

PART 5: ARTISTIC DOCUMENTATION AND SUPPORT MATERIALS - For All Applicants

SCROLL THROUGH THIS DOCUMENT TO SEE PORTAL EXAMPLES OF EACH OPTION

- 1) Submit Two Hyperlinks
- 2) Submit One Hyperlink/One Upload
- 3) Submit Two Uploads

Artistic Documentation

Artistic work samples are crucial for evaluating the artistic quality of the applicant and project. Samples should reflect the concepts and quality of the applicant's work. Please provide two (2) high-quality video, audio, or images relevant to the project. Do not submit marketing/promotional materials in place of artistic documentation.

In the application form, applicants will have an option to include 2 hyperlinks, upload 2 files, or use 1 hyperlink/1 file upload depending on the types of samples available. Formats such as .jpg, .mov and .mpg or audio files may be uploaded as separate files. Links to Soundcloud, YouTube, or other online music/video showcases are acceptable. Descriptions of the samples are also required – include title and date of work.

Each video/audio sample may be a maximum of 5 minutes long. All materials must remain active and viewable until March 2025. If applicable, include the passwords for uploaded artistic documentation in the Artistic Description text section for the corresponding sample. If the sample is longer than 5 minutes, identify the section panelists should review.

IMPORTANT: If you plan to upload one or both samples, please be sure to label your files with your applicant name in the filename and sample number (ApplicantName_ArtisticSample 1.pdf, ApplicantName_ArtisticSample 2.pdf) and upload to the City of Burbank Cloud website: <https://cloud.burbankca.gov/s/QGA9oTTsdepWYgz>. Follow the instructions to upload your file(s). Once uploaded, each file should appear on the screen under Uploaded Files.

DISCLAIMER: All submitted application materials are documents of public record upon submission to the City of Burbank and subject to public records requests. Please do not submit any original artwork. Submissions will not be returned.

Support Materials

Applicant may include a maximum of two pieces of collateral material (such as articles, reviews, marketing material, blog posts, newsletters, etc.) with the application. Published reviews critiquing the quality of the applicant's work are preferable. In the application form, applicants will be asked to provide short description of each collateral piece included.

EXAMPLE TWO HYPERLINKS

PART 5: ARTISTIC DOCUMENTATION AND SUPPORT MATERIALS: All Applicants

Artistic Samples

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Formats such as .ppt, .jpg, .mov, and .mpg or audio files may be uploaded as separate files or included as links (ex. YouTube, Vimeo, etc). NOTE: Each video/audio sample should be a maximum of 5 minutes long. Provide the title, description, and date of each sample as indicated. If a sample is longer than 5 minutes, please identify the 5-minute section panelists should view.

Please denote types of artistic samples you are submitting for Sample 1 and Sample 2: *

As TWO hyperlink(s) 

Artistic Sample 1 URL (format https://) *

Ex. <https://youtube.com> 

Artistic Sample 1 Title, Date, and Description *

XYZ Work, January 2024

This sample shows.... 

7/50

Artistic Sample 2 URL (format https://) *

Ex https://youtube.com

Artistic Sample 2 Title, Date, and Description *

XYZ Work, December 2023

This sample shows....

7/50

Support Materials (Optional)

Applicant may include a maximum of two pieces of collateral material (such as articles, reviews, marketing material, blog posts, newsletters, etc.) with the application. Published reviews critiquing the quality of the applicant's work are preferable. Provide short description of any collateral materials in the field(s) below.

Description of Collateral 1

Ex. September 2024 Newsletter

4/50

File Upload: Collateral 1



Browse Files

Drag and drop files here

(Suggested file name: ApplicantName_Collateral 1.pdf)

Description of Collateral 2

Ex. LA Times Review "Theatre Artist impresses with new project" September 2024

12/50

File Upload: Collateral 2



Browse Files

Drag and drop files here

(Suggested file name: ApplicantName_Collateral 2.pdf)

EXAMPLE ONE HYPERLINK/ONE UPLOAD

PART 5: ARTISTIC DOCUMENTATION AND SUPPORT MATERIALS: All Applicants

Artistic Samples

Artistic work samples are crucial for evaluating the artistic quality of the applicant and project. Samples should reflect the concepts and quality of the applicant's work. Please provide two (2) high-quality video, audio, or images relevant to the project. Do not submit marketing/promotional materials.

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Please denote types of artistic samples you are submitting for Sample 1 and Sample 2: *

ONE hyperlink/ONE upload



Artistic Sample 1 URL (format https://) *

x

Artistic Sample 1 Title, Date, and Description *

x

Artistic Sample 2 Upload

Please upload Sample 2 to the City of Burbank Dropbox by clicking [HERE](#). Be sure to label your submissions with your name in the filename. i.e.:

ApplicantName_ArtisticSample 2.pdf

Title, Date, and Description of Artistic Sample 2 *

0/50


Support Materials (Optional)

Applicant may include a maximum of two pieces of collateral material (such as articles, reviews, marketing material, blog posts, newsletters, etc.) with the application. Published reviews critiquing the quality of the applicant's work are preferable. Provide short description of any collateral materials in the field(s) below.

Description of Collateral 1

0/50

File Upload: Collateral 1



Browse Files
Drag and drop files here

(Suggested file name: ApplicantName_Collateral 1.pdf)

Description of Collateral 2

0/50

File Upload: Collateral 2


Browse Files
Drag and drop files here

(Suggested file name: ApplicantName_Collateral 2.pdf)

EXAMPLE TWO UPLOADS

PART 5: ARTISTIC DOCUMENTATION AND SUPPORT MATERIALS: All Applicants

Artistic Samples

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Please denote types of artistic samples you are submitting for Sample 1 and Sample 2: *

TWO uploads



Artistic Sample 1 and Artistic Sample 2 Upload

Please upload your two artistic samples to the City of Burbank Dropbox by clicking [HERE](#). Be sure to label your submissions with your name in the filename. i.e.:

ApplicantName_ArtisticSample 1.pdf

ApplicantName_ArtisticSample 2.pdf

Title, Date, and Description of Artistic Sample 1 *

XYZ Work, January 2024

This sample shows....

7/50

Title, Date, and Description of Artistic Sample 2 *

XYZ Work, December 2023

This sample shows....

7/50

Support Materials (Optional)

Applicant may include a maximum of two pieces of collateral material (such as articles, reviews, marketing material, blog posts, newsletters, etc.) with the application.

Published reviews critiquing the quality of the applicant's work are preferable. Provide short description of any collateral materials in the field(s) below.

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Ex. September 2024 Newsletter

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File Upload: Collateral 1



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Drag and drop files here

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Description of Collateral 2

Ex. LA Times Review "Theatre Artist impresses with new project" September 2024

12/50

File Upload: Collateral 2



Browse Files

Drag and drop files here

(Suggested file name: ApplicantName_Collateral 2.pdf)