

MARYLAND STATE ARTS COUNCIL

Maryland Performing Artist Touring Roster

2018 Application Guidelines

DEADLINES:

Renewal application: September 17, 2018

Full application (new applicants only): October 8, 2018

Maryland State Arts Council

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Voice: 410-767-6555

Office Hours: Monday through Friday, 8:30 AM – 5:00 PM



Individuals who do not use conventional print may contact the Maryland State Arts Council to obtain this publication in an alternate format. 410-767-6555 or msac@msac.org



For individuals who are deaf or hard-of-hearing. TTY: Maryland Relay 1-800-735-2258 or 711

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Maryland Performing Artist Touring Roster Overview

The Maryland Performing Artist Touring Roster is a list of juried Maryland-based artists who have a demonstrated history of successful, professional touring engagements. Artists who are appointed to the Roster have been selected through an internal review process in which they are rated on artistic merit and recommendations from those presenting organizations where they have previously performed.

The Maryland Performing Artist Touring Roster is one of two components in **The Maryland Performing Arts Touring Program**. The Program is designed to promote the artistic collaboration between Maryland touring artists and Maryland presenters with the goal to increase opportunities for professional performing artists to obtain successful touring engagements. The second component of the program is the **Maryland Touring Grant**, a granting program designed for Maryland presenters who may apply for funding to help defray costs associated with presenting performing artists listed on the Maryland Performing Artist Touring Roster. More information about the Maryland Touring Grant is available in Appendix E or on the MSAC website at www.msac.org/touring.

Definition of “Tour”

A tour is a public performance that takes place outside the artist’s immediate residence and within the State of Maryland. This includes both one-time performances and longer, multi-engagement tours.

Benefits of being listed on the Roster include:

- Opportunities to receive bookings/artist fees through the Maryland Touring Grant. Please note: placement on the Roster does not guarantee bookings.
- MSAC promotion through the distribution of the Roster through MSAC website, e-newsletter, social media, and through the Maryland Presenters Network.

The Maryland State Arts Council does not serve as a booking agent for artists listed, nor is there a direct monetary award associated with placement on the Roster. To be successful, Roster artists use this as a tool to help promote themselves to potential booking agents and presenting organizations.

Applicant Eligibility

ALL APPLICANTS

- In addition to the age and residency requirements below, applicants must be able to demonstrate they have at least a three-year successful history of professional touring engagements.

For Individual Artists

- Must be 18 years of age or older
- Must have established residence and be living in Maryland at least six months prior to the date of the application
- Must be living in Maryland at the time the Maryland Touring Grant, if awarded, is given to the presenting organization as granted by the Maryland State Arts Council
- Proof of residency may be required

For Performing Companies/Groups (more than one performer)

- All individuals in the company or group must be 18 years of age or older

- At least 50% of the company's artists must have their primary residence in Maryland
- The company's primary place of business must be located in Maryland
- College and university-based performers must perform regularly off-campus for professional fees

Application Types and Submission Process

There are two types of applications for artists interested in being on the Roster:

1. Full Application
2. Renewal Application

Full Application

For the 2018 cycle, the Full Application must be completed by all NEW applicants. The Full Application must be submitted by October 8, 2018.

New applications are accepted annually. All fields must be completed.

Supplemental Materials

In addition to completing the application form, applicants must submit supplemental materials as part of their application. Electronic submission of all supplemental materials is required including Work Sample(s). The following supplemental materials are required with each application:

