



December 21, 2016

Dear Local/Regional Jazz Artists:

Downtown Spartanburg's Jazz on the Square series is held every Friday in April and May and then again in September and October. Over the next couple of months, we will be selecting 8 artists/groups to perform in the Spring. We will book the 9 dates for the fall series later next summer.

Note: Due to the high volume of applications, **we will only contact the chosen bands** on or before February 17. **FYI - We mainly book "local" bands for this event.**

Please read the following guidelines, rules, and regulations for Jazz on the Square performers and complete the entertainment application.

- Application and demo materials submitted become the property of Jazz on the Square and will not be returned.
- Hours of Jazz on the Square are **5:30-8 pm**. Performers will be asked to perform two sets with a **15-20 minute** break between sets.
- Artist(s) will provide their own sound system, microphones, stands, drop cords, etc for the performance.** The City of Spartanburg will provide the electrical power source for the equipment.
- Please understand that this is an outdoor venue. For most of the season, it is VERY hot. **There are no dressing rooms.**
- Jazz on the Square will provide bottled water for the band. **ALCOHOL IS NOT PROVIDED.**
- No deposits are paid to performers in advance of the scheduled date.
- Upon agreement of engagement, artist must sign and return a contract, a W-9, non-related parties form, bio and a "professional" photo (electronic) to be used for publicity.
- Payments will be made by a City of Spartanburg check upon conclusion of performance (if all paperwork was received in a timely manner).
- All decisions are final and will be made in keeping with the overall objectives and quality of the event.

•In the event of inclement weather, the staff of the Special Events Office and Public Safety Department will make a decision whether or not to hold the performance. Should the event be cancelled, every effort will be made to schedule the performers for another event. **No payment will be made in the event of cancellation of Jazz on the Square unless the band is already set up.**

All Entertainment applications should be submitted **no later than February 6** to: **Galia Rodriguez, City of Spartanburg, PO Box 1749 Spartanburg, SC 29304**

If you have questions, call us at 864-596-2976 or by email at: grodriguez@cityofspartanburg.org.



2017 JAZZ ON THE SQUARE ENTERTAINMENT APPLICATION

Today's Date: _____ Requested Performance Fee: \$ _____

NOTE: Negotiation will be made if needed.

Name of Performance Group _____

Booking Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell: _____ E-mail: _____

EPK and/or Website: _____

Description of Act

Type of Jazz Your Group Performs: _____

Sample song list: _____

Artist Background

How many members in group? _____ Percentage of original material? _____

How long has the current lineup been performing together? _____

Have you performed at Jazz on the Square before? No _____ Yes _____

List other places/events you have played: _____

List a professional reference & contact information: _____
