

City of Austin Latino Arts Residency Program

Guidelines for the Latino Arts Residency Program Fiscal Year 2013

The City of Austin offers artistic residencies for service providers identified through a competitive application and review process.

This booklet contains requisite information and forms to help qualified organizations and individuals interested in applying for the Latino Arts Residency Program (LARP), a component of the City of Austin's Emma S. Barrientos Mexican American Cultural Center program. The Latino Arts Residency Program takes place year round on a rotational basis for a minimum residency period of three months or a potential maximum of three years for a residency.

The Latino Arts Residency Program is a developmental program for Latino arts organizations and artists in all disciplines that provide quality arts and cultural programming to the Austin community and the Extra Territorial Jurisdiction. The purpose of this program is to reinforce the artistic and cultural industry representing an important component of the economy of Austin and to celebrate and promote Austin as an exciting, vibrant, and diverse cultural destination for visitors and tourists throughout the world.

All applicants are required to read the guidelines and application instructions for details of program eligibility, requirements, and evaluation criteria prior to beginning the application process. The FY 2013 Guidelines reflect criteria adopted by the Emma S. Barrientos Mexican American Cultural Center Board in an effort to streamline the application and review process and to maintain accountability and integrity of the allocation of public funds. Program guidelines are reviewed periodically throughout the year; any changes adopted by the Parks and Recreation Department (PARD) will be distributed by PARD.

INTRODUCTION

On August 25, 2011, Austin's City Council passed Resolution 71 directing the City Manager to research and consider a plan to fund and implement the creation of a ***Latino Artist Residency Program*** at the Emma S. Barrientos Mexican American Cultural Center (ESB-MACC).

Responding to Resolution 71 and the directive "to research and consider a plan to fund and implement the creation of a ***Latino Artist Residency Program*** at the Emma S. Barrientos Mexican American Cultural Center (ESB-MACC)," the PARD Staff and Working Group Board Members of the ESB-MACC formulated a plan to fund and implement the creation of the ***Latino Artist Residency Program(LARP)*** at the Emma S. Barrientos Mexican American Cultural Center (ESB-MACC), based on the specific needs articulated by the stakeholders: the Latino arts organizations and artists and the ESB-MACC. In order to understand the specific stakeholder needs, members of the ESB-MACC Advisory Board and Parks staff met with Latino arts community leaders and representatives in 17 different interviews and focus groups in all artistic disciplines.

The proposal was accepted as part of the budget process in September 2012 to develop a Latino Arts Residency Program at the ESB-MACC for non-profit arts organizations or arts organizations with fiscal sponsorship as well as individual Latino artists who produce art products pertaining to the Emma S. Barrientos Mexican American Cultural Center mission (ESB-MACC)*.

PURPOSE AND MISSION OF LARP

- Develop sustainable Latino arts organizations or artists that will tangibly benefit from a residency enabling the artist or arts organizations to graduate from the residency with a greater ability to

sustain artistic production as evidenced by: a) more funding, b) increased partnerships, c) more artistic production, and d) greater audience awareness of the artist(s)' work.

- Develop art products that are publicly presented of the highest professional quality.
- Involve the public in the process of art production in order to provide educational exposure to the arts.
- Provide educational programming at the ESB-MACC.

BENEFITS OF RESIDENCY AT ESB-MACC

- Use of ESB-MACC facilities as scheduling permits.
- Use of the facility for performances based on a rental fee of \$1 per ticket.
- Use of the facility for rehearsals of productions for the ESB-MACC including after hour access with approval from ESB-MACC staff and PARD director.
- Programming spaces include the Raul Salinas classroom, Multi-Purpose room, Performance Lab, Black Box Theater, the Community Gallery and the outdoor plaza or Zocalo. (See appendix "A".)
- Opportunity to produce educational programming on a 70/30 contract (70% of educational revenue benefiting the resident company or artist.)
- Joint promotions with the ESB-MACC.
- Professional non-profit development activities.
- Collaborations among ESB-MACC LARP resident artist and groups.
- Availability of an ESB-MACC theater coordinator.
- Marketing services, including but not limited to: research and/or audience development, identifying target markets, brand identity, and collaborative marketing.

