



# Holiday Music Series at the Sacramento International Airport

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The 2018 Holiday Music Series is presented by the Sacramento Metropolitan Arts Commission (Commission) and the Sacramento International Airport (Airport).

Every year the Holiday Music Series (Series) features local artists with the goal of bringing high-quality, diverse performances to the Airport. The Series will include between 10 and 20 two-hour performances between November 20, 2018 and December 31, 2018. The music will bring enjoyment to holiday travelers.

## Deadline

The deadline to submit your application is **11:59 pm on Wednesday, September 26, 2018.**

This year applications will only be accepted on the online application service Submittable, [Sacmetroarts.submittable.com/submit](http://Sacmetroarts.submittable.com/submit) or [SacMetroArts.org](http://SacMetroArts.org). Paper/emailed applications or late applications will not be accepted. Staff is available on the day of the deadline until 4:00 pm.

## Inquiries

Please feel free to contact Arts Commission staff with any questions during office hours, 8:00 am to 4:00 pm, Monday – Friday. Please note that all questions will be compiled in an addendum posted on the SMAC website prior to the deadline. All inquiries should be directed to:

Ray Gargano  
916-808-3986  
[RGargano@cityofsacramento.org](mailto:RGargano@cityofsacramento.org)

## Performance Sites

### Sacramento International Airport

The performance locations will be in Terminal B, Baggage Claim, east side between the two baggage carousels, and in Terminal A, Baggage Claim, along the front glass windows in between the doors leading to the curb. Please be aware that the County Airport System does not allow performers to sell CDs or other merchandise or display tip jars in the Airport.

## Eligibility

- The Series is restricted to professional musicians residing in the following counties: Sacramento County, Amador, Butte, Contra Costa, El Dorado, Nevada, Placer, San Joaquin, Solano, Sutter, Yolo, and Yuba.
  - Group eligibility will be determined by the residence of the lead musician and/or the individuals receiving payment.
- Musicians, ensembles and organizations working in any musical genre may apply.
  - Examples of performances are: a solo musician or a small musical ensemble.

- Large ensembles (e.g. choirs) should inquire before applying as there are space constraints.
- Student performers are not eligible.
- The Series is limited to live music performances.
  - All musicians must perform live music; i.e. pre-recorded accompaniment will not be deemed eligible.
  - Microphones and amplifiers are allowed but not provided.
- Performances must be family friendly.
- All music played must be:
  - in the [BMI catalog](#), or
  - written by the performer, or
  - not copyrighted, or
  - in the [public domain](#).
- The Airport does not allow performances with primarily religious or political themes:
  - For example, songs about Christmas or Hanukkah are not allowed.
  - Winter music such as “Jingle Bells”, “The Most Wonderful Time of the Year”, or “Deck the Halls” are acceptable songs. Remember, Santa Claus is a figure representing Christian beliefs.
  - If there is a question on whether a song will be allowed at the Airport, please check with the Arts Commission.
- Artists can submit only one application. However, it is possible to submit information for up to two bands or groups per lead artist/application. Each band will be judged on its own merit.
- Artists and groups currently under contract or receiving funds from the Arts Commission may apply but will not be given preference.
- Current Arts Commissioners, Arts Commission consultants and staff or their immediate family members are not eligible.

## General Information

Receiving a performance slot in this Series is highly competitive. Past applicants and past performers must submit a new application each year. The information submitted in the application is used to determine eligibility and to judge the quality of the proposed program. It is important to submit clear, concise, and complete applications.

- Answer each question carefully to ensure that you have addressed all points necessary. Assume that reviewers know nothing about who you are and what you do.
- Carefully edit your answers for spelling and grammatical errors.
- Make sure that your narratives consist of complete sentences and complete thoughts. Be clear and concise in your responses. It is a good idea to have someone not familiar with you or your group read through your application.

