



Artist Application

to participate at the 35th Annual








Hands on the Arts Festival

Saturday, May 16, 2020

Applications due by Friday, Dec. 20, 2019 by 5 p.m.

Artists are selected by jury. Notifications of selection will be sent via email by Friday, Jan. 10, 2020.

Applications are evaluated on the following criteria:

-  Uniqueness
-  Cultural connections and/or connection to STEAM (Science, Technology, Engineering, Arts, Math)
-  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: _____

Phone: _____ Email: _____

Website: _____

Artist Compensation

Artists who are selected are offered a stipend of \$300 for their services at the event or can choose to work as volunteers. Please check the category that best describes you:

- Will volunteer for the event
- Will contract especially for this event - \$300
- Current Rec Contractor (compensated flat \$300 for the event, separate from any existing agreement)
- Current City Employee Rec Instructor (compensated on regular paycheck)
- Current City Employee, not a Rec Instructor (not eligible for compensation, will volunteer)

Are you?

- Returning Hands on the Arts Festival Artist (most recent year: _____)
- New to this event

Commemorative Hands on the Arts T-Shirt*

Check one: Small Medium Large XL XXL 3XL 4XL

*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: _____

Is one of the following components represented by your project or activity?

Specific culture(s):

STEAM (Science, Technology, Engineering, Arts, Math):

Note: each workshop should be able to accomodate 10 to 15 children simultaneously.

Suggested age range (minimum age that is appropriate for your project):

- | | | | | | |
|--|-----------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> All ages (2+ years) | <input type="checkbox"/> 4+ | <input type="checkbox"/> 6+ | <input type="checkbox"/> 8+ | <input type="checkbox"/> 10+ | <input type="checkbox"/> 12+ |
| <input type="checkbox"/> 3+ | <input type="checkbox"/> 5+ | <input type="checkbox"/> 7+ | <input type="checkbox"/> 9+ | <input type="checkbox"/> 11+ | <input type="checkbox"/> 13+ |

Length of time required for a child to complete the activity (Note: ≤15 minutes is ideal):

- 20 minutes 15 minutes 10 minutes 5 minutes

Workshop Staffing and Volunteers

- Artists are supported by volunteers who can help with supplies, relay messages and assist children.
- The Committee strongly encourages artists to help recruit friends and family to volunteer for your workshop because they will be more familiar with your project. Volunteer service credits are available. Contact the Artist Coordinantor for details on how to register to volunteer.
- All volunteers, whether recruited by the Artist or provided by the City of Sunnyvale, must be registered through the City's Volunteer Services program.

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

Volunteers receive a commemorative T-shirt to be worn during the event. All volunteers receive a snack during their shift. All-day volunteers also receive a free lunch.

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 volunteers are required for your workshop? _____

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.

Booth Set-up

This event uses both outdoor and indoor spaces at the Sunnyvale Community Center.

- **Outdoor workshop** locations will be provided one 10' X 10' shade tent during the event. A second shade tent may be requested on a first-come, first-serve basis (Note: limited supply).
- **Indoor workshop** locations are given priority when using: 1) shiny, reflective materials, such as foil or mirrors 2) lightweight easily wind-blown materials, such as paper or feathers.
- **Returning Artists:** Please note that booth locations do change from year to year. The committee is not able to guarantee the same location every year given each Festival's independent needs.

Can your workshop be held outdoors? Yes No

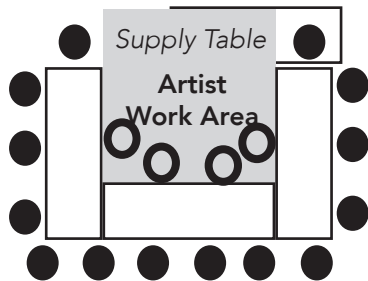
If not, why not? Please be specific: _____

Does your workshop require a particular type of flooring?

Carpet Concrete Grass Wood No preference

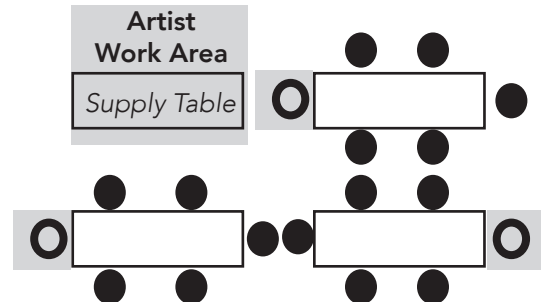
Select how you would like your booth set up. Each booth is equipped with four 8' tables and 18 chairs.

A.



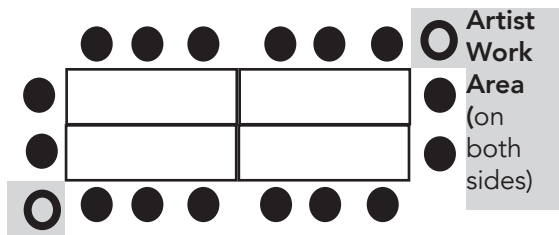
Workshop Participant seating area
(14 chairs)
Artist/Volunteer seating area
(4 chairs)

B.



Workshop Participant seating area
(15 chairs)
Artist/Volunteer seating area
(3 chairs)

C.



Workshop Participant seating area
(16 chairs)
Artist/Volunteer seating area
(2 chairs)

D. Other - Please draw a floor plan.

Workshop Participant seating area
(__ chairs)
Artist/Volunteer seating area
(__ chairs)

Do you need any of the following additional furnishings?

- Extra tables (Qty: ____) Extra chairs (Qty: ____) Flip Chart Stand (Qty: ____)
- Water access Electrical outlets (Qty: ____)
- Electrical cords (Qty: ____ ; Length: ____ ft.)

Project Sample and Instructions (Visual Artists Only)

Performing Artists who are new to the festival, please include a DVD or Website showing you instructing children in the proposed activity. Visual Artists, if you are proposing a **new** project, please include a sample or photos 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. If you wish to have the DVD, project sample or photos returned, please let us know.

DVD Included? Yes No

Website: _____

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
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Applications are due by Friday, Dec. 20, 2019 by 5 p.m. to:

Kristin Dance
City of Sunnyvale
P.O. Box 3707
Sunnyvale, CA 94087-3707

Have questions or need more information?

handsonthearts@sunnyvale.ca.gov

Kristin Dance, Artist Coordinator
408-730-7758