ends the appeal request.
- If the Executive Director accepts the appeal request, the applicant will be asked to make a presentation, either written or in person, to the 4Culture Arts Advisory Committee.
- The Advisory Committee will accept or reject of the appeal.
- The Executive Director will notify the applicant in writing of the Advisory Committee's decision.