- Work Sample (REQUIRED): Applicants must submit at least one (1) and up to three (3) work samples. Detailed instructions and parameters for submitting a work sample are available in Appendix D.
- Work Sample Worksheet (REQUIRED): Applicants must include with their application the Work Sample Worksheet to provide details about the work sample(s). The Work Sample Worksheet template is available in Appendix D.
- Touring History (REQUIRED): Applicants must submit a list of touring engagements from the past three years. Include contact name; presenting organization name, address and telephone number; fees paid; and a brief description of services provided for each engagement. Please limit to two (2) pages.
- Resume or Biographies (REQUIRED): Applicants must submit resumes or bios of key artistic and management/touring personnel. One (1) page per person.
- Letters of Recommendation (REQUIRED): Two (2) signed letters of recommendation from presenters who have worked with the applicant, written within the past three (3) years, must accompany each application. The letters should specifically address the roster review criteria – the applicant's artistic merit and successful history of tour engagements. The author must be a presenter that hired or worked with the artist/group who is reachable to authenticate it. Emails will be accepted.
- Copy of Standard Performance Contract (REQUIRED): Applicants must submit a boilerplate copy of their standard performance contract. The document should include any addenda and/or riders (e.g., staging requirements, technical requirements/questionnaires, etc.).

- **Promotional Materials (REQUIRED):** Applicants must submit up to two (2) pieces of promotional material which may include brochures; programs; news releases; reviews from previous presenters, audience, and other noteworthy individuals (cite source).

Renewal Application

For the 2018 cycle, the Renewal Application must be completed by all artists currently on the Roster. The Renewal Application must be submitted by September 17, 2018. All current Roster artists who fail to submit the Renewal Application by this date risk being removed from the Roster. The deadline will not be extended.

Renewal Applications must be submitted via email by 5:00 PM on September 17, 2018. Please e-mail your renewal paperwork to Steve Drapalski at steve.drapalski@maryland.gov.

If an individual artist or company/group already listed on the Roster and required to submit a Renewal Application has experienced a significant change in the leadership or line-up of the performing group, they may be required to submit a Full Application to the Roster and go through the full review process to be re-appointed for the 2018 cycle. Contact Steve Drapalski for more information – 410-767-6536 or steve.drapalski@maryland.gov.

Review Process and Appointment/Reappointment Notification

Review Criteria

1. Artistic Merit

Artists/groups must demonstrate quality via work samples, supplemental materials, and through narrative reviews. Specific indicators of artistic merit include:

- Artistry
- program substance and/or educational value
- technical proficiency
- professional staging/presentation
- cultural authenticity, if applicable
- range of repertoire, if applicable

2. Demonstrated History of Successful Touring Engagements

Performing artists must demonstrate that they have appropriate management resources and are capable and available to tour. Specific indicators of this include:

- a history of touring (at least three years)
- realistic understanding of touring costs
- having a qualified, designated person with whom presenters can make arrangements
- quality of promotional materials used for marketing to presenters and available for presenters to use in promoting their events

Panel Review

All work will be in house at MSAC. Decisions are based on artistic merit and a demonstrated history of successful touring engagements as evidenced by work samples, supplemental materials, and answers to narrative questions in the application.

Notification

All applicants to the Maryland Performing Artist Touring Roster will receive notification by email of whether or not they were chosen to be listed on the Roster by December 10, 2018.

Next Steps

Performing artists selected to be appointed or reappointed to the Maryland Performing Artist Touring Roster will not receive a direct monetary award for their acceptance on the Roster; HOWEVER, we encourage all Roster artists to promote their listing to eligible presenting organizations in Maryland who may apply for funding to subsidize their performance through the Maryland Touring Grant. More information about the Maryland Touring Grant and its deadlines is available in Appendix E.

Appendix A – Maryland Performing Artist Touring Roster Full Application (required of all new applicants)

Submission Deadline: October 8, 2018 at 5:00 PM

MUST BE TYPED! NO HANDWRITTEN SUBMISSIONS ACCEPTED.

SUBMIT AS A WORD DOCUMENT AND NOT A PDF.

