



CITY OF WEST HOLLYWOOD
ARTS DIVISION

REQUEST FOR QUALIFICATIONS
MUSICIANS AND PERFORMERS ROSTER

Date released: February 10, 2022

Deadline to Apply: March 1, 2022 (5:00PM, PST)

The City of West Hollywood, through its Arts Division, requests qualifications from musicians and performers in order to establish a Musicians and Performers Roster (“Roster”). Selected musicians and performers from the Roster will be invited to perform at city events, such as Summer and Winter Sounds. Typical performances will feature one-hour, family friendly, performances. Summer programs typically take place between June – September. Winter programs typically take place December – February. Approved applicants will remain on the Roster for 2 years.

The City of West Hollywood follows recommendations from the Los Angeles County Department of Public Health (Public Health), California Department of Public Health (CDPH), and the Centers for Disease Control and Prevention (CDC). At the time of sharing this document the City of West Hollywood is still actively responding to the Coronavirus (COVID-19) pandemic. It is anticipated that the Summer Sounds season will take place in-person, outdoors, at a city park. We do not know when audiences will be permitted to gather in-person for indoor events, nor do we know when City-owned facilities will be available for performances. If in-person events are not possible we may move all performances to an online (virtual) format.

COVID-19 requirements for performances:

- All performances must adhere to the evolving County of Los Angeles COVID-19 guidelines at all times.
- Performers at our indoor concerts must wear masks and maintain at least 6 feet distance from one another.
- The primary vocalist does not need to wear a mask.
- Performers may be required to provide proof of vaccination for COVID-19 to perform.

Musicians/performers invited to perform will be required to:

- Provide their own high-quality audio for the performance.
- Promote their concert on their own social media platforms.

- Acknowledge that there are no additional fees for managers and/or agents.

CULTURAL EQUITY STATEMENT: The City of West Hollywood's Arts Division and Arts and Cultural Affairs Commission believe that all people in the City of West Hollywood have the right to celebrate and engage in meaningful and relevant arts and cultural experiences. Each member of the community should have access to the arts which reflect and nurture individual identities, affirm personal value, and foster belonging in the community. Arts and culture are foundational to quality of life and vibrant and resilient communities. Arts and culture have the power to enhance inclusion, engagement, and diversity, and contribute to positive outcomes across civic life. The right to participate freely in the cultural life of the community is recognized as a basic human right.

The Division and Commission's definition of diversity includes all ways in which people differ, including but not limited to, race, ethnicity, gender, socioeconomic status, education, age, gender identity, gender expression, sexual orientation, ability, geography, citizenship status, religion, language, physical appearance, and the intersection of these various identities.

The City of West Hollywood's Arts Division and Arts and Cultural Affairs Commission adopted the Cultural Equity Statement in 2021. Read the full statement here: <https://www.weho.org/community/arts-and-culture/cultural-equity-statement>

ELIGIBILITY: This is an open call to professional musicians and performers. Applicants must have at least 3 years of professional performance experience to qualify for the Roster. Applicants who live in West Hollywood and are musicians/performers of color, women, musicians/performers with disabilities, and LGBTQIA+ musicians/performers are encouraged to apply. City of West Hollywood elected and appointed officials, its employees, and their immediate family members are not eligible to apply.

If indoor events are permitted in the future the selected musician/performer may be required to provide proof of vaccination.

SELECTION CRITERIA: The City may use the following criteria in its evaluation and comparison of proposals submitted:

- Professional experience
- Quality of music/performance samples
- Technical expertise/experience to present an online performance (if an in-person event is not possible. Desired but not a requirement)

- Social media acclamation and competence to advertise performance

The City may require additional information and proposers agree to furnish such information. The City reserves the right, at its sole discretion, to award the contract to proposers who will best serve the interest of the city. The City reserves the right to recommend changes to any proposed project in an effort to maintain the highest quality and integrity.

BUDGET: The applicants selected to perform will receive an honorarium for their participation.

SELECTION PROCESS: All applications will be evaluated on the completeness and quality of the content. Only those applications that provide complete information before the deadline will be considered for evaluation.

City of West Hollywood Arts Division Staff will convene to review applications and will generate a qualified list of applicants for the Performing Arts and Cultural Affairs Subcommittee of the Arts and Cultural Affairs Commission to consider. The Subcommittee meets on the 2nd Thursday of each month at 5:00 p.m. Check the City's calendar for the most current information.

Placement on the Roster does not constitute an offer to contract and does not guarantee any minimum amount of business. The City will issue a contract for services to invited musician and/or performers with a defined scope of work.

TO APPLY: The online application can be accessed through the city's website: or directly here: <https://bit.ly/2022wehosounds>

DEADLINE TO APPLY: All proposals must be received by 5:00PM (PST) on Tuesday, March 1, 2022.

QUESTIONS: For all questions related to this RFP contact Joy Tribble, Arts Technician, jtribble@weho.org, 323-848-6360.