



WOODSIDE
ARTS & CULTURE
c o m m i t t e e

Dear Applicant,

Thank you for your interest in the First Friday Events sponsored by the Arts and Culture Committee of the Town of Woodside. We are delighted with the community's enthusiastic response and the number of attendees at each monthly event.

The vision of the Committee is to entertain, engage, and educate with programs, acceptable for all ages, in the creative areas of, but not limited to, art, music, literature, local history, drama, dance, photography, horticulture, and culinary arts.

P.O. Box 620005
2955 Woodside Road
Woodside, CA 94062

Our First Friday events aim to strengthen multigenerational community involvement in Woodside. We want to encourage local art, creativity, and cultural activities and showcase local creative talent.

If you are interested in being a First Friday presenter please fill out the application below. When the application is completed it can be submitted to Town Hall at 2955 Woodside Road or emailed to: arts&culture@woodsidetown.org (if you email please call for confirmation that we received your email).

First Friday program acceptance is decided by the Town of Woodside and the Arts and Culture Committee. Local residents will receive precedence as presenters.

We look forward to reading your application,

The Woodside Arts and Culture Committee

650-851-6790
Fax: 650-851-2195
townhall@woodsidetown.org

Application to Present a First Friday Event

- 1) Presentation Summary: Please describe in 100 words or less the focus of your presentation, and why you would like to present at one of our First Friday events.

- 2) Woodside Residents have identified several general areas of interest through a community survey that are listed below. Which of these are encompassed in your presentation?

- | | |
|---|--|
| <input type="checkbox"/> Children's programs | <input type="checkbox"/> Cooking/food |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Drama |
| <input type="checkbox"/> Gardening | <input type="checkbox"/> Language |
| <input type="checkbox"/> Lecture Series | <input type="checkbox"/> Local History |
| <input type="checkbox"/> Music, Art, Literature | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Wine Tasting | <input type="checkbox"/> "Woodside made" |

- 3) Tell us about the format of your proposed presentation (lecture, performance, demonstration, workshop, other). Do you have a video, website, or reference we could access?

4) Responsibilities of presenter

- a. Before submitting an application the Committee asks that each presenter attend at least one First Friday event to be aware of the format, timing, and venue size.
- b. After the application is submitted, the Woodside Arts and Culture Committee may request the presenter to attend a Committee Meeting to discuss the proposal.
- c. If accepted, the presenter will provide a photo and brief biography to the Committee.
- d. Presenters are asked to publicize their event to friends, colleagues, and constituents.
- e. The presenter will supply all equipment needed for the presentation beyond a microphone and podium, and screen and projector.
- f. Although the presenter may be able to sell items connected with the presentation (books, for example), the Town of Woodside regulates what may be sold on their premises. If items are sold, the presenter will need to bring an assistant for this purpose. The presenter may keep all proceeds from sales.

5) Responsibilities of Arts and Culture Committee and Town of Woodside

- a. The Town will provide seating for up to 100 attendees in Town Hall. The Committee will provide light refreshments.
- b. The presentation will begin at 7:00 PM and should last no more than 45 minutes. The presentation will be followed by a 15 minute question and answer session. Attendees are welcome to stay afterward to talk with the presenter.
- c. In addition to efforts of the presenter, the Arts and Culture Committee will create and distribute a flyer and advertise the event through print and social media.

6) Contact information

Name: _____

Address: _____

Best phone number: _____

Email address: _____