Artist General Information

Artist/Group Name: _____

Artist Home City: _____ Artist Home County: _____

Number of Years at this Location: _____

Artist Type (check one):

Individual Artist/Solo Performer (no accompanist)

Company/Group (if more than one (1) performer)

_____ Number of Performers

Artistic Category (check one):

Dance

Multi-Discipline

Other

Music

Theater/Storytelling

Literary Arts

*Please describe _____

Artist Media Links:

Website: _____

Facebook Page: _____

Twitter Handle: _____

YouTube Channel: _____

Booking Contact Information (if self, provide your contact information)

Agency Name (If Applicable): _____

Agency Website (If Applicable): _____

First Name: _____ Last Name: _____

Street: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Narrative Questions

Questions 1 through 9 must be answered.

Character limits noted below are suggestions only. You will be responsible for ensuring there are no more than five (5) pages used to answer the narrative questions.

General

Please note: if you are selected to be on the Roster, the description you provide will be used for the Roster profile

1. Describe yourself or your organization to a potential presenter. Please see current Maryland Performing Artist Touring Roster listings for examples of promotional descriptions. (*character limit = 1000*)

Artistic Merit

2. Describe the artistic goals, qualifications, and experience of the artist(s) involved. Be sure to address how touring fits into these goals. In your response, provide brief biographical information about the key member(s). (*character limit = 1000*)
-

Touring Readiness

3. Discuss the ability of the artist or the group's management to handle tour or program arrangements and describe how you budget for a tour and calculate the associated costs. (*character limit = 1000*)
-
4. Please enter your single performance fee range. Please note: these fee ranges will be published on your online profile if you are selected to join the Roster.
Minimum \$_____ (must include)
Maximum \$_____ (must include)
 5. Please describe the basic space requirements for your performance (such as flooring, stage dimensions, access, etc.). (*character limit = 500*)
-
6. Please describe any sound amplification and/or lighting needs for your performance (include the equipment you provide vs. what you expect a presenter to provide). (*character limit = 500*)
-
7. Please describe any other technical requirements for your performance. (*character limit = 350*)
-

Complementary Programs Narrative Summary- *Not required and applications will not be evaluated based on the availability of complementary programs. However, PLEASE LIST ANY PROGRAM DETAILS BELOW IF YOU OFFER THEM FOR THE BENEFIT OF THE REVIEW PANEL.*

8. Describe any community, residency, and/or educational outreach program(s) that are offered in addition to the proposed programming (if applicable). (*character limit = 750*)
-
9. Complementary Programs Fee Range (if applicable)
Minimum \$_____ (must include)
Maximum \$_____ (must include)

Supplemental Materials to E-mail

The following supplemental materials are required and/or recommended attachments to your application. If you have any issues submitting support materials electronically, please contact program director, Steve Drapalski, at 410-767-6536 or steve.drapalski@maryland.gov.

Electronic submission of all supplemental materials is required including for the Work Sample(s).

Required:

- Work Sample that demonstrates the artistic quality of the applicant. See Appendix D for instructions.
- Work Sample Worksheet that provides details about the work sample. Available in Appendix D.
- Touring History: List of your touring engagements from the past three years. Include contact name; presenting organization name, address and telephone number; fees paid; and a brief description of services provided for each engagement. Please limit to two (2) pages.
- Resumes or Biographies of key artistic and management personnel. Maximum of one (1) per person; extra pages will be discarded.
- Letters of Recommendation (2): Applicants must submit two (2) letters of recommendation from presenting organizations that have presented the applicant within the past three (3) years.
- Copy of Standard Performance Contract: Include any addenda and/or riders (e.g., staging requirements, technical requirements/questionnaires, etc.)
- Promotional Materials (2): copies of brochures; sample program; sample news release; reviews from previous presenters, audience and other noteworthy individuals (cite source).

All Applications must be successfully submitted via e-mail before 5:00 PM on October 8, 2018. All electronically submitted supplemental materials MUST be attached to the application at the time of submission.

CERTIFICATION The applicant agrees to complete and submit this application by electronic means.

Name: _____

Title: _____

Date: _____

Checking this box verifies that the name typed above is authorized to sign this Maryland Performing Artist Touring Roster application on behalf of the applicant. I certify that all information contained in this report is true and accurate.

