



# Communications + Press Form

We are thrilled to present your work this season! In order to best promote and publicize your show, we require you to fill out this form.

It is imperative that we get this information as **soon as possible** so that our staff can have the maximum amount of time to accurately create your event page and spread the word about your performance.

**Please note that once you begin this form, you will not be able to save and return to it later.**

Feel free to reach out at any time with questions, comments, or concerns.

THIS IS NOT THE FORM FOR THE PRINTED PROGRAM.

## Due Dates

**Fall 2019 Season (September 2019 - December 2019): July 19th, 2019**

**If you miss this above deadline, your show will not make it into our season press release or printed season zine. This will greatly impact the attendance to your show.**

Fall Season (September - December) - Due date: July 19th

Winter Season (January-March) - Due date: November 29th

Spring Season (April-June) - Due date: February 21st

## Communications Contact Information

### Graphic Designer & Communications Assistant

Rachel Lyngholm  
rachel@roulette.org

### Director of Communications

\*\*On maternity leave through September 2019\*\*

Caitlin Gleason  
caitlin@roulette.org

# Contact Information

Please list the name, email, and phone number of the main contact for your performance. If you would like us to be in touch with another member of your team concurrently, please provide their contact information in the box provided.

## Contact Name \*

First Name      Last Name

## Preferred Pronouns

If other, please specify:

## Contact E-mail \*

example@example.com

## Phone Number \*

Area Code      Phone Number

**Anyone else we should be communicating with for this performance? Please include first name, last name, email, and preferred pronouns.**

## **Performance Details**

**What is (are) the date(s) of your performance(s)?**

**Performance Date \***



Month   Day   Year

**Performance Date #2 (or End Date)**



Month   Day   Year

**What is the name of the artist or the group performing / presenting this performance? Is this a solo project or a collaboration / ensemble? \***

If it is an ensemble or collaboration please list all of the organizations involved in this performance.

**What is the title of your show? This is how we will list your show on our webpage and on all promotional and marketing materials. \***

This title cannot be changed. Please note that shorter titles will work better with our website and for most press outlets.

**Please list everyone who will be performing including their instrument or role. \***

Please use this format: First Name Last Name - Instrument, Instrument, Instrument. Use TBA for all unconfirmed performers.

**Is your program a premiere or new work? Have you worked in this setting/group before? \***

Please note if it is a "World Premiere" "US Premiere" or "NYC Premiere"

## **Additional Performance Details**

**Will you have a standard start time? (7pm Doors/8pm Show.) If not, and you have formerly agreed with us to a different time, please specify those times here: \***

**What is the length of your program? (hours + minutes) \***

**How many sets will there be? \***

**Will there be a 15 minute intermission? \***

**Is your performance improvised? \***

Yes

No

Partially

**Please pick all that apply to your performance**

- New Music
- Avant Jazz
- Large Ensemble
- Opera
- Album Release
- Dance
- Electronic
- Jazz
- Multimedia
- Noise
- Small Ensemble
- Voice
- World Music
- Improvisation
- Film/Video

**Please list any other genres or tags you'd like us to include. (Separate with a comma)**

## **Program Description**

This information will be used on the website and for our press release. If you will be submitting a press-release-length description text for your event, Roulette reserves the option of editing the content to best suit our website and to promote your event.

**Program Description. (two paragraphs maximum) \***

0/500

**Provide a 140 character summary of your performance. \***

0/140

**Group or Organization Bio (one paragraph maximum) \***

0/500

**Individual Performers' Bios (one paragraph per performer maximum) \***

**If your work is supported by grants that needs crediting, please attach all required logos and paste credit line below. \***

## **Press**

Roulette will be sending out press releases to our list of major media outlets, blogs, and journalists. Please include any contacts that you would like us to include in our outreach.

**Recent awards, press, or reviews that you have received as an artist. Please include any links to articles. \***

**Blogs, publications, magazines, or journals that you read and would like to see your work written up in. \***



# **Social Media**

If you—directly or through others—engage in social media, please list the accounts so that we may better interact with your audiences and direct traffic to your event.

**Facebook Page**

**Instagram**

**Twitter**

**SoundCloud**

**Vimeo**

**YouTube**

**Personal Website**

**Other**

# Press Photos

Please send captivating **hi-res, press quality images** that reflect the program that you will be presenting. If available, please also include hi-res photos of what the viewer will see during the performance.

**Image Specs: 3:2 Aspect Ratio**

**(600px x 900px or 1200px, x 1800px)\***

*\*Preferably images that can easily be cropped into a square.*

**Please include photo credit. Submit up to 4 photos.**

**Roulette reserves the rights to choose content for our website.**

**Photo Credit 1 \***

**Photo Credit 2**

**Photo Credit 3**

**Photo Credit 4**

## Media

Please include any links to videos + MP3s that we can stream from our website that reflect the work that you will be presenting.

**We can only embed video links from YouTube or Vimeo.**

**Video links**

**Sound Links**

**Any other information about your performance that you think will be helpful to share with our audience.**

# Exclusivity Agreement

**EXCLUSIVITY:** ARTIST agrees that the Performance at Roulette shall be the performing Artist or Group's sole and exclusive public performance of any kind within **6 weeks before or 4 weeks after the Performance Date** within the 5 boroughs of NYC (Bronx, Brooklyn, Manhattan, Queens, and Staten Island). Upon failure to meet this agreement, ROULETTE reserves the right to renegotiate all terms of this contract including a reduction of Artist Fee and/or cancellation of the event.

Should a situation arise in which ARTIST believes they may be in breach of this Agreement, it is MANDATORY that they notify ROULETTE of all such engagements and/or performances to ensure exclusivity and potential conflict of interest.

These notifications must be sent in writing to:

Caitlin Gleason (Director of Communications): [caitlin@roulette.org](mailto:caitlin@roulette.org)

Rachel Lyngholm (Graphic Designer + Communications Assistant): [rachel@roulette.org](mailto:rachel@roulette.org)

**Agreement (SELECT ONE) \***

***Thank you!***