

Austin Music Memorial

Guidelines

Purpose:

The City of Austin actively promotes Austin's musical heritage and works to make sure that Austin continues to be the "Live Music Capital of the World." The Austin Music Memorial salutes the cultural legacy of local musicians and of music supporters in creating a nationally recognized and vibrant music community. Individuals considered for the memorial will include: musicians, singers, composers, songwriters, lyricists, music directors, educators, publishers, producers, distributors, venue owners, booking agents and other individuals and professionals who have contributed to the development of the art form in Austin.

Individuals selected for the memorial will be honored with a personalized engraved disc to be placed on the "City Terrace" of the Joe R. and Teresa Lozano Long Center for the Performing Arts.

History:

The Austin Music Commission serves in an advisory capacity to the Austin City Council on music related issues. Years of discussions within the local music community prompted the Austin Music Commission to begin to investigate a possible home for such a memorial. In 2006, the Austin Music Commission approached the Long Center; a future world-class facility dedicated to enhancing the cultural experiences of citizens and visitors alike, and requested that the Long Center house the music memorial. The Austin Music Commission along with support from the board of trustees of the Long Center voted to proceed with the development of the Austin Music Memorial. On November 30, 2006, the Austin City Council adopted a resolution supporting the creation of the Austin Music Memorial. Within this public/private collaboration, the Austin Music Commission, in conjunction with city staff, will oversee the nomination and selection process and forward recommendations to the Austin City Council for final approval.

Vision:

The Austin Music Memorial will serve as an economic development tool for the City of Austin as well as a cultural heritage site and tourist destination for the City of Austin and The Long Center for the Performing Arts. The memorial will embrace the diversity reflective of the talents, styles, musical genres, ethnicities and traditions that characterize the panoply of the Austin music community. Together with the grand opening of the Long Center, a program of special events including live music and an induction ceremony will be dedicated to the unveiling of the Austin Music Memorial and the first 5-10 inductees on March 30, 2008. Future induction ceremonies will take place on an annual basis.

The goal of the memorial is to honor deceased individuals who have made important contributions to the development of music and music community in Austin, and who represent all the sectors, genre(s), and diversity of our city. An additional priority will be the annual goal of honoring select individuals from groups such as non-musicians, music educators, non-commercial music professionals, and also individuals who died prior to 1970.

Austin Music Memorial Guidelines

Eligibility:

To be considered eligible for an induction into the Austin Music Memorial, a person must have:

- Deceased for a period of three years from the previous induction date (i.e., for the first induction on March 30, 2008, the person would have had to be deceased since March 30, 2005)
- Contributed to Austin music
- Been from, worked, or lived in or around Austin

Nomination Process:

Nominations for the Austin Music Memorial will be accepted on an annual basis. Deadlines for nomination and information on the process will be made available to the public and posted on the Austin Music Commission's and City of Austin's Web site. Written nominations will be solicited from the general public for an extended period of time, with instructions on the nomination process on such web sites.

Any person, resident or non-resident of Austin, may nominate a deceased person to be considered for induction into the Austin Music Memorial. The person making the nomination must complete the nomination form and provide all relevant information about the nominee's contribution to the Austin music community and its history as required.

Review Process:

Nominations for the Austin Music Memorial are processed and to be reviewed in the following sequence:

The City of Austin Purchasing Office will process the receipt of nomination submissions. Cultural Arts Division staff will review documents, distribute materials to reviewers, and facilitate the review panel process. Cultural Arts Division staff will also develop a report of panel results based for review and approval by the Austin Music Commission. Recommendations for inductions will then be forwarded to City Council for approval.

Nominations for the Austin Music Memorial will be evaluated through a review panel process. The panel will be comprised of dedicated musicians, arts administrators, educators, personnel from the media and music professions, and community laypersons, each contributing a distinct point of view, knowledge of music, and a perspective on historical and cultural context. The panel will be structured to ensure: integrity of the process, absence of conflicts of interest, and diversity of expertise. The review panel will be comprised of community members as well as state and regional representatives with experience in, and knowledge of, Austin music community and history. The composition of the review panel will be developed by City staff and approved by the Austin Music Commission. Panelists will serve 2 year staggered terms with a limit of two consecutive terms. Panelists will conduct methodical evaluations and rank the nominations according to established criteria, contributing sufficient expertise and time to assure that all eligible nominations are thoroughly and thoughtfully considered.

Austin Music Memorial Guidelines

The Austin Music Commission is made up of individuals who are appointed by the City Council. The Music Commission advises Council on music related matters and will monitor the review panel process to ensure fair and impartial evaluation takes place. The Music Commission will evaluate the panel's recommendations for induction and forward its induction recommendations to the City Council for final approval.