Appendix B – Maryland Performing Artist Touring Roster Renewal Application (required of all current roster artists)

Submission Deadline: September 17, 2018 at 5:00 PM

MUST BE TYPED! NO HANDWRITTEN SUBMISSIONS ACCEPTED.

SUBMIT AS A WORD DOCUMENT AND NOT A PDF.

Artist Information

Artist/Group Name: _____

Artist Home City: _____ Artist Home County: _____

Artist Type (check one):

Individual Artist/Solo Performer (no accompanist)

Company/Group (if more than one (1) performer)

_____ Number of Performers

Artistic Category (check one):

Dance

Music

Multi-Discipline

Theater/Storytelling

Other

*Please describe _____

Artist Media Links:

Website: _____

Facebook Page: _____

Twitter Handle: _____

YouTube Channel: _____

Booking Contact Information (if self, provide your contact information)

Agency Name (If Applicable): _____

Agency Website (If Applicable): _____

First Name: _____ Last Name: _____

Street: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Performance Information

Artist/Company Narrative Summary - REQUIRED

Describe yourself or your organization to a potential presenter. Please see current Maryland Performing Artist Touring Roster listings for examples of promotional descriptions (www.msac.org/touring-artists-roster). (character limit = 1000)

Single Performance Fee Range

Please note: these fee ranges will be published on your online roster profile.

Minimum \$ (must include)

Maximum \$ (must include)

Technical Requirements

Please describe the basic technical requirements for your performance (such as flooring, stage dimensions, access, sound, backline, lighting etc.). Please indicate which items you provide and which you expect a presenter to provide.

Complementary Programs Narrative Summary - NOT REQUIRED. *However, please list any programming details below if you offer them.*

Describe any community, residency and/or educational outreach program(s) that are offered in addition to the proposed programming (if applicable). (*character limit = 750*)

Complementary Programs Fee Range – NOT REQUIRED

Minimum \$ (must include)

Maximum \$ (must include)

Promotional Photo of Artist or Group – REQUIRED

- I do not wish to change the image already published on my online Roster profile
- New image attached to email with this Renewal Application
- URL link to new image:

This Renewal Application must be successfully submitted to Steve Drapalski via e-mail at steve.drapalski@maryland.gov by 5:00 PM on September 17, 2018.

Note: If an individual artist or company/group required to submit a Renewal Application during a given cycle has experienced a significant change in the leadership or line-up of the performing group, they may be required to submit a Full Application to the Roster and go through the full review process to be re-appointed.

Please contact Program Director, Steve Drapalski, at steve.drapalski@maryland.gov or at 410-767-6536 if you have questions.

Appendix D – Work Sample Description and Worksheet

Description

Submission of at least one (1) and up to three (3) work sample(s) is required for **all applicants submitting a full application** to the Maryland Performing Artist Touring Roster. The quality of the performance on the work sample is critical to the panel’s evaluation of each application. Applicants must submit video and/or audio documentation of work presented or recorded during the past three (3) years and ensure the work is currently available for touring. Samples with no date or older than three (3) years will NOT be reviewed.

Audio/video clips submitted as work samples must be no longer than 4 minutes in length. If you are choosing a selection from a long program or an entire concert/engagement, you must specify the 4 minute time frame the panelist is to review. Failure to do so will result in the panelist not reviewing that submission.

Audio or Video?

Music applicants may submit audio (weblink or CD) and/or video (weblink or DVD). Applicants in all other artistic disciplines must submit video (weblink, video file or DVD).

