

**27<sup>th</sup> Annual Hands on the Arts Festival**  
**Saturday, May 19, 2012**  
**Artist Application to Participate**

**Applications must be returned by Friday, February 3, 2012.**

Artists are selected by jury and will be notified of their selection by Monday, February 27, 2012. Selections are evaluated on the following criteria:

-  Uniqueness
-  Cultural Connections
-  Opportunities for Individual Creativity
-  Number of Children Who Can Participate Simultaneously
-  Age Range of Children Who Can Participate
-  Length of Time Required to Complete Project
-  Cost of Supplies for 500 Children to Complete Project

**Artist Information**

Artist/Organization Name: \_\_\_\_\_

Contact Person, if different from above: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Commemorative T-Shirt\* (Check one):

- Small       Medium       Large       XL       XXL

\* Artists are expected to wear their T-shirt day of the event, unless wearing a costume or attire that is culturally specific to their workshop.

**Workshop Proposal**

Workshop Name: \_\_\_\_\_

One or two sentence description of the proposed project or activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Culture(s) represented by the project or activity: \_\_\_\_\_

Number of children who can participate simultaneously: \_\_\_\_\_ Suggested age range: \_\_\_\_\_

Length of time required for a child to complete the activity (20 minutes or less is ideal): \_\_\_\_\_

Is this workshop suitable for drop-in participation, or will the workshop be repeated on a timed schedule?

Drop-in       Timed schedule, repeating every \_\_\_\_\_ minutes

## Supply List

Please estimate, to the best of your ability, supply needs for 500 children to participate in your project. If your project is selected, you will have an opportunity to refine this list and make additions, deletions and changes at the time you accept your contract.

**Please check the box and indicate number of each item that you require:**

	Item	Qty		Item	Qty
<input type="checkbox"/>	Buckets for water	_____	<input type="checkbox"/>	Rulers	_____
<input type="checkbox"/>	Clothes pins for drying line	_____	<input type="checkbox"/>	Scissors – adult size	_____
<input type="checkbox"/>	Clothesline for drying	_____	<input type="checkbox"/>	Scissors – child size	_____
<input type="checkbox"/>	Extension cord for electricity	_____	<input type="checkbox"/>	Staplers	_____
<input type="checkbox"/>	Glue bottles	_____	<input type="checkbox"/>	Staples - # of boxes	_____
<input type="checkbox"/>	Glue sticks	_____	<input type="checkbox"/>	Table covers	_____
<input type="checkbox"/>	Hole punch - 1/4"	_____	<input type="checkbox"/>	Tape – duct tape - # of rolls	_____
<input type="checkbox"/>	Hole punch - other	_____	<input type="checkbox"/>	Tape – masking tape - # of rolls	_____
<input type="checkbox"/>	Paper towels - # of rolls	_____	<input type="checkbox"/>	Tape – scotch tape - # of rolls	_____

**Please list any other supplies needed:**

Qty	Item (please be specific)	Supplier	Color	Size

## Project Sample and Instructions (for Visual Artists only)

Please include a sample of your project and attach a separate sheet giving step-by-step instructions for completing your project. Depending on the nature of your project, instructions may be posted for volunteers and/or parents to assist children.

## Staffing

Artists are supported by volunteers who can help with supplies, relay messages and assist children and their families. All volunteers, whether provided by the Artist or provided by the City of Sunnyvale, must be registered through the City of Sunnyvale's Volunteer Services program. Ask the Artist Coordinator how to register any volunteers you recruit for your booth.

As required by law, all volunteers age 18 and over must pass DOJ background check (fingerprinting) to work with children.

All volunteers receive a commemorative T-shirt. All-day volunteers will also receive lunch. Volunteer service credits are available. Please be as accurate as possible when requesting volunteers, as extra volunteers beyond those requested on this application may not be available on event day.

How many volunteer helpers are required to make your workshop a success? \_\_\_\_\_

How many volunteers can you recruit? \_\_\_\_\_

How many volunteers would you like the City of Sunnyvale to provide?\* \_\_\_\_\_

\* Please note: While every attempt is made to provide the number of volunteers you request, the number of volunteers you request may not be available the day of the event.

## Booth Set-up and Decorations

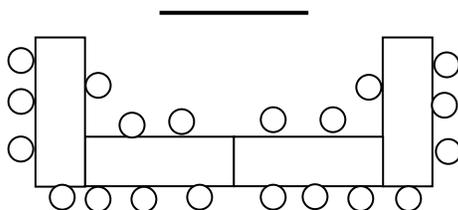
This event uses both outdoor and indoor spaces at the Community Center. Workshops using shiny, reflective materials, such as foil or mirrors, and those using lightweight easily wind-blown materials, such as paper or feathers, will be given priority for indoor locations. While most outdoor booths will have shade during some portion of the day, and some shade tents will be provided. If you require constant shade, please plan to bring your own shade tent or umbrella.

Can your workshop be held outdoors?  Yes  No  
 If not, why not? Please be specific. \_\_\_\_\_

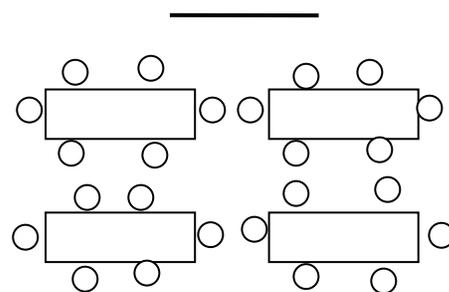
Does your workshop require a particular type of flooring?  
 Carpet  Concrete  Grass  Wood  No preference

Select how you would like your booth set up. Each booth is equipped with four 8' tables and 20 chairs. Outside booths also receive a 4 x 8' plywood display board. Inside booths have wall space for display.

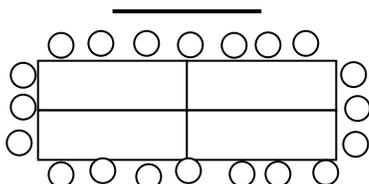
A



B.



C.



D. Other - Please draw a floor plan.

Do you need any of the following additional furnishings?

- Extra tables (Qty: \_\_\_\_ )       Extra Chairs (Qty: \_\_\_\_ )       Extra display boards (Qty: \_\_\_\_ )
- Easel       Dry Erase Board       Chalk Board       Water Access
- Electrical Outlets (Qty: \_\_\_\_\_ )       Stakes for clothesline to dry projects

To add to the festive nature of this event, Artists are encouraged to bring decorations and/or music for their workshop space, particularly items that highlight their activity's cultural connections. Please describe any décor or music you will bring to enhance your space, or special costume or cultural attire you would wear.

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### Promotional Materials

Any promotional materials you would like to display or distribute at the event must be pre-approved by event coordinators prior to the festival day. Please attach a copy of any brochure or flyer you would like to distribute at your booth.

Please note, Artists are not permitted to solicit business, sell goods or services or advertise programs that could be construed as being in direct competition with City of Sunnyvale programs. Artists and their volunteers may not wear T-shirts from outside organizations. They are expected to wear festival T-shirts while working.

### References

Please provide three references familiar with your work as an artist and/or your work with children.

Name	Title/Association	Phone #	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Please return application by February 3, 2012 to:**

Tegan McLane, Artist Coordinator  
Hands on the Arts Festival  
City of Sunnyvale Dept. of Library and Community Services, Community Services Division  
P.O. Box 3707  
Sunnyvale, CA 94088-3707  
[tmclane@ci.sunnyvale.ca.us](mailto:tmclane@ci.sunnyvale.ca.us)  
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