

## **2021-22 Community Artist Program Host Requirements**

### **Identification of Community Hosts**

The Office of Cultural Affairs (OCA) – Cultural Programs’ staff will assign participating artists/organizations to services in the community on a request and need basis. Community hosts may include, but are not limited to, churches, community organizations, recreation centers, social service agencies, and other non-profit groups. Emphasis will be placed on underserved or un-served communities that have not had prior exposure to the art form. An attempt will be made to spread program services throughout all areas of Dallas. **All funded activities must occur within the Dallas City limits. The community host will provide a facility/space at no charge to the participating audience or neighborhood participants. The host is expected to market the service and appropriately publicize the event. A copy of marketing material (flyer, Facebook event, email, etc.) must be submitted to the CAP Coordinator prior to the event. The OCA logo must be included in all publications and marketing materials.**

### **Requests:**

- Hosts may request artists no later than three weeks before the date of the event.
- Virtual events must be based in the city of Dallas and must be broadcast from a city of Dallas address.
- Changes to original requests must be submitted to the CAP Coordinator by email.
- All events featuring CAP artists/organizations must take place within the city of Dallas. Highland Park, University Park, or Cockrell Hill are not qualifying cities.
- Requests from City of Dallas Departments must be submitted by City of Dallas employees representing their department.
- Host must submit requests to OAC Community Arts Staff for booking arrangements. Contacting artists before booking may result in delays in processing.
- Host may not request artists for the following activities:
  - Ticketed/Paid Events
  - Fundraising events
  - Private parties/events
  - Religious services

- Active parade entries
- Events that are not of a cultural/artistic nature.

### **Cancellations:**

- Hosts must contact artists by phone and confirm cancellations by email no later than 24 hours before the event. Failure to contact the artist/organization may result in forfeiture of CAP services for a twelve-month period.
- Hosts with an excess of two last-minute cancellations (cancellations within 48 hours of the event) may not make requests for a 6-month period.

### **Pre-Event Credit Line:**

- Host organizations awarded CAP programming should include the following credit line and logo in publications, programs, press releases, season brochures, lobby displays, advertising and public communication:



*“(Name of Event) is supported in part by the City of Dallas Office of Cultural Affairs.”*

- It is imperative that the residents of Dallas know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in this City. The OCA logo can be downloaded from our website: <https://dallasculture.org/our-logo/>. You may select the desired color needed for your publication.

### **Post-Event Evaluations:**

- Hosts will be asked to provide an evaluation of services provided by artists/organizations after the event(s). Compliments and/or concerns are encouraged. This feedback will be provided to the artists/organizations on a monthly basis. Host evaluations will not be anonymous unless requested.