



CLASSICAL MINNESOTA PUBLIC RADIO'S REGIONAL SPOTLIGHT™ GUIDELINES AND SUBMISSION FORM

Program description

Throughout its history, Classical Minnesota Public Radio has shared local classical music treasures on the radio and on the Web. Our hosts are proud to showcase some of the region's vibrant musical activity, from university choirs to summer chamber music festivals, community orchestras to wind ensembles.

Classical MPR is looking for quality recorded material that represents the rich diversity of the region's strong classical musical traditions. If you have a CD recording and would like to be featured on MPR, follow the instructions below.

About your submission

- § Your submission must include all required materials. See checklist on page two for a summary.
- § Due to time constraints, Classical MPR cannot process incomplete submissions.
- § Classical MPR will only accept submissions from within the MPR listening area.
- § There is no submission deadline, but please allow for at least three months to process your submission if you would like to time the broadcast with an upcoming event and communicate the broadcast date to your audiences.
- § **All decisions are final.** Selections are at the discretion of the Classical MPR staff. You will be notified via e-mail of the results of your request, including broadcast date and time if your submission is accepted.

Cover sheet

Please submit a completed cover sheet (page three). You may print out and complete this form or generate your own form with the same information and in the same format.

Narrative

Your narrative is an important component in connecting you with the Classical MPR audience. Please include no more than two pages of the following suggested information:

1. Brief history of the performer(s)
2. Interesting current events or stories
3. Notable performances, tours or venues
4. Performers' educational and/or private study background
5. Performers' regular occupations

Recorded work

- Your recorded work is the most critical component of your application. Please submit **no more than 30 minutes** of your best work.
- Preview your recorded work before submitting your CD to ensure that there are no technical problems.
- Submit your DAT or CDR in a jewel case or appropriate envelope. Label your DAT or CDR with your ensemble's name.
- Also enclose a hard copy or PDF of the concert program that was distributed at the specific performance you're submitting
- Classical MPR has a commitment, first and foremost, to providing its listeners with the highest standards of quality in its broadcasts. See **Performance Level Standards** and **Technical Specifications** for more details on providing acceptable material.
- MPR is unable to return submissions.

Performance level standards

In general, submit repertoire that is significant or interesting, well-played and recorded in a way that allows the music to be heard clearly. While we recognize you or your ensemble may not have the resources to do high-level studio recordings, we do ask that you keep in mind MPR's high standards of performance broadcasting when submitting materials. **Do not** submit recordings containing the following:

- § Overly distracting audience noise, such as excessive coughing, crying or talking
- § Obvious pitch problems, rhythmic inconsistency or blatant mistakes
- § Incomplete instrumentation or substandard arrangements

Technical specifications

Please share these technical specifications with your recording engineers as you plan your recording project.

- § We require DAT masters or clones, or CDRs. Cassette tapes will not be accepted.



- § **Stereo image width:** MPR prefers recordings that have a spectral balance across the image, have a reasonably believable location of the concert stage, and don't have a "hole in the middle" (too widely spaced microphones can cause this). There should be interesting information in the left, center and right of the image. Recordings should be mono-compatible; that is, when summed to mono the sense of loudness and clarity should not diminish.
- § **Movement breaks:** leave these as they were originally recorded; we will shorten them if necessary.
- § **Applause:** include the full applause. Do not fade the applause or edit it in any other way. Also, volume and perspective of the applause should be congruent with the music; the audience shouldn't feel closer and louder than the musicians.
- § **Processing:** do not use compression or limiting. If you feel the need to add artificial reverberation, use a very light touch, or just include a note for us to add a measure of reverb if you feel the original recording is too dry. Do not use noise removal or any other processing before sending the recording to us.
- § **Format:** we generally get submissions on 16-bit DAT or CDR. If you work in another format, we may be able to accommodate or convert it. E-mail Steve Griffith at sgriffith@mpr.org about particulars.
 - If submitting on DAT, make sure the tape has Absolute Time (ABS) recorded on it. Start IDs or Program Numbers (PNOs) are not required, but if you do use them, make sure they're placed a couple of seconds before the start of musical selections. We don't have gear to accommodate 24-bit DATs recorded on the Tascam DA45s, only the 16-bit standard. We prefer 48K sampling rate, but we can accommodate 44.1
 - If submitting on CDR and you are placing Track IDs, make sure they are placed a couple of seconds before the start of musical selections. Also, make sure your CD mastering software does not insert silent pauses between tracks! Take care to use a blank CDR that has not been scratched and handle it carefully before shipping it to us.
 - We can also accommodate uncompressed (linear) .WAV files submitted on DVDRs, CDRs or via FTP.
- § **Reference tones:** normally we're looking for a 1kHz sine wave tone 12 dB below the peaks in the audio program. Thus, if you use all the bits and the maximum program peak is at 0 dBFS (dB below full scale), the tone should be at -12 dBFS. More typically, recordists leave some additional headroom, so if your maximum peak is at -4 dBFS, the tone should be at -16 dBFS. One test tone at the top of the tape before the program is fine; we don't need a separate one for each piece. The tone should be equal level to both channels.

Classical Music Submission and License Agreement

Before you submit materials for possible broadcast by MPR, please be aware of the following requirements:

1. You must own the rights to both your performance and your recording. You must obtain all rights to the recording, not just the recording engineer's permission to submit the recording. If your musicians are unionized, you must obtain permission from any local and/or national union representing your musicians to broadcast their recorded work. Also, you'll need to confirm that MPR's use of the submission is consistent with any recording agreement that may govern your submission.
2. You must grant MPR the broadcast and distribution rights as described in the Agreement.
3. No payment will be issued to applicants for noncommercial use of recorded work. In the event of commercial use (such as CD compilations for sale or distribution), payment will be negotiated.
4. There will be no expiration on the use of submitted recorded work; submitted work will be kept in MPR's digital archive.
5. You must read, sign, and submit a completed **CLASSICAL MUSIC SUBMISSION AND LICENSE AGREEMENT**. MPR can only consider submissions that are accompanied by a signed agreement. See page four for more detail.

Reasons your recording may not be selected for broadcast

- § The submission materials are incomplete
- § The recording quality is not suitable for broadcast
- § The composition itself is not suitable for Classical MPR's listening audience
- § The performance quality is not suitable for broadcast

Submission checklist:

- .. Application cover sheet (see page three)
- .. Narrative (two pages maximum)
- .. CDR or DAT of no more than 30 minutes of repertoire
- .. License agreement, signed and dated (see page 4)
- .. Concert program(s) of recorded work
- .. Season brochure or list of upcoming events

Submit all materials to:

*Regional Spotlight*TM
Classical Minnesota Public Radio
480 Cedar St
St. Paul, MN 55101

Questions about your submission?

E-mail mpengra@mpr.org



Classical Minnesota Public Radio Submission Cover Sheet

You may print out this form or replicate it on your computer.

Ensemble/artist name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Contact name and title _____

Contact e-mail _____

Web site address _____

Music director(s) name(s) _____

Pronunciation guide _____

Local MPR station name and frequency (click RADIO on mpr.org) _____

CDR or DAT Contents

Track 1:

Title _____ Composer _____

Movement number, name and/or tempo marking _____

Recording date _____ Venue _____ Track length _____

Soloist name(s), if applicable _____

Track 2:

Title _____ Composer _____

Movement number, name and/or tempo marking _____

Recording date _____ Venue _____ Track length _____

Soloist name(s), if applicable _____

Track 3:

Title _____ Composer _____

Movement number, name and/or tempo marking _____

Recording date _____ Venue _____ Track length _____

Soloist name(s), if applicable _____



Minnesota Public Radio—Classical Music Submission and License Agreement (The “Agreement”)

You may print out this form or replicate it on your computer.

A. PERFORMING ARTIST INFORMATION

1. Performing Artist (the “Artist” or “You”) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

2. Authorized Representative _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

B. SUBMISSION(S)

1. Title _____ Composer _____

Recording date _____ Venue _____

2. Additional titles may be listed on an attached sheet that becomes part of this Agreement. Please provide complete information for each title. Check one: Additional titles are submitted. Total number of submitted titles: _____ Only one title is submitted

Collectively, all submitted titles are the “Work.”

C. TERMS

1. You have read and accepted all requirements for submission of the Work (e.g., file format, size) to Minnesota Public Radio (“MPR”).
2. You hereby grant MPR the nonexclusive, perpetual, worldwide right to broadcast the Work and to distribute the Work to others for broadcast. These broadcasts may be by any media now known or hereafter created, including but not limited to (i) broadcast, cable, and satellite radio, (ii) simultaneous web streaming, web archives, and podcasts, and (iii) other uses via the Internet. MPR is not required to broadcast or distribute any or all of the Work and may broadcast portions of any title submitted as part of the Work. This grant of rights does not expire and the Work will be maintained in MPR’s content archives. This Agreement DOES NOT assign the copyright of the Work to MPR.
3. No payment is due the Artist for any noncommercial use of the Work. Payment will be negotiated in the event of commercial use (e.g. CD compilations for sale or distribution).
4. MPR may abridge or otherwise edit the Work and is not required to obtain the Artist’s consent for use of any edited version prepared by MPR.
5. You warrant that you have obtained all releases and have made all payments necessary to assure that MPR may exercise the editing, broadcast and distribution rights granted under this Agreement. This includes (i) licenses for the use of any copyrighted works, (ii) consent from the Artist’s record label, guild, union, performing rights society and any other party that must give consent to the broadcast of the Work and (iii) clearances from performers, recording engineers and others who may have an ownership claim to any intellectual property contained in the Work, as well as any related payments. Upon request, you will provide us with copies of supporting documentation.
6. MPR may use the Artist’s name, likeness and biography in connection with MPR’s use of the Work, including promotional uses. You expressly release MPR, its member stations, agents, employees, licensees and assigns from any and all claims of privacy, publicity, defamation, libel, copyright infringement, trademark infringement or any other cause of action arising out of MPR’s use of the Work.
7. You affirm that neither you nor anyone acting for you has agreed to give MPR or anyone associated with the broadcast of the Work anything of value for arranging for the broadcast of the Work. You understand that it is a federal offense, unless disclosed to MPR prior to the distribution of the Performance, for a person to accept or agree to accept anything of value, other than your regular compensation, for promoting any product, service or venture on the broadcast of the Performance.
8. This Agreement represents our entire understanding. It may only be modified in writing, does not create a joint venture and shall be governed by the laws of the State of Minnesota. This Agreement is assignable by MPR.

D. ACCEPTANCE: By signing this Agreement and submitting the Work, you warrant that (i) you are authorized to enter into this Agreement and (ii) you accept and agree to the terms of this Agreement.

Authorized signature for the Artist

Date

Name (please print)

Title