Guidelines for submitting Work Sample(s)

If submitting URL addresses:

- Applicants must complete and attach the Work Sample Worksheet to the application and ensure it contains the correct URL addresses. The Work Sample Worksheet must be submitted via e-mail at the time of online application submission by the deadline of 5:00 PM on October 8, 2018. MSAC will NOT review your Work Sample(s) if the addresses contain typographical errors.
- Applicants are responsible for ensuring URL addresses direct panelists to the exact location of the sample on the web when the address is copied and pasted into a standard browser (Safari, Firefox, Chrome, Explorer). Do NOT input just your homepage address. MSAC will not be required to surf around your site in search of the samples.
- Audio and Video samples must be available for review by MSAC in compressed file formats such as .MP3 (for audio), or .MPEG4 or .MP4 (for video).
- **Consider uploading your audio or video samples to YouTube and provide your link to the samples there. YouTube provides an easy way for MSAC to view or listen to your samples on most any computer or operating system.**

Tips for Work Samples

- Select work that shows your strongest technical and artistic abilities, and also conveys the breadth of your styles and the range of performers.
- Video in “real time” with individual selections are preferred over promotional videos.
- A live performance sample that includes audience interaction of some sort is encouraged.
- Live performances are preferred over studio recordings.

Prioritize Your Selections

The Work Sample Worksheet numbers each sample. List your Work Sample(s) on the Worksheet in the order in which you prefer MSAC to review the submission(s).

Describe Your Selections

For each work listed on the Work Sample Worksheet, list the title, date presented or produced, running time, and any additional information that will help MSAC to understand the work (choreographer, composer, playwright, director, musicians, description of setting/story, etc.). If you are an individual artist performing with others in the work sample, please provide information that will help MSAC recognize your performance.

Questions?

Contact Steve Drapalski, Program Director / Phone: 410-767-6536 / Email: steve.drapalski@maryland.gov.

**You will attach this document to your e-mail with your other application materials.
SUBMIT AS A WORD DOCUMENT AND NOT A PDF.**

WORK SAMPLE WORKSHEET

Maryland Performing Artist Touring Roster Application

Use this form to identify and describe the work samples being submitted with the Maryland Performing Artist Touring Roster application. Applicants are required to submit at least one work sample, but may submit up to three work samples of different performances/productions. The samples may be submitted separately or compiled on a single media format (e.g. CD or DVD).

Artist Name

Work Sample #1

Work Sample Type (choose one)	
<input type="checkbox"/> CD or DVD	<input type="checkbox"/> URL Address to Website
Track # or URL address or file name	
Performance/Production Date	Sample Duration/Running Time
Additional Information (title, notes about work, etc.) <i>character limit = 500</i>	

Work Sample #2

Work Sample Type (choose one)	
<input type="checkbox"/> CD or DVD	<input type="checkbox"/> URL Address to Website
Track # or URL address or file name	
Performance/Production Date	Sample Duration/Running Time
Additional Information (title, notes about work, etc.) <i>character limit = 500</i>	

Work Sample #3

Work Sample Type (choose one)	
<input type="checkbox"/> CD or DVD	<input type="checkbox"/> URL Address to Website
Track # or URL address or file name	
Performance/Production Date	Sample Duration/Running Time
Additional Information (title, notes about work, etc.) <i>character limit = 500</i>	

Submit this document electronically with your application submission by **5:00 PM on October 8, 2018.**

Appendix E – Maryland Touring Grant Information

The Maryland Touring Grant provides funding to eligible Maryland-based non-profit organizations to support the presentation of artists listed on the Maryland Performing Artist Touring Roster. Maryland Touring Grants must be matched at least dollar for dollar in cash.

Presenters can request a minimum of \$500 and a maximum of \$3,500 in grant funds.

Funding Priorities:

- Programs or events in which the Roster Artist is the primary focus of the engagement,
- No prior history with proposed Roster Artist or performance genre, and/or
- First-time Maryland Touring Grant applicants.

The Maryland Touring Grant and the Maryland Performing Artist Touring Roster are designed to promote the artistic collaboration between Maryland presenters and Maryland touring artists.

These grants are awarded one (1) time per year. The application will be available in eGRANT in December 2018 and due in January 2019.