ELIGIBILITY

- Applicants may have IRS 501(c) designation and be a **culturally-based producing** arts organization or artist residing in Austin or its Extra Territorial Jurisdiction with representative staff and board.
- Applicants may be arts organizations with fiscal sponsorship.
- Applicants may be individual artists.
- Organizations must have a history of ongoing artistic/cultural programs for at least three years prior to the application deadline.
- Provide programs and services primarily to culturally-based and/or historically underserved communities and audiences.
- Provide programming that pertains to the ESB-MACC mission and is open to Austin residents, visitors, and tourists.
- Provide content that meets the PARD criteria of presenting family oriented programming.

CRITERIA FOR SELECTION WILL INCLUDE:

- A review of the organization's non-profit status.
- An evaluation of the organization's production history and ability to produce artistic product at the ESB-MACC.
- A review of the organization's financial solvency (free of liabilities).
- An analysis of the types of audiences (size and diversity, as well as age-group and language).
- A review of the organization's ability to provide educational programs on-site at the ESB-MACC.
- The alignment with the ESB-MACC mission.
- The ability to pass CBI's by the organization's leadership.
- The proposed number of productions and length of rehearsal period.
- The public benefit of at residency of the ESB-MACC.
- The organization's ability and desire to collaborate with other artists.

- The organization’s ability to achieve the goals of its residency within a maximum of a 3 year period or a minimum of a 3 month period.

REQUIREMENTS FOR LATINO ARTS RESIDENCY APPLICANTS:

- A statement of mission and non-profit status.
- A detailed history of the organization or individual with resumes of principal artists and a three (3) year production history.
- Financial reports for the past three (3) years.
- Description of audience profile and a current marketing plan summary.
- A document outlining a three (3) year history of the organization’s Educational Programming.
- A proposed production schedule with rehearsal schedule (titles of art work do not have to be included).
- A proposed educational programming strategy for residency at ESB-MACC.
- A description of how the Austin public will benefit by the organization’s residency at the ESB-MACC.
- An outline of the organization’s specific development goals during the residency at the ESB-MACC including a projected goal-achievement timeline.
- Long term goals of the applicant.

IMPORTANT DEADLINES AND DELIVERY DETAILS

Application and support material deadline: **2pm, March 30, 2013**
2pm, April 27, 2013 (*Visual arts only*)

Standard mailed applications must be postmarked no later than: **March 30, 2013**
April 27, 2013 (*Visual arts only*)

City of Austin Parks Department
 LARP Application Process
 c/o Dougherty Arts Center
 1110 Barton Springs Road
 Austin, TX 78704

Hand-delivered applications must be received by: **2pm, March 30, 2013**
2pm, April 27, 2013 (*Visual arts only*)

City of Austin Parks Department
 LARP Application Process
 c/o Dougherty Arts Center
 1110 Barton Springs Road
 Austin, TX 78704

Parks and Recreation Department contact: (512) 974-4001

Late applications will NOT be accepted. Metered mail is **NOT** acceptable

CITY OF AUSTIN VISION AND GOALS

City of Austin Vision

To be the most livable city in the country. The City of Austin's vision of being the most livable city in the country means that Austin is a place where all residents participate in its opportunities, its vibrancy, and its richness of culture and diversity.

Parks Department Mission

The purpose of the Parks and Recreation Department is to provide, protect and preserve a park system that promotes quality recreational, cultural and outdoor experiences for the Austin community.

HAND Mission

The History, Arts and Nature Division honors the Austin sense of community by engaging citizens and visitors in creative arts, history, and environmental experiences. Through community events, exhibits, classes and performances in publicly owned spaces, we celebrate Austin's diverse history, culture and environment, cultivate lifelong learning and create significant opportunities for advancing quality of life in Austin.

***ESB Mission**

The Emma S. Barrientos Mexican American Cultural Center is dedicated to the preservation, creation, presentation, and promotion of Mexican-American cultural arts and heritage in Austin, Texas.

Goals for Residencies

1. Support arts, culture, and creativity as an integral component of a vibrant community and a thriving economy:
 - Foster sustainable growth and development of the creative community
 - Build and diversify audiences through research and marketing strategies
 - Attract the workforce and businesses that value a creative community
 - Contribute to cultural tourism development.
2. Preserve the unique character of Austin while encouraging artistic and cultural excellence and innovation:
 - Increase and diversify the production of arts and cultural activities
 - Enhance the presentation of emerging and established culturally-diverse arts organizations
 - Encourage partnerships and creative collaborations within the community
 - Provide opportunities for active participation in Austin's cultural life.
3. Support artists and arts organizations of all disciplines as they engage in meaningful work:
 - Encourage excellence, innovation, and collaboration in the creation and presentation of artistic and cultural work
 - Support artists and organizations in developing their organizations as well as new programs and activities
 - Promote the value of arts, culture, and creativity.