## Work Sample

You must provide at least one sample of your work. You may submit either a web link to a specific audio sample or upload a digital file. This work sample will serve as your audition for this performance opportunity. If you are submitting information for two bands/music groups, you must submit at least one work sample for each group. It is strongly suggested that you submit no more than five (5) minutes (total) of material. If you submit a sample longer than 5 minutes, not all of it will be viewed. The panel is only required to view the first 2 minutes.

**When preparing your work sample, keep in mind that this is the only example the panel will have of the type of performance that you are proposing to perform at the airport.** You are encouraged to submit two to three samples of songs that you will be performing.

Work samples should demonstrate the type of music that you and/or your group are planning to perform, and who will be performing it. For example, if you submit a sample of a performance of a Christmas-themed song, your group will be deemed ineligible. Or, if you are a quartet that typically sings as part of a larger choir, and you submit a work sample showing only the entire choir and not the quartet, the panel will not know what your quartet sounds like and may give you a lower score.

## **Review Process**

Arts Commission staff will screen applications for eligibility. Applications missing one or more of the required items will not be considered eligible. Applications are reviewed by a panel of experts who will recommend a roster of performers. Panelists will use only the information submitted to determine the final roster. It is a goal of the program to present a diverse array of artists and artistic styles during the Series.

**Preference in scheduling performance spots will be given to the applications demonstrating the highest artistic quality, according to the reviewers' recommendations.** The number of slots that one group/artist can receive will be determined by the number of applicants and the reviewers' recommendations. Typically, each successful applicant will only receive one or two performance slots. Please remember to indicate your scheduling preferences or restrictions, if you have any, on the application.

All decisions are final and are not subject to appeals. The reviewers will meet in October 2018 to review all eligible applications. The specific date of the review will be posted on the Arts Commission website at [www.SacMetroArts.org](http://www.SacMetroArts.org). Meeting agendas and schedules are typically posted on the website 72 hours in advance of the meeting. All Arts Commission meetings, including review panels, are open to the public.

## **Review Criteria**

Applications will be evaluated by the review committee using the following criteria:

1. Artistic Quality (7 points):
  - a. Does the applicant display mastery of their craft?
  - b. Does the applicant apply or interpret their musical genre creatively?
  - c. Does the applicant contribute uniqueness or diversity to the program, overall?
2. Evidence of Professionalism (5 points):
  - a. Does the applicant propose a performance that aligns with the goals of the program?
  - b. Does the applicant have a history of meeting contracts and delivering effective performances?
  - c. Is the application clear and effective?

## **Submittable Instructions**

All applicants must fill out their application in the online application service called Submittable. Submittable may be easily accessed using a PC or a Macintosh and a variety of web browsers at [Sacmetroarts.submittable.com/submit](http://Sacmetroarts.submittable.com/submit) or [SacMetroArts.org](http://SacMetroArts.org).

It is not necessary to complete the application in one sitting. If information is typed into the form and saved, you may return to it later for further work.

To **submit the application**, complete all required information (and optional as needed) and click the SUBMIT button. Once the application is submitted, no further edits can be made. Remember, the deadline to apply is at 11:59 pm on the day of the deadline. Staff will not be available after 4:00 pm.

### **After the Review Panel**

Staff typically notifies all applicants of their application status within 2 weeks of the Arts Commission approval date. Successful applicants will perform in 2-hour blocks. Some artists may be asked to perform more than one 2-hour block and will be paid accordingly. Performers will be paid a flat rate per performance based on standard market rates, to be determined by the Arts Commission staff.

Successful applicants will be responsible for set-up, break-down, and transportation of any equipment necessary for the performance. All musicians are expected to play for the entire two hours during the designated times. Successful applicants must agree to work with Arts Commission and Airport staff to schedule and execute performances in a timely manner. Further, successful applicants must complete a contractual agreement and any necessary tax documents, including a W9 and IRS Form 590. No payments will be processed without these documents. Payments will be made by invoice for each performance upon its successful completion. Site visits may be conducted. Payment will be issued based on the number of musicians playing at the time of the site visit.