Appendix F – Maryland State Arts Council Overview

Maryland State Arts Council Overview

The Maryland State Arts Council (MSAC) is an agency of the State of Maryland, under the authority of the Department of Commerce, Division of Tourism, Film and the Arts. Since it was established in 1967, the purpose of the Council has been “to create a nurturing climate for the arts in the State” as stated in its founding legislation.

The Council is an appointed body of 17 citizens. Thirteen are named by the Governor to three-year terms, which are renewable once. Two legislators and two private citizens are appointed by the President of the Senate and the Speaker of the House. Councilors serve without salary.

To carry out its mission, MSAC awards grants to not-for-profit, tax-exempt organizations for ongoing arts programming, and arts projects. MSAC awards grants to individual artists, and provides technical and advisory assistance to individuals and groups. The Council also carries out programs of its own to enhance the cultural life of the residents of Maryland. MSAC receives its funds in an annual appropriation from the State of Maryland and from grants from the National Endowment for the Arts, a federal agency. The Council may also receive contributions from private, non-governmental sources.

Mission Statement and Goals

The mission of MSAC is to encourage and invest in the advancement of the arts for the people of our State. The goals of the Council are to support artists and arts organizations in their pursuit of artistic excellence, to ensure the accessibility of the arts to all citizens, and to promote statewide awareness of arts resources and opportunities. MSAC’s programs are aimed at benefiting all Maryland residents regardless of political or religious opinion or affiliation, marital status, race, color, creed, age, national origin, sex or sexual orientation, physical or mental disability, or geographic location within the State.

Professional Grants Review Panels

To assist the Council in its decision-making, professionals in the arts are appointed to a variety of grants review panels. The function of panels is to evaluate applications from organizations and individuals and to offer policy recommendations to the Council. Each year, more than 100 individuals serve as grants review panelists for the Council’s programs, including Grants for Organizations, Arts in Education, Arts in Communities, Folk and Traditional Arts, Individual Artist Awards, and Community Arts Development. Anyone wishing to nominate someone to serve should contact the MSAC office for detailed information and nomination forms.

Staff

MSAC maintains a professional staff to administer its grants programs and Council-initiated programs. Staff members are available to provide technical assistance to the arts community.

Meetings

All Council and Grants Review Panel meetings are open to the public in accordance with the Open Meetings Law set forth in Sections 3-101 through 3-501 of the General Provisions Article of the Annotated Code of Maryland. The dates, times, and locations of Council and Grants Review Panel meetings may be obtained by contacting the Council office.

Appendix G – Maryland State Arts Council and Staff

Maryland State Arts Council

MSAC is an agency of the Maryland Department of Commerce, Division of Tourism, Film and the Arts

Larry G. Hogan, Governor

Boyd Rutherford, Lt. Governor

Mike Gill, Secretary of Business and Economic Development

Ben H. Wu, Deputy Secretary of Business and Economic Development

Councilors

Councilors

John (Jack) Rasmussen, *Chair*, Montgomery County

Julie Madden, *Vice-Chair*, Howard County

Joan M.G. Lyon, *Secretary-Treasurer*, Garrett County

Carole Alexander, Anne Arundel County

Lily Bengfort, Queen Anne's County

Barbara Bershon, St. Mary's County

Aileen Carlucci, Anne Arundel County

Zoë Charlton, Baltimore City

Anthony Cornwell, Allegany County

Carla Du Pree, Howard County

Shelley Morhaim, Baltimore County

BG Muhn, Montgomery County

Robinson S. Rowe, Montgomery County

Gary Vikan, Baltimore City

Delegate Alonzo Washington, Prince George's County

Anne Winter West, Baltimore County

Staff

Ken Skrzysz, Executive Director

Chad Buterbaugh

Steve Drapalski

Pamela Dunne

Liesel Fenner

John Harris

Michelle Hayes

Jen Menkhaus

Okeena Stephenson

Christine Stewart