NEED ASSISTANCE?

All applicants are encouraged to attend an application workshop. Please find dates and times for the workshops on the Emma S. Barrientos Mexican American Cultural Center website at www.maccaustin.org.

For initial inquiries or general assistance, please contact the Latino Arts Residency Program staff at: (512) 974-4001.

INELIGIBLE ORGANIZATIONS AND ACTIVITIES

The City of Austin will NOT choose the following for residencies:

- Projects not open to the general public
- Governmental agencies or public authorities
- Educational institutions, including public or private schools, colleges, and/or universities
- Applicants that have a delinquent status with the Cultural Arts Funding Programs
- An operating deficit or budget shortfall projected for the residency period or incurred within

- previous fiscal periods
- Previously completed activities
- Religious and/or sectarian programming or any programming and/or services that are solely for the promotion of or consumption by a specific religious order and/or a particular sect

The Latino Arts Residency Program is not a funding program. The following will NOT be funded by LARP:

- Costs associated with the start-up of a new organization
- Direct project costs incurred more than 60 days prior to the grant starting date
- Fund-raising expenses
- Consultants who are members of an applicant’s staff or board
- Payments to students
- Grant management costs, grant writing fees, application preparation costs, sponsorship fees, or any other grant preparation and management fees
- Operating costs not associated with the Project
- Purchase of awards, cash prizes, scholarships, contributions or donations
- Food or beverages
- Entertainment, reception, or hospitality functions
- Existing deficits, fines, contingencies, penalties, interest, or litigation costs
- Internal programs at colleges or universities
- Curriculum development or curricular activities
- Scholarly or academic research, tuition, and activities which generate academic credit or formal study toward an academic or professional degree
- Creation of textbooks/classroom materials
- Property taxes or any other tax with the exception of sales receipt and payroll tax.

The City of Austin will NOT SUPPORT:

- Programs and/or services of Austin-based arts and cultural organizations that benefit other cities or regions
- Applications that do not support nonprofit, public art activities or projects that benefit a for-profit business or activity
- More than one application per eligible program
- Programming that does not include an open and advertised event to City of Austin residents, its visitors, and tourists.

IMPLEMENTATION

Following the approval of the panel recommendation, the City will enter into an agreement with the applicant organization or individual. The agreement will establish procedures and responsibilities for both the City and the LARP resident. Scheduling of spaces with all resident arts organizations and artists will be negotiated with ESB-MACC management and the other residents.

Residency Cycles

The LARP will require a panel review process. Participation in LARP is not guaranteed, nor is there a commitment to this program or participating organizations at previous or current levels.

Reports

A final report must be submitted within 30 days of completion of the project activities. The report will require production history, audiences served, demographics data, and proof that programming was executed as well as the use of required publicity verbiage and logo(s).

EVALUATION CRITERIA

Applications to LARP will be reviewed according to the following evaluation criteria. Each of the

following four criteria points total a maximum of 100 points. A score of at least 75 points must be earned for the application to receive a residency recommendation. The proposal must address each of the four areas. Therefore, the review criteria should serve as an outline for your proposal narrative. Each application will be scored individually based on the following evaluation criteria:

Organizational/Project Need: 35 Points

Management and Capability: 25 Points

Community Involvement and Impact: 20 Points

Project Feasibility: 20 Points

Review Process

Applications for LARP are processed and reviewed in the following sequence: 1) City of Austin Parks Department processes the receipt of applications; 2) staff reviews documents, distributes materials to reviewers, and facilitates the peer review panel process.

Panels are comprised of objective and knowledgeable arts professionals, artists, arts administrators, educators, and community representatives with arts expertise. Peer review panels will consist of panelists from Austin, as well as a small percentage of panelists who generally represent a regional, state, and national perspective.

