



## 2016 FIND YOUR SPACE AT THE FORD GUIDELINES

Accepting Proposals from  
June 21, 2016 thru September 8, 2016

### OVERVIEW

The Ford Theatres is opening its plaza spaces to the community! Through a partnership between the Los Angeles County Arts Commission, the County of Los Angeles Department of Parks & Recreation and the Ford Theatre Foundation, the Ford invites proposals for the 2016 Find Your Space at the Ford program.

**Find Your Space at the Ford** provides an opportunity for individuals or group organizers to host a gathering around a creative practice where everyone from beginners to professionals can informally create, practice and hone their crafts together. On select nights during the summer, the Ford Theatres' plaza spaces and entryway will be available for free for these gatherings. Find Your Space provides a free central location for Angelenos to meet up, practice and interact in a vibrant outdoor setting. Art makers and enthusiasts of all levels are invited to bring their handcrafts, folk traditions, fine art, music or dance practices. Photography clubs, knitting groups and music jams are some examples.

### ELIGIBILITY

**Find Your Space at the Ford** is open to all Los Angeles County-based aspiring and professional handcraft, visual and performing artists, arts enthusiasts and art groups with an interest in organizing free communal arts engagement events for the public.

Individuals or group organizers will:

- Have the interest and capacity to organize and promote a public gathering(s) focusing on a creative discipline.
- Have the necessary equipment and supplies for said gathering(s). The Ford can only provide a limited amount of tables and chairs, as well as access to electrical power.
- Have the interest and ability to work cooperatively with Ford staff and the public.

Gatherings must:

- Be free and open to the public.
- Last no more than three (3) hours.
- Only be used for communal creative practices that allow any participant to be able to engage with the gathering either in active creation, participation or discussion. Examples include: photography clubs, knitting groups, music and/or dance jams, play or poetry workshops, etc.

### REQUIREMENTS

If a proposal has been selected, individuals and group organizers will be required to:

- Communicate with Ford staff to discuss ideas and details for their public gathering(s).
- Complete and submit Ford Theatre Foundation Letter of Agreement for selected dates.
- Designate one leader who will be responsible for attending and overseeing each public gathering.
- Promote their Find Your Space at the Ford event(s) through flyers, website listings, social media and/or other methods.

## TIMELINE

Proposals are accepted on a rolling basis starting June 21, 2016, and must be submitted no less than 6 weeks before the first proposed gathering date. Proposals will not be accepted after September 8, 2016.

Participating individuals or group organizers may organize gatherings up to two (2) times between **September 6, 2016 and October 20, 2016** on the Ford's outdoor plaza. Available dates during the summer season are Tuesdays-Thursdays anytime between 10am-9pm (some black-out dates). Dates of availability are viewable through our [website](#).

## SUBMITTING A PROPOSAL

To submit a proposal for a gathering and secure a date and space, individuals or group organizers will need to fill out the online form. To access the form go to: [fordtheatres.org/findyourspace](http://fordtheatres.org/findyourspace)

Submissions will be reviewed by Ford Theatres staff and accepted based on eligibility and requirements, the gathering's reflection of the goals of the program and the availability of the space. If proposing a series of gatherings of the same arts practice or discipline, only one form is needed. Separate forms are required if organizing multiple events each with different arts practices or disciplines.

## FORM OVERVIEW

The form consists of components that require you to enter text directly. You may want to write out your answers in a separate document, then cut and paste into the [Survey Monkey form](#).

### 1. Organizer Information

- Provide general contact information for individuals or group organizers.
- Tell us more about yourself and/or your group.
- Share your experience in organizing public events or gatherings.

### 2. Art Category

- Describe, in detail, the creative gathering you would like to bring to the Ford and your background in this particular art form.
- Describe your experience with organizing public events or gatherings.

### 3. Gathering Information

- Select the number of gatherings and length of each gathering
- List dates and times you are interested in holding your public gathering(s)

### 4. Support Materials (optional):

- **Photos:** If available, share a maximum of three (3) photos that demonstrate your art or craft practice. Photos should be taken within the last three years and saved as a jpeg with a minimum resolution of 72 dpi. All photo images submitted must be high quality as this image may be used on the Ford Theatres website and e-blasts. Email to [fordtheatres@arts.lacounty.gov](mailto:fordtheatres@arts.lacounty.gov). **NOTE: In order to keep track of your documents please include your last name or group name in the title.**

## **NOTIFICATION**

You will be notified of the status of your proposal within two weeks of the submission date.

## **QUESTIONS**

For any questions about this program or assistance with the sign-up process, please contact Program Coordinator, Caroline Chang at (323) 769-2162, [cchang@arts.lacounty.gov](mailto:cchang@arts.lacounty.gov).