



## **Request for Qualifications**

### Labor Day Weekend Music Festival 2018

**Application Deadline: Friday, June 8, 2018 at 4pm ET**

Government of the District of Columbia  
Commission on the Arts and Humanities  
200 I (Eye) Street, SE, Suite 1400  
Washington, DC 20003

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**NOTICE: Applicants must read the entire notice prior to submitting. For questions or additional information, please contact the Commission on the Arts and Humanities (CAH).**

**2018 Labor Day Weekend Music Festival**

RFQ Release Date:	March 14, 2018
Application Deadline:	June 8, 2018 at 4pm EDT
Performance Dates/Times:	August 31 – September 2, 2018; 7-10pm
Performance Location:	The Lincoln Theatre 1215 U Street NW Washington, DC
Artist Honorarium:	Up to \$1000 for solo performances Up to \$7500 for group performances

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**About the Labor Day Weekend Music Festival (LDW)**

The LDW Music Festival is a series of three family-friendly musical concerts to be held at the Lincoln Theatre in Washington, DC, August 31 - September 2, 2018. The festival will be presented free to the public.

The DC Commission on the Arts and Humanities (CAH) invites musical artists/groups working in all genres of music to apply to be considered for inclusion in the festival. Applicants must be aged 18 or older and reside in the greater Washington, DC metropolitan area (50 mile radius of Washington, DC); preference will be given to those artists residing in Washington, DC. All applications will be panel-reviewed for artistic quality/musicianship, stage presence/audience engagement, and overall appropriateness as part of the curation process for the festival. Selected artists will receive an honorarium, up to \$1,000 for solo artists and up to \$7,500 for groups, and will be expected to perform approximately 45 minutes of live music.

## **Eligibility**

Individuals or musical groups may apply and audition (groups must assign a lead individual as the applicant) if they meet all of the following eligibility requirements at the time of application:

- Be a legal resident, 18 years of age or older, residing within a fifty (50) mile radius of the US Capitol Building in Washington DC as indicated by the physical address on the applicant's IRS Form W-9; Post Office Boxes may not be used as a proof of residency
- Be in good standing with CAH and other District of Columbia entities
- Not use fiscal agents

## **Application and Selection**

Applicants must complete the application form and submit required uploads and work samples via CAH's SlideRoom portal:

<https://dcarts.slideroom.com/#/permalink/program/42394>

The following uploads are required:

- **Curriculum vitae musicum;** A CV/resume for the applicant (solo artist or musical group), including any information relevant to applicant's musical career (education/training, recent performances, discography, reviews, awards, etc.)
- **Clean Hands Certificate;** A current Clean Hands Certificate, which can be obtained from the DC Office of Tax and Revenue here: <https://ocfocleanhands.dc.gov/cch/>
- **IRS Form W-9;** must use the applicant's current physical address (no Post Office Boxes), a fillable W-9 can be downloaded from the IRS: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- **Work Samples;** up to 10 samples, including audio (MP3s) and video of the applicant's work, with at least one video of a live performance by the applicant

The completed application form and all required uploads must be submitted online by **Friday, June 8, 2018 at 4:00pm EDT**. Applications that are late, incomplete, or do not follow the instructions may not be considered. CAH may, at the agency's discretion, schedule live auditions with submitted applicants following the close of this RFQ.

All completed applications will be panel-reviewed for artistic quality/musicianship, stage presence/audience engagement, and overall appropriateness as part of the curation process for the festival. The festival can accommodate approximately nine acts; those applicants invited to perform will be notified on or before June 29, 2018. Upon acceptance of the invitation to perform, CAH will enter into an artistic services agreement with the artist, detailing obligations such as call and performance dates and times, payment of artist honoraria, etc.

**Contact**

For questions or additional information, contact Jeffrey Scott, CAH Chief of External Affairs at [jeffrey.scott@dc.gov](mailto:jeffrey.scott@dc.gov) or 202-724-5613