Panelists, approved by the ESB-MACC Board, review the panel process to ensure a fair and impartial evaluation. Panels are structured to ensure the integrity of the process, absence of conflicts of interest, and diversity of aesthetic expertise. Panelists are directed to score the applications according to established criteria, making significant contributions of expertise and time to assure that resources are wisely and fairly allocated.

Primary and Secondary Readers

Each application will be assigned a primary and secondary panel reader. Each of the primary and secondary readers receive complete applications and documentation packets and are responsible for presenting a summary of the assigned projects to the rest of the review panel members as part of the review process.

The primary and secondary readers have the chief responsibility to thoroughly review the assigned applications and request clarification from staff regarding any questions concerning the application prior to the peer panel review meeting. The staff requests appropriate clarification from the applicant and forwards the response as requested.

Evaluation Process

Each application is presented to the review panel by the panelists assigned as the primary and secondary readers. Applicants may have representatives present to answer questions from review panelists.

During the panel review meeting, panels review organizations' supplemental documentation materials (Attachment #7) including samples of past work in manuscript, photo, digital video, and/or recorded format, and promotional materials.

Panelists will score applications individually in accordance with established evaluation criteria.

Panel meetings are open to the public for observation only. All applicants are given an opportunity to respond to specific questions from the panel if called upon during the peer panel review process. No new materials may be distributed nor new information introduced to the panel at this time.

Application Instructions

Applications must be typed. Before preparing your application, fully read the guidelines and application instructions. The guidelines provide important information about types of projects the City will support and the criteria by which your application will be reviewed.

Section 1: Summary Information

Applicant Name

Enter the legal name of the organization. Use exact spellings. Do not use abbreviations unless part of the official name.

Projects/Activity Title

Provide a brief title to which the proposed project will be referenced. Please provide a start date and end date of the proposed project. Services supported through the LARP must take place within the fiscal years for which the residency is awarded (October 1st - September 30th annually).

Organization Size

Check the box that corresponds to your organization's annual budget.

Project Summary

Provide a clear and concise summary of the organization's goals for the residency. In addition to the applicant's name and the length of the residency request, include a brief timeline and number and types of activities and development goals. Use only the space provided. If chosen, this will be the basis for the scope of services for which the applicant will be accepted.

Section 2: Applicant Information

Name, Address and Telephone Number

Enter the legal name, other commonly used name, official mailing address, and telephone number of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address including notification of receipt of your application.

Federal Tax I.D. Number

Applicants must provide the organization's 9 digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Project Contact

This is the person to whom questions concerning this application will be addressed. Include title, telephone, fax number, and an email address. **Note: This individual and the Board Chair should not be one and the same.**

Board Chair

Enter the name and title of the Board Chair or Board Member with legal authority and responsibility on behalf of the applicant organization to certify the information and enter into agreement. **Note: This individual and the Project Contact should not be one and the same. Board Chair phone number, email address, and street address must be different from those of the applicant.**

Applicant Race Codes

Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the one code that best represents 50 percent or more of their staff or board or membership.

- A - 50% or more Asian
- B - 50% or more Black / African American;
- H - 50% or more Hispanic / Latino;
- N - 50% or more American Indian / Alaska Native
- P - 50% or more Native Hawaiian / Pacific Islander
- W - 50% or more White

- M - Majority ethnic-minority/multi-ethnic
- 99 - No single group listed above represents 50% or more of staff or board or membership

Project Race Code

If the majority of the project activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the activity is not designated to represent or reach any one particular group, choose code "99".

- A - 50% or more Asian
- B - 50% or more Black / African American;
- H - 50% or more Hispanic / Latino;
- N - 50% or more American Indian / Alaska Native
- P - 50% or more Native Hawaiian / Pacific Islander
- W - 50% or more White
- M - Majority ethnic-minority/multi-ethnic
- 99 - No single group

Start date/end date

Enter the proposed dates of your residency.

Section 3: Organizational Budget History

Enter annual operating budget information as submitted on your IRS form 990 for the years indicated. Enter cash only; do not include in-kind amounts. This number is NOT your City of Austin funded amount, nor is it your project budget.

Section 4: COA Funding History

Check whether or not you have received funding through the City of Austin Cultural Arts Funding Programs for the years indicated.

Section 5: Projected Budget

The Budget Itemization must follow the same format as the projected budget and break down income and expenses in detail.

Income

Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization.

