**Live Performance Guidelines**

**PERFORMANCE REQUIREMENTS – CITY OF EAGLE PASS AND THE ARTS COUNCIL ART CENTER**

**The Art Center has the right to reject or refuse any performance for any reason**

Thank you so much for your interest to perform at our location. We highly value all the performing arts and in order to maintain a high level of performance we will follow these guidelines:

1. We need to hear / see examples of your proposal. These should be submitted in an audio or video format to the center’s art curator.
2. Submissions must be made at least 60 days prior to the event.
3. Proposal will be reviewed by the art center curator or a committee.
4. The art center counts with basic illumination, PA system, along with 3 - 4 microphones. Any additional equipment must be provided by the performing group. Additional equipment must be approved by the art center.
5. Offensive, vulgar music or plays will not be permitted.
6. For live music performance set up and sound check must be made at all times (at least 3 hours before performance).
7. Stage area, upon approval, may be used for rehearsal purpose.
8. The art center will be the presenter of all events.
9. The art center will be in charge how we promote any event throughout our resources.
10. The art center and its employees work for the city of Eagle Pass and will work together with any performing group.
11. If for any reason a show must be cancelled you must let us know 2 weeks in advance.

Before the performance

Two weeks and a week before your performance, you will receive email reminders. This is part of our standard process to make sure that people know when they are volunteering / performing.

Promotion