



**EUG**fun!

# Submission Guidelines & Event Information

## About

City of Eugene Cultural Services produces over 75 free community events and public programs under the EUGfun brand each year including *Fiesta Cultural*, *Eugene Sunday Streets*, *Party on the Plaza*, *Party in the Parks* well as ambient entertainment, spectacle and visual art. We provide accessible, inclusive, diverse opportunities for community members of all ages, backgrounds and abilities to connect, create, and be entertained throughout our beautiful city. We have a commitment to excellence with high-quality multidisciplinary forms of artistic expression that reflect the diversity of our community, and are family-friendly, though not necessarily family-focused.

EUGfun accepts artist submissions from all genres of performing arts including music, dance, comedy, spoken-word, theater, circus arts and more! We also accept artist submissions from all genres of the fine arts for temporary, live, interactive and/or multimedia art installations including painters, sculptors, digital media designers and more.

## Submission Process

- 1) Read this document to learn more about the event opportunities.
- 2) Fill out the form at [EUGfun.org/EUGfunArtists](http://EUGfun.org/EUGfunArtists). You may save your progress and return at a later date by making an account. Applications must be submitted by February 1, 2019.
- 3) The main contact indicated on your form will be notified about our intent to book and the EUGfun production team will communicate available opportunities by March 5, 2019.
- 4) If selected for an event, EUGfun will utilize the biographical information as well as any photographs or videos provided on your application for promotional purposes.
- 5) Artistic selection and programming will be subject to the discretion of the EUGfun production team. The production team reserves the right to not select any submission.
- 6) Artists may email the community programs manager, Colette Ramirez, with questions at [CRamirezMaddock@eugene-or.gov](mailto:CRamirezMaddock@eugene-or.gov)

## Timeline

Over half of EUGfun events happen in the summer. Applications must be submitted by February 1, 2019 to be considered for our 2019 summer event season, which runs approximately May – September. We will hold onto submitted applications for fall and winter programming. Summer applicants will be notified of selection by March 5, 2019. The EUGfun production team may keep your application on file for approximately one year for booking off-season performances.

## FAQs

1. **What is the best thing I can do in my application to help me get booked?**

Include a sample of your work. If you are a performer you must include at least one video or audio link of your work, or we cannot consider you. If you are a fine arts/visual artist, you must provide a link to your online portfolio and/or submit one or more images of your work. We need something besides your artist statement/description to make you stand out from the other 100+ artists to give us an experience of what you have to offer.

2. **What are the performance/exhibit conditions like?**

Please take into account that all EUGfun programming is outdoors and we are unable to accommodate stage lighting effects. All materials and/or performances should be appropriate for outdoor display/performance.

3. **What if it rains, or what if it's really hot?**

Our intent is to produce events rain or shine and use tents and/or canopies depending on the weather conditions to protect artists and equipment. It is unlikely we would cancel due to a heat advisory, though we have cancelled due to air quality advisories. In the event of extreme warm weather we provide cooling resources for artists and staff.

Our artist contract includes the following rain out clause: "In the unlikely event that the performance is rained out, as determined by the City's representative three hours prior to the scheduled performance, performers will be compensated at 33% of the original performance fee."

4. **Do I need to fill out the artist form? What if I've worked for EUGfun before?**

Yes. *ALL* artists, even those wishing to return to EUGfun *MUST* fill out a new application. Please be sure to fill out the form completely as we are unable to use information from previous season applications. Thank you!

5. **Does EUGfun compensate artists?**

Yes! The City of Eugene compensates artists. Fees vary from artist to artist depending on any number of factors such as size and number of performances, ancillary workshops, travel and housing needs etc. Each artist contract is individually negotiated once a match in the schedule and material has been determined.

6. **How is this program different from the Downtown Program Fund? Can I apply for both programs?**

The Downtown Program Fund supports applicants who wish to produce all aspects of their own events, with the City as a sponsor. The EUGfun Call to Artists is for individuals and organizations who would like to be part of programming the City of Eugene is producing. You are welcome to apply for both programs. Visit [eugene-or.gov/downtown-programfund](http://eugene-or.gov/downtown-programfund) for more information.

## Performance Opportunities

### Ambient Entertainment

Ambient entertainment is programmed to happen where people naturally congregate downtown, in parks, or as smaller parts of larger events. Artists may be invited into local businesses or perform outdoors in local parks. Depending on the location, the Now! stage and equipment may be available.

Available equipment includes:

- 4'x4'x1' stage
- 2 Shure 58 microphones with stands and XLR cables
- 2 Roland BA-330 portable stereo digital PA system
- 1 Roland Street Cube EX
- Shure SM81 Condenser Mic



## Party on the Plaza

Thursdays in July – August only.

Produced by the Hult Center, Party on the Plaza is curated with a commitment to diversity, high quality performance, and accessibility. Performance material must be appropriate for a broad, diverse audience of all ages, and always family-friendly though not necessarily youth-focused. All shows are free, outdoors and open to the public.

All performances are roughly 45 minutes in length, and begin at 5:30pm. Events occur on the lowest level of the plaza between the Hult Center and the Hilton Hotel. The performance area is fully shaded and there is no stage lighting available. The plaza and steps can accommodate over 500 audience members. Available support and equipment include:

- Staff
  - Stage crew
  - Production coordinator
  - Technical manager
  - Sound engineer
- Indoor “green room” area
- Yamaha LS9 board with 16 inputs (limited to 10 mics) with Yamaha DX 12 speakers system.
- Please note that there is no stage set-up.



## Signature Events

EUGfun signature events often stand alone as multi-faceted cultural or community experiences. Working with partners, EUGfun books performing artists for events like Fiesta Cultural, Sunday Streets, Coffin Races, All Hallows’ Eugene, Light Up Downtown and more. While there is often a focus on music at these events, EUGfun strives to include a variety of other disciplines, including dance, theater, comedy, and more.

Thanks to the diversity of locations and scope of signature events, the technical support and equipment varies and may include:

- Staff
  - Production coordinator
  - Sound engineer
  - Technical manager
- Rented 16’ x 16’ covered stage with optional ADA-accessible ramp
- Sound equipment: please indicate your needs



## Spectacles and Visual Art

EUGfun is committed to providing immersive, engaging experiences, and seeks to program a variety of media at many events to encourage creative expression in the community. These elements may be layered onto existing events or designed as standalone experiences. If you are submitting a spectacle or visual art piece for consideration, please take extra care to outline your vision and needs for space or equipment.



## Spectacles

A spectacle can be a variety of expressions, including flash mobs, marching bands, interactive art installations, jugglers, human sculpture, etc. These spectacles should be catered for outdoor presentation and should be creative, engaging, and break down barriers of traditional exhibition space.



## Visual Art

This project-oriented program pushes the boundaries of the traditional gallery model by creating opportunities for live and multimedia art by emerging and mid-career artists. We accept artist submissions from all genres of the fine arts for temporary, live, interactive and/or multimedia art installations including painters, sculptors, digital media designers and more.