Expenses

Include all expenses for artistic production. List cash expenses under cash column. List the dollar value of all donated programming space, goods, and/or service hours under in-kind. All expenses must be fully explained in the budget itemization.

Section 6: Application and Attachments Checklist

The Attachments and Application Checklist must be submitted with your application.

Attachment #1: Project Narrative

The Project Narrative is vitally important to the Peer Panel Reviewers as it tells the story of your proposed residency and includes details such as the "who, what, when, where, why, and how much." The narrative should address short term and long term goals, and the total scope of activities of the residency. It must

respond to the specific evaluation criteria from page 2. The Narrative should be written so that it can be easily understood by someone not familiar with the applicant organization. Please be concise and to the point.

Submit no more than 3 pages and label as Attachment #1 - Narrative. Narrative must be typed single spaced, on 8 1/2" x 11" sheets of white paper, one-sided only. Collate and number each page in the upper right corner. Be sure to include the name of the organization and narrative question on each page. Do not use smaller than 12- point type. A proposed schedule of activities (including rehearsal, performances and workshops) should be included in Attachment #1. The final schedule will be confirmed by ESB-MACC management through a completed room reservation form.

Attachment #2: Budget Itemization

Each revenue and expense budget figure from Section 5, Projected Budget, must be itemized, including all payments to artists and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization of all artists' payments should identify artists or groups who will be paid by name and the fee for each (the fee for a group of artists along with the type and number of artists to be paid may be substituted for the listings of the artists' names). The itemization must be accurate and balance with the projected budget in Section 5. You must indicate if amounts listed on lines 1 through 7 are pending or confirmed by placing a "p" or "c" next to the dollar amount. A Sample Budget Itemization is provided on pages 21-22.

Attachment # 3: Organizational History

In not more than one page, provide a brief description of the applicant organization including history and activities and collaborations. Be sure to include the organization's mission statement.

Attachment # 4: Board List

Provide a roster of your governing board, including names, mailing addresses, e-mail addresses, telephone numbers, professions or areas of expertise, and ethnic make- up.

Attachment # 5: Proof of Tax Exempt Status

Provide proof of tax exempt status. 501(c) and other tax-exempt organizations should submit a copy of their IRS tax determination letter. The following items will not be accepted as proof of tax exempt status: articles of incorporation, bylaws, or proof of sales tax exemption.

Attachment #6: Documentation

Provide a concise but representative sample of materials (promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, digital videos, CDs, etc.), to acquaint panelists with your organization and its programs. Each item should be labeled and numbered in the right, top corner. You may submit as much documentation as will fit in a 9"x12" envelope. No "oversized" (larger than 9"x12") items may be submitted. The review panelists may not be aware of your organization or activities.

Section 7: Assurances

By submission of an application for residency, the applicant agrees to comply with all requirements as outlined in the program guidelines and the assurance page. Please review the assurance page carefully, sign, and submit with the application. Provide the signature of the contact person and of the Board Chair; include the meeting and signing dates.

Delivery Instructions

Applications are due by 2pm, March 30, 2013
2pm, April 27, 2013 (*Visual arts only*)

Late applications will NOT be accepted. Metered mail is NOT acceptable.

Applications must be hand delivered or mailed. 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 delivered to the City of Austin Parks Division DAC by 4:00 P.M. the day of the deadline. Hand delivered applications must be dated and documented received by the receptionist on or before the application deadline. Late or significantly incomplete applications will not be accepted.

Applications will be evaluated by review panels as submitted. Metered mail will not be accepted as proof of meeting deadlines. Faxed applications are unacceptable.

The original and four copies [total of five (5)] of completed forms and required attachments must be collated and placed in its own envelope. Each envelope should be labeled with the organization's name and identified according to the checklist.

One set of the documentation requested should be submitted in separate envelopes labeled with the organization's name and identified according to the checklist.

The six (6) envelopes (five applications with attachments, and one documentation envelope) are to be submitted in a single package.

It is the applicant's responsibility to ensure that application sets are collated and assembled properly. Individual envelopes will not be opened and will be forwarded to reviewers as submitted. Envelopes will not be checked by staff prior to distribution.

