

# City of El Paso Museums and Cultural Affairs Department

## SUMMER CONCERT PROGRAMS

### 2011

#### INTRODUCTION

Since 1983, the City of El Paso has provided an outdoor summer concert program known as **Music Under The Stars**, which is held at and is in partnership with the Chamizal National Memorial Park. In 2002, **Alfresco! Fridays** was added in collaborations with El Paso Convention and Visitors Bureau to bring a free outdoor concert program to the downtown area.

#### PURPOSE

To create a roster of local and guest performers that represent a variety of musical genres with the intent of presenting these artist to El Paso residents and visitors. Along with local musicians and musical groups, these programs feature professional musicians of regional, national and international reputation.

The MCAD is committed to assisting in the development of El Paso's creative sector and to support access to arts and cultural activities for El Paso residents and visitors alike. Through the summer concert programs the MCAD provides free family-friendly entertainment to approximately 140,000 residents and visitors annually. **Music Under The Stars** and **Alfresco! Fridays** present music from a wide variety of cultures and artistic styles.

#### PROCESS

MCAD is currently seeking musical performers for the 2011 season. The line-up will include a diverse mix of performers that "bring the world's music to El Paso." The season will include a variety of rhythms, styles and musical influences.

The MCAD identifies performers by aggressively seeking out and recruiting professional regional, national, and international performers. The MCAD staff also participates in booking conferences, contact agents, and researches all recommendations made to the MCAD. **NOTE: At the time of contract execution, all international applicants must have appropriate visas for travel and work in the U.S. Also, City of El Paso (COEP) employees are unable to act as the paid representative for musical groups participating in the series. This does not mean that COEP employees are deterred from participating in musical groups selected to form part of the series.**

#### REVIEW PROCESS

All applications and all support materials will be reviewed by a selection panel of community stakeholders who will make recommendations to the MCAD for the 2011 Summer Concert Programs.

All applications are evaluated according to the following criteria:

- Quality of support materials
- History and professional experience
- Compatibility with our programs
- MCAD's mission
- Appropriateness to the event
- Musical quality
- Appeal to residents and its visitors
- Reasonable booking fees and related costs

## HOW TO APPLY

Applicants interested in being considered for the 2011 Summer Concert Programs, must submit all of the following items:

1. Completed Participant Interest Form (**incomplete applications will not be considered**)
2. Summary of professional history and biographical information
3. Photographs (color digital images, 300 dpi preferred)
4. Demo CD; submit one (1) CD with one (1) track that best represents of the groups' or individual artist work
5. Schedule of upcoming performances
6. Booking fees and related costs
7. **Do not assume that the Review Panel will already be familiar with your organization or work.** Submit any additional materials that will help the review panel better understand the services provided by the organization; including news clippings, CD/DVD, or any printed promotional material

## APPLICATION TIMEFRAME

Applications will be accepted by the MCAD beginning on Monday August 2, 2010. **Incomplete applications will not be considered.** All applications and support materials due by 5:00 PM on **October 29, 2010**, or postmarked by midnight on the deadline date. **Late proposals will not be accepted, no exceptions. Hand-written forms will not be accepted.** The Guidelines and Application must be downloaded from the MCAD's website at [www.elpasotexas.gov/mcad](http://www.elpasotexas.gov/mcad).

## SEND INFORMATION PACKETS TO:

City of El Paso Museums and Cultural Affairs Department (MCAD)  
Two Civic Center Plaza, 1st Floor  
El Paso, TX 79901  
Attn: Summer Concert Programs

## NOTIFICATION TO APPLICANTS

**All applicants will be notified the second week of January, 2011 of the status of their application.** Whether or not you are selected for the 2011 season, the MCAD will keep all submitted support materials for documentation and promotional purposes.

In addition, upon selection minor applicants or children's groups (under 18 years of age at time of contracting) must each submit a Minor Release Form. The form will be provided upon entering into a contractual relationship.

For additional information, please contact Victor Guerrero, Marketing and Cultural Tourism Coordinator, at 915-541-4942 or via email: [GuerreroV@elpasotexas.gov](mailto:GuerreroV@elpasotexas.gov).

City of El Paso Museums and Cultural Affairs Department  
 SUMMER CONCERT PROGRAMS PARTICIPANT INTEREST FORM  
 2011 Season

Answer all questions. Use a clear, easy to read font of at least 12-points. **Attach all requested support materials. Hand-written and incomplete applications will not be accepted.** Download form at [www.elpasotexas.gov/mcad](http://www.elpasotexas.gov/mcad).

<b>Select the program you are applying for:</b>		
<input type="checkbox"/> <b>Alfresco! Fridays</b> (local bands only) <input type="checkbox"/> <b>Music Under The Stars</b> <input type="checkbox"/> <b>Both</b>		
Name of Band:		
Type of Music/Genre:	# of Band Members:	
Manager/Primary Contact:	Telephone (include area code):	
Email:	Website:	
Mailing Address:		
City:	State:	Zip Code:
Booking fees (use additional pages if necessary):		
<b>DEADLINE FOR ALL APPLICATIONS IS OCTOBER 31, 2010 BY 5:00 P.M.</b> Submit all of the following by the deadline ( <b>incomplete applications will not be considered</b> ): <input type="checkbox"/> Participant Interest Form <input type="checkbox"/> Summary of professional history and biographical information <input type="checkbox"/> Photographs (color digital images, 300 dpi preferred) <input type="checkbox"/> Demo CD; one (1) CD with one (1) track <input type="checkbox"/> Schedule of upcoming performances <input type="checkbox"/> Booking fees and related costs <input type="checkbox"/> Samples of promotional materials, including news clippings, media coverage, professional reviews and/or critiques, letters of recommendation, etc.		
Do you have sufficient material to play/perform for 90 minutes?	YES	NO
Have you participated in the Summer Concert Programs in the past? If yes, indicate which program and date.	YES	NO
Are any of the band members/performers under 18 years of age? (Minor Release Form to be completed upon contracting)	YES	NO
<b>MCAD will keep all submitted materials for documentation and promotional purposes.</b>		
<b>FOR MCAD USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE</b>		
Check if received:	Qty/Each	Staff Review Completed by (print name):
<input type="checkbox"/> History/Resume		Date Stamp:
<input type="checkbox"/> Photographs		
<input type="checkbox"/> Demo CD		
<input type="checkbox"/> Promo material		
<input type="checkbox"/> Event schedule		