

## MOJO JAZZ JAMBALAYA PROGRAM DEVELOPER GUIDE (REVISED 1.30.2019)



This will assist you in organizing a successful MOJO Jazz Jambalaya. Former developers and Board members are available to assistance you and to answer your questions. Ask for a mentor if necessary.

### 1. Date/Location:

- Fourth Monday, 6:30pm
- Primary: Bernheim Hall, Mobile Public Library Ben May Main, 701 Government St., Mobile, AL
- Open from 9am-4pm for band load-in. Coordinate with Library Manager
- Date and location may change due to holidays and Mardi Gras activities

### 2. Budget:

- \$150/musician (5 maximum). Additional funds must be approved in advance by the Board
- \$25 honorarium for professional narrator (Active radio or TV personalities)

### 3. Confirm artists:

- Get bio and photos for fliers, web and printed program. [Send](#) artist photos and narrator information as soon as possible. Absolute deadline is 1 week before program.

### 4. Research suggestions:

- Library: Books, magazines, CDs, videos.
- Internet:

[www.google.com](http://www.google.com)

[www.wikipedia.com](http://www.wikipedia.com)

[www.allaboutjazz.com](http://www.allaboutjazz.com)

[www.smithsonianjazz.org](http://www.smithsonianjazz.org)

[www.npr.org](http://www.npr.org)

[www.jazzusa.com](http://www.jazzusa.com)

[www.jazzinamerica.org/jazzresources](http://www.jazzinamerica.org/jazzresources)

Artist's website

### 5. Program:

- Band provides PA
- Start no later than 7pm
- 60 to 90 minutes
- 2 sets with intermission or continuous set w/announcements & door prizes before program
- Be creative: Multimedia, props, audience participation, dancers, etc.

### 6. Program tips:

- Narrator: You or person of your choice (Honorarium for professional narrators only)
- Script: Typed in 14pt double spaced CAPITAL LETTERS

### 7. Day-of show:

- Band payment: Get checks (or pre-arranged cash payment) from Treasurer; distribute at end of performance
- Band guests: Admitted at member rate, no comps

### 8. Promotions:

- Flier/Website/Printed programs/Facebook/Newspaper/online arts calendars

### 9. Additional information:

- Post/Share photos and videos on MOJO [FaceBook](#) page.