Criteria:

The review panel will evaluate eligible nominations according to the following outlined criteria:

- Overall contribution to the Austin music community
- Community engagement and involvement
- Relevant lifetime achievements such as:
 - For musicians:
 - Recordings
 - Songs written
 - Awards/other recognition
 - Time playing professionally
 - For non-musicians:
 - Specific effect upon and/or benefit to musicians and/or music in Austin
 - Level of recognition brought to Austin by efforts
 - Level of impact on the community at large
- Diversity
 - Cultural Background
 - Musical genre
- Other factors deemed important in making a determination

The panel will rank the nominees, with the highest ranking nominees receiving the panel's recommendation.

Nomination Instructions

Section 1 Contact Information

Please fill in the name, mailing address, telephone number, fax number, and email address for the person submitting the nomination.

Section 2 Nominee Information

Please list the individual being nominated for the Austin Music Memorial. Provide the date of the birth and the city and country of birth. Provide the date of death and the city and country resided in at the time of death. Indicate the nominee's sex and ethnic background.

Austin Music Memorial

Guidelines

Please list the musical genre most associated with the person (e.g. Rock, Country, Blues, Classical, etc.).

Please indicate the musical occupation or industry most associated with the person (e.g. musician, promoter, educator, producer, etc.).

Section 3 Biographical Overview

Please provide a general biography of the nominee. Be sure to include background information, the period of time nominee is associated with music in Austin, the nature of involvement in the music community, and a summary of how the nominee contributed to the overall development of music in Austin. *(Note: You will be asked to provide more specific details for the nominees' individual contribution in the narrative portion of the nomination)*

Narrative Instructions

The narrative is vitally important to the panel reviewers, as it tells the story of the nominee and includes details about the person's contribution.

Narratives should be written so that it can be easily understood by someone not familiar with the person you are nominating. Please be concise and to the point.

In your narrative, it is crucial to include specific examples of exactly how this person contributed and of the significance of that contribution in the context of time, history, cultural significance, development of the Austin music community, etc.

Narrative Questions

Please address each of the following questions as part of your narrative. In addition to these questions, provide specific information as to how the person nominated has made an impact in our community and why they should be recognized as part of the Austin Music Memorial.

Q1 What is the historical context of the nominee as relevant to music in Austin?

Q2 How did the nominee contribute to the development of music in Austin?

Q3 What is the significance of the contribution and why is it important?

Q4 What lifetime achievements in music were accomplished by the person?

Q5 How is the person recognized by the music community at the time of their death and now?

Q6 How does the nominee represent the broader memorial goals of honoring individuals who represent non-musicians, music educators, non-commercial music and/or individuals who died prior to 1970?

Austin Music Memorial Guidelines

Optional Materials

To assist in the evaluation of the person being nominated, you may elect to provide additional materials. Such additional materials may include but are not limited to: resumes, letters of support (3 max), clippings or press samples, historical information, photographs, testimonials, lists of awards and recognitions, promotional materials, programs, CDs, videos or other materials that will better acquaint panelists with the nominee and their contribution Austin music.

Please submit three sets of documentation in separate 9"x12" envelopes. Be sure to label each envelope with the name of the person being nominated. **We encourage you to submit copies of documentation as materials will not be returned. Keep all original materials and save a copy of all nomination forms and materials for your records.** "Oversized" (larger than 9"x12") items will NOT be accepted.

Mailing Instructions

Nominations are due by August 31, 2007 for the initial round of inductees.

Nominations must be hand delivered or mailed.

Hand delivered nominations must be in the City of Austin Purchasing office by 4:00 P.M., the day of the deadline. Late applications will NOT be accepted.

Mailed applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline. Hand delivered applications must be dated and documented received by City Purchasing Office on or before the application deadline. Late or significantly incomplete applications will not be accepted.

Metered mail is NOT acceptable. Applications will be evaluated by review panels as submitted.

The original and one copy of completed form and narrative must be collated and submitted. If optional documentation is submitted, three sets must be submitted, each labeled and in separate 9"x12" envelopes.

The Cultural Arts Division is not responsible for loss or damage of nomination materials. The City of Austin Cultural Arts Division reserves the right to retain a copy of nomination materials for archival purposes and for permanent record.

All materials are public records. Keep a complete copy of your application for your file.

Austin Music Memorial Guidelines

Applications should be sent to the following address:

City of Austin Purchasing Office
P.O. Box 1088
Austin, TX 78767

Physical Address (for hand delivery and express mail):
124 West 8th Street, Ste 308
Austin, TX 78701