2023-24 Community Artist Program Host Guidelines

Identification of Community Hosts

The Office of Arts and Culture (OAC) – Community Arts 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 <u>must</u> 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 OAC logo must be included in all publications and marketing materials.

IMPORTANT – Requesting a CAP artist DOES NOT guarantee services will be granted.

Requests:
- Hosts must request artists at least **<u>five weeks</u>** before the date of the event but not sooner than **3 months** to allow for request processing and marketing of the event.
- There is a limit of **<u>two artists</u>** per event.
- Services cannot be provided for less than 50 consecutive minutes.
- **Hosts must submit requests to OAC Community Arts Staff to secure an artist by way of the FY23-24 CAP Request Form. Planning with artists before requesting through Community Arts staff may result in delays in processing and affect artist compensation.**
- 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 in writing by email. Artists cannot be compensated for changes which are not approved and confirmed by staff.
- All events featuring CAP artists/organizations must take place within the city of Dallas. Highland Park, University Park, or Cockrell Hill, etc. are **not** qualifying cities.
- Requests from City of Dallas Departments must be submitted by City of Dallas employees representing their department.

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- Hosts 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
    - In-school curriculum

Cancellations:

- Hosts must contact artists <u>first</u> by phone 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.
- After contacting the artist for cancellations, hosts must follow up and confirm cancellations with artists and Community Arts staff by email.
- 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.

Post-Event Evaluations:

- Hosts will be asked to submit 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 anonymously and will be used for training purposes.

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:

Community Arts
POP-UP CULTURAL CENTER

"(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.