

tskw

2010/2011
PROGRAM
PROPOSAL
GUIDELINES



Want to propose a workshop, exhibition, project, or creative idea to The Studios of Key West? Just follow these guidelines...

Call for Proposals: Workshops, Classes, Exhibitions, Special Projects

The Studios of Key West 2010-2011 Program Season

Seeking proposals from qualified creative people wanting to offer:

Weekly Classes: creative instruction in any discipline offered once a week over a designated period of time; each session offering its own self-contained experience. Current examples are Painting Boot Camp, Life Drawing, and Watercolor FUNdamentals.

Extended Courses: term-based, longer courses of artistic study; each session based on a complete course curriculum. Current examples are The Artist's Way, Abstract Painting Seminar, and Brush up on your Shakespeare

Workshops: these can range from 1 to 5 day experiences, usually help on consecutive days and following a compact course of instruction and creative development. Workshops make up the bulk of our season programming

Professional Development: programs or presentations designed to support the advancement of Key West's arts community, train and up-skill local creative practitioners, and offer unique professional development opportunities. Current examples are Licensing and Intellectual Property Law, Framing for Artists, and website design.

Exhibitions: The Studios of Key West programs up to 12 exhibition in the Armory main hall each year, and 4 to 6 outdoor exhibitions in the Armory sculpture garden. All media are considered, and we also welcome workshop and presentation proposals from exhibiting artists.

Creative Projects: our organization welcomes and cultivates creative ideas, collaborations, and cultural partnerships. Projects that do not fit the above program types should be well articulated, explained, and supported in your proposal.

a bold new
creative
community

The Studios of Key West has built a community of creative people, dynamic public programming, collaborations, and cultural activity at America's southernmost city. Our staff and board are always in search of extraordinary people who might want to contribute to our community through arts education and outreach, professional development opportunities, and the presentation of new works.



QUESTIONS? Contact the
TSKW Help Desk at
(305) 296-0458

Program Deadline

Deadline for proposals is April 1, for programs to be delivered between October 2010 and September 2011. All program proposals submitted by the deadline will be reviewed for consideration, and acknowledged within two weeks of receipt.

Selection Process

Proposals are reviewed internally, by the TSKW Staff and Program Committee; those most likely to fit with our organization's strategic objectives, community profile, and artistic direction will be given priority. All submitted materials will be kept on file at TSKW, unless a return request and SASE is provided with your proposal.

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The Studios of Key West is a non-profit organization founded in 2007 at America's Southernmost town. We operate year-round cultural programming at our creative headquarters, the Historic Key West Armory. The bulk of our season—workshops, lectures, exhibitions, and public events—occurs from October to May.

We encourage those interested in making a proposal to first consult our website (www.tskw.org), review our most recent season catalog, and gain an understanding of our facilities and operations.

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Complete proposals should be submitted by mail to:

The Studios of Key West
Program Manager
600 White Street
Key West, Florida 33040

If you have any questions regarding a proposal please contact any of our staff at (305) 296-0458. The Studios of Key West appreciates your interest in becoming part of our creative program season.

Proposal Requirements

Proposals to The Studios of Key West should adhere to these guidelines, and include all relevant information and support material. Please submit only duplicates and copies—materials that do not need to be returned. We will keep your information on file for future reference.

Your proposal should include the following information:

- 1) Cover letter introducing yourself and your project
- 2) Curriculum Vitae or Biