

Supplemental Materials for Performing Artists



ARTSCOUNCIL
OF INDIANAPOLIS

What are Supplemental Materials?

- **Work Samples** - (primary) video of live performance, (secondary) film stills or photographs of performance
- **Support Materials** – Not examples of artwork or performances, rather documents that support your experience such as letters of recommendation, critical reviews, printed programs, etc.

Uses for documentation

- Professional documentation of your work can be used for many things:
 - ✓ Marketing
 - ✓ Personal/Professional archives
 - ✓ CV/Resume
 - ✓ Auditions
 - ✓ Employment
 - ✓ Teaching roles
 - ✓ Grant and fellowship applications

Work Samples – Performing Artists

- **Videos** – Having video documentation of your work is critical.
 - Live, professionally shot performances are ideal, but if unavailable, dress rehearsals are acceptable.
 - If union contracts prevent filming of live performances, get creative and film a monologue OR create a video that includes still photographs of live performances with an audio performance of a monologue.
- **Photographs** – Photos are great as additional work samples but should never take the place of video documentation
 - Professional headshots
 - Professional live performance photographs
- Never submit student work or unfinished/unpolished work*
- Always include an appropriate description
- Start with strongest video examples followed by a few photographs

* See the Arts Council's Artist Resources Blog Vendors List to learn about videographers and photographers who can help document your work.

Work Samples - Actors

- A headshot is NOT a work sample.
- Video of performance is essential. Still photos will not suffice.
- Show range while keeping focus – within the last 3 years is best.
- Adequate descriptions if submitting still photos or individual video excerpts.

Tip: You can create a video that shows brief clips from past performances along with narration or an interview with you talking about your career, a past show, etc.

Work Samples: Musicians

- Audio files of studio recordings are preferred
- Audio files of live recordings are acceptable
- Video samples of live performances are acceptable
- Video of performance rehearsal are acceptable
- Samples of solo work is critical if musician is part of a band or orchestra but is applying for individual funding
- Show variety and range including contrasting styles without losing focus.
- Adequate descriptions: soloist, composer, vocalist, etc.

Suggestion: If high quality video of performance is not available, create a slideshow of performance stills with a background of the vocal/musical accompaniment.

* See the Arts Council's Artist Blog for references to local studios that can record your music

Technology requirements

- Each grant or application will have its own requirements so you will need to be flexible and make sure you can submit within stated guidelines
- Having options available in multiple file types and media is always helpful

Support Materials

Should be recent (within 3-5 years or as specified by the guidelines)

- Critical reviews
- Feature stories about you and your work
- Letters of support
- Brochures, postcards, programs, etc.

Tips for a successful grant proposal.

- FOCUS!
- Know your audience.
- Know the process of the review panel.
- Ask how the panel will view the submissions.
- Supplemental materials are not a last minute task.
- Turn in two weeks early if possible.
- Read the guidelines – if unclear, call and ask.
- Label all materials (don't include anything you need back)
- Test your links, CD and/or DVD on multiple systems before you submit.
- If you don't receive the grant, talk to the organization and apply again next time. The panel likely changes each round as does the pool of applicants.



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