The Emma S. Barrientos Mexican American Cultural Center is not responsible for loss or damage of application materials. The City of Austin Parks Department Residency Programs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

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

Applications should be sent to the following address:

Standard mail delivery: LARP c/o Dougherty Arts Center, 1110 Barton Springs Road, Austin, Texas 78704

Hand delivery and express mail: LARP c/o Dougherty Arts Center, 1110 Barton Springs Road, Austin, Texas 78704

Application Preparation

Have you completed all the required forms (Sections 1 – 7) and assembled all the required attachments (Attachments 1 – 7)?

Have you prepared six separate envelopes labeled with the organization's name (one original and four copies) each containing completed forms with required attachments identified according to the checklist?

Do you have one separate envelope with optional documentation labeled with the organization's name and identified according to the checklist? These combined with the five envelopes containing the application and required attachments should equal a total of six envelopes, which are to be submitted in a single package.

City Council

Lee Leffingwell, Mayor
Sheryl Cole, Mayor Pro Tem
Chris Riley, Place 1
Mike Martinez, Place 2
Kathie Tovo, Place 3
Laura Morrison, Place 4
Bill Spelman, Place 5

Parks Board

Jane Rivera, Chair
Jeff Francell, Vice Chair
William Abell, Board Member
Susana Almanza, Board Member
Dale Glover, Board Member
Lynn Osgood, Board Member
Susan Roth, Board Member

Parks Staff

Sara L. Hensley, CPRP, Director
Kimberly A. McNeeley, CPRP, Assistant Director
Jesse Vargas, Assistant Director
Cora D. Wright, Assistant Director
Laura Esparza, History, Arts & Nature Division Manager

Emma S. Barrientos Mexican American Cultural Center Board

Juan Oyervides, Chair
Velia Sanchez-Ruiz, Vice Chair
David Carroll, Board Member
Cassie Smith, Board Member
Blanca Valencia, Board Member

Emma S. Barrientos Mexican American Cultural Center Staff

Herlinda Zamora, Culture & Arts Education Manager
Linda Irizarry-Crockett, Media Marketing & Events Coordinator
Tiffany Moreno, Culture & Arts Education Coordinator
Bryana Salcido, Culture & Arts Education Specialist
Bernardino Miranda, Rentals & Reservations
Chris Owens, Building & Grounds Maintenance

City Administration

Marc Ott, City Manager
Michael McDonald, Deputy City Manager
Robert Goode, Assistant City Manager
Sue Edwards, Assistant City Manager
Bert Lumbreras, Assistant City Manager
Anthony Snipes, Acting Assistant City Manager
Ray Baray, Acting Chief of Staff

**Emma S. Barrientos Mexican American Cultural Center
Room Inventory**

| | Room Name | Indoor / Outdoor | Max Occupancy (w tables and/or chairs) | | Staging Available | Audio / Visual Available | MACC Chairs Available |
|--------------------------|-----------------------------|------------------|--|------------------------|-------------------|--------------------------|-----------------------|
| | | | Standing / Chairs ONLY | Rectangulares & Chairs | | | |
| Available to LAIP | Black Box Theatre | I | 80 | 12T & 40C | Y | Y | 80 Chairs |
| | Auditorium | I | 210 | 25T & 150C | Y | Y | 210 Chairs |
| | Performance Studio | I | 60 | 16T & 40C | Y | Y | 60 Chairs |
| | Raul Salinas Community Room | I | 30 | 8T & 25C | N | Y | 30 Chairs |
| | Community Gallery | I | 40 | N/A | N | Y | N/A |
| | Kitchen | I | 4 | N/A | N | N | N/A |
| | Concession Stand | I | 4 | N/A | N | N | N/A |
| | Zocalo | O | 2500 | N/A | N | N | N/A |
| | North Lawn | O | 1000 | N/A | N | N | N/A |
| | Under Stairwell | O (covered) | 50 | 10T | N | N | N/A |
| | Under Balcony | O (covered) | 50 | N/A | N | N | N/A |
| | Café Courtyard | O (covered) | 50 | N/A | N | N | N/A |
| | Balcony | O (covered) | 100 | N/A | N | N | N/A |
| MACC USE ONLY | Conference Room | I | | | | | |
| | Main Gallery | I | | | | | |
| | Visual Arts Room | I | | | | | |
| | Music Room | I | | | | | |
| | Library | I | | | | | |
| | Pre-K Room | I | | | | | |

