

Engagement Procedures for Community Performances

Performance ensembles are available for engagement in community performances in accordance with Detroit Public Schools Community District Outside Engagement Procedures. Organizations may contact the Office of Fine and Performing Arts for additional information.

Outside Engagement Procedures

1. The outside agency or school administrator will contact the Arts teacher to request a performance by an ensemble on a specific date at a specific time and location. The outside agency must agree to pay all costs for transporting the ensemble and equipment to and from the engagement. Vendors/Transportation companies that transport Detroit Public Schools Community District students **MUST** be approved by DPSCD. The outside agency is also expected to provide refreshments and/or a light meal when appropriate. **Honorariums to the specific Arts department of the performing school are appreciated.**
If the terms and conditions of the performance are satisfactory to the music director and the principal, the outside agency is instructed by the ensemble director to submit a Letter of Request on the **agency's official stationery** to the ensemble director, a copy to the school principal and a copy to the Office of Fine and Performing Arts. The address is

Office of Fine and Performing Arts
Fisher Bldg. 9th Floor Office of Fine Arts
3011 West Grand Blvd
Detroit, MI 48202

All Letters of Request should be mailed or faxed two weeks prior to the performance date if local, and three weeks prior if out of the metro-Detroit area. Directors must follow DPSCD field trip guidelines for all trips.

2. Upon receipt of the request, the Director or Assistant Director of Arts will approve or deny the request and forward a copy of the approval/denial to the ensemble teacher. It is suggested that the ensemble director send a confirmation letter to the outside agency.
3. The ensemble director must secure a signature on the Letter of Request from a representative of the outside agency on the day of the performance, confirming that the ensemble did actually perform.
4. **Letters of Request that are received in the Office of Fine and Performing Arts less than five (5) days prior to the performance are subject to denial.**

“The purpose of arts education is not to produce more artists, although that is a by-product. The real purpose of arts education is to create complete human beings capable of leading successful lives in a free society.”