This will assist you in organizing a successful MOJO Jazz Jambalaya. Former developers and Board members are available to assistance you and to answer your questions. Ask for a mentor if necessary.

1. Date/Location:
   - Fourth Monday, 6:30pm
   - Primary: Central ArtSanctuary, 1260 Dauphin St., Mobile, AL
   - Open from 9am-4pm for band load-in.
   - Date and location may change due to holidays and Mardi Gras activities

2. Budget:
   - $150/musician (5 maximum). Additional funds must be approved in advance by the Board
   - $25 honorarium for professional narrator (Active radio or TV personalities)

3. Confirm artists:
   - Get bio and photos for fliers, web and printed program. Send artist photos and narrator information as soon as possible. Absolute deadline is 1 week before program.

4. Research suggestions:
   - Library: Books, magazines, CDs, videos.
   - Internet:
     - www.google.com
     - www.wikipedia.com
     - www.allaboutjazz.com
     - www.smithsonianjazz.org
     - www.npr.org
     - www.jazzusa.com
     - www.jazzinamerica.org/jazzresources
     - Artist's website, Facebook page

5. Program:
   - Band provides PA
   - Start no later than 7pm
   - 60 to 90 minutes
   - 2 sets with intermission or continuous set w/announcements & door prizes before program
   - Be creative: Multimedia, props, audience participation, dancers, etc.

6. Program tips:
   - Narrator: You or person of your choice ( Honorarium for professional narrators only)
   - Script: Typed in 14pt double spaced CAPTIAL LETTERS

7. Day-of show:
   - Band payment: Get checks (or pre-arranged cash payment) from Treasurer; distribute at end of performance
   - Band guests: Admitted at member rate, no comps

8. Promotions:
   - Flier/Website/Printed programs/Facebook/Newspaper/online arts calendars

9. Additional information:
   - Post/Share photos and videos on MOJO Facebook page.