EMMA S. BARRIENTOS MEXICAN AMERICAN CULTURAL CENTER
EQUIPMENT INVENTORY

Auditorium Equipment Inventory

| QUANTITY | NAME | ITEM |
|-------------------------|-------------------------|--|
| AUDIO | | |
| 6 | XLR INPUT | XLR AUDIO INPUT PANEL (@ STAGE CENTER) |
| 1 | RCA INPUT | RCA AUDIO INPUT PANEL (@ STAGE RIGHT) |
| 1 | 3.5MM INPUT | 3.5MM AUDIO INPUT PANEL (@STAGE RIGHT) |
| 2 | WIRELESS HANDHELD MIC | SHURE SM58 SLX2 |
| 3 | BRAND | SPEAKERS |
| 4 | LISTENING TECH | AUDIO RECEIVERS & EARBUD |
| VISUAL | | |
| 1 | VGA INPUT | VGA PROJECTION INPUT (@ STAGE RIGHT) |
| 1 | PROJECTOR | CHRISTIE LX700 PROJECTOR |
| 1 | JVC | VCR PLAYER |
| 1 | JVC | DVD PLAYER |
| 1 | CRESTON | MEDIA CONTROL PROCESSOR REMOTE |
| 1 | CRESTON | MEDIA CONTROL PROCESSOR |
| LIGHTING | | |
| 1 | ETC EXPRESS | LIGHT CONTROL CONSOLE W/ MONITOR |
| TBD | TBD (PLOT IN PROGRESS) | LIGHTING FIXTURE |
| TBD | TBD (PLOT IN PROGRESS) | LIGHTING FIXTURE |
| TBD | TBD (PLOT IN PROGRESS) | LIGHTING FIXTURE |
| TABLES / CHAIRS | | |
| 210 | NATIONAL PUBLIC SEATING | 1200 SERIES FOLDING PADDED CHAIRS |
| *30 | SOUTHERN ALUMINUM | 30" X 6' FOLDING ALUMINUM TABLES |
| *50 | | 32.5" ROUND COCKTAIL TABLES (SEAT / STAND) |
| STAGING / RISERS | | |
| *~630 SQ FT | SOUTHERN ALUMINUM | STAGE PANELS |
| *8" - 32" | SOUTHERN ALUMINUM | VARIOUS LEG HEIGHTS |

Black Box Equipment Inventory

| QUANTITY | NAME | ITEM |
|-----------------|-----------------------|-----------------------------|
| AUDIO | | |
| 3 | AUDIO TECHNICA | WIRELESS RECIEVER |
| 3 | AUDIO TECHNICA | WIRELESS MICROPHONES |
| 3 | AUDIO TECHNICA | EAR PIECES WITH MIC |
| 3 | AUDIO TECHNICA | WIRELESS BATTERY PACK |
| 3 | QSC RMX 2450 | POWER AMPLIFERS |
| 1 | ALLEN & HEATH ZED-R16 | 16 CHANNEL SOUNDBOARD/MIXER |
| 1 | DENON DN-C615 | CD/MP3 PLAYER |
| 4 | COMMUNITY | SPEAKERS VERIS 15 |
| 1 | COMMUNITY | SUBWOOFER VERIS 210S |
| VISUAL | | |
| 1 | PANASONIC F300 XGA | PROJECTOR WITH REMOTE |
| 1 | DA-LITE | 14' X 10' PROJECTOR SCREEN |
| LIGHTING | | |
| 1 | ETC ELEMENT | LIGHTBOARD |
| 2 | PLANAR | VIDEO MONITORS |
| 1 | ETC NET3 | WIRELESS RADIO FOCUS REMOTE |
| 8 | ETC | SMARTBAR 2 CIRCUIT BAR |

EMMA S. BARRIENTOS MEXICAN AMERICAN CULTURAL CENTER
EQUIPMENT INVENTORY

| | | |
|------------------------|-------------------|--|
| 16 | ETC | ELLIPSOIDAL |
| 12 | ETC | PARNEL |
| 6 | ALTMAN | SCOOP WORKLIGHT |
| TABLES / CHAIRS | | |
| *30 | SOUTHERN ALUMINUM | 30" X 6' FOLDING ALUMINUM TABLES |
| *50 | | 32.5" ROUND COCKTAIL TABLES (SEAT / STAND) |
| 80 | CLARIN | CUSHIONED SEATS |

Performance Studio Equipment Inventory

| QUANTITY | NAME | ITEM |
|----------|------|------|
|----------|------|------|

AUDIO

| | | |
|-----|-----|-----|
| N/A | N/A | N/A |
|-----|-----|-----|

VISUAL

| | | |
|-----|-----|-----|
| N/A | N/A | N/A |
|-----|-----|-----|

LIGHTING

| | | |
|-----|------------------------|------------------|
| 1 | STRAND | LIGHTBOARD |
| 5 | DOVE SPRINGS | CONTROL BOX |
| TBD | TBD (PLOT IN PROGRESS) | LIGHTING FIXTURE |
| TBD | TBD (PLOT IN PROGRESS) | LIGHTING FIXTURE |

TABLES / CHAIRS

| | | |
|-----|-------------------------|--|
| *30 | SOUTHERN ALUMINUM | 30" X 6' FOLDING ALUMINUM TABLES |
| *50 | | 32.5" ROUND COCKTAIL TABLES (SEAT / STAND) |
| 80 | NATIONAL PUBLIC SEATING | PLASTIC CHAIRS |

Raul Salinas Room Equipment Inventory

| QUANTITY | NAME | ITEM |
|----------|------|------|
|----------|------|------|

AUDIO

| | | |
|-----|-----|-----|
| N/A | N/A | N/A |
|-----|-----|-----|

VISUAL

| | | |
|-----|-----|-----|
| N/A | N/A | N/A |
|-----|-----|-----|

LIGHTING

| | | |
|-----|-----|-----|
| N/A | N/A | N/A |
|-----|-----|-----|

TABLES / CHAIRS

| | | |
|----|-------------------------|----------------------------------|
| 4 | SOUTHERN ALUMINUM | 30" X 6' FOLDING ALUMINUM TABLES |
| 10 | NATIONAL PUBLIC SEATING | PLASTIC CHAIRS |

Other / Various Mobile Equipment Inventory

| QUANTITY | NAME | ITEM |
|----------|------|------|
|----------|------|------|

AUDIO

| | | |
|---|--------------------|-----------------------------------|
| 1 | MACKIE ONYX | 1620 MIXER |
| 4 | JBL | SPEAKER MONITOR |
| 2 | OPERA | POWERED SPEAKER MONITOR |
| 1 | ANCHOR | PODIUM W/ INDEPENDENT SPEAKER |
| 1 | FENDER | FENDER PA W/ MICROPHONE & SPEAKER |
| 4 | SHURE | TABLE MICROPHONE |
| 2 | AUDIO TECHNICA | MICROPHONE |
| 1 | RADIOSHACK | MICROPHONE |
| 5 | SHURE | SM 58 MICROPHONE |
| 4 | PROAV | DI BOXES |
| 8 | FENDER / STAGE PRO | SPEAKER STANDS |

EMMA S. BARRIENTOS MEXICAN AMERICAN CULTURAL CENTER
EQUIPMENT INVENTORY

| | | |
|-------------------------------------|----------------|-----------------------------------|
| 4 | ATLAS SOUND | MICROPHONE BOOM |
| 2 | AUDIO TECHNICA | STUDIO HEADPHONES |
| 1 | PROEL | 100" 16CH MIC SNAKE |
| 6 | ATLAS SOUND | MIC STAND |
| <u>VISUAL</u> | | |
| 1 | EIKI | OUTDOOR PROJECTOR |
| 1 | BLIMP SCREEN | OUTDOOR PROJECTOR SCREEN W/BLOWER |
| 1 | DALITE | PROJECTOR SCREEN |
| 1 | PANASONIC | PROJECTOR SMALL |
| 2 | LG | 21" MONITOR |
| 1 | COBY | 15" MONITOR |
| 1 | PANASONIC | DVD / VCR COMBO |
| 1 | MEMOREX | DVD / VCR COMBO |
| <u>LIGHTING</u> | | |
| 2 | | LIGHT TREES W/SANDBAGS |
| <u>TABLES / CHAIRS / ETC</u> | | |
| 2 | SCREENFLEX | 5' X 6' ROOM DIVIDER |
| 2 | SCREENFLEX | 8' X 8' ROOM DIVIDER |
| 8 | MIRRORLITE | GLASSLESS MIRROR PANEL |
| 4 | | MOBILE CLOSET |
| 2 | | MEDIA CART |