

SUPPORT MATERIALS GUIDE

ARTISTIC MATERIAL DOCUMENTATION	Provide a concise but representative sample of materials from previous work (promotional materials, pamphlets, brochures, programs, season brochures, press releases, photos, etc).
PHOTOS	No more than 10 images JPG or PDF or Power Point with digital images
VIDEO AUDIO	Provide Word document or PDF with links to YouTube or Vimeo clips MP4 or MP3 uploads cannot exceed 80MB in size Videos no longer than 5 minutes
WRITING SAMPLES	No more than 10 pages of text PDF or Word format only
IRS TAX EXEMPT STATUS	Provide IRS letter confirming 501c3 non-profit status.
FISCAL SPONSORSHIP AGREEMENT	Fiscally sponsored organizations/groups of artists must upload the copy of their fiscal sponsorship agreement with our designated fiscal sponsor, Fresh Arts Coalition.
MARKETING PLAN	Please complete the Marketing Plan Template houstonartsalliance.com/images/uploads/main/MARKETING_PLAN_TEMPLATE.docx
PROOF OF RESIDENCY	Photo copy of Texas ID or a utility bill received in the past 6 months with your City of Houston Address visible.
ARTISTIC STATEMENT	Please provide your artistic statement in a Word document or PDF. Your artistic statement should provide reviewers with a general introduction to your work. Think about why you are making the work and what your intentions are for the work. Maximum 500 words.
ARTISTS SHORT BIOGRAPHY	Please limit the bio 250 words.
RESUME/CV	Resume/CV should reflect your artistic achievements, education, awards, exhibitions, publications etc. Please limit resume/cv to one page.

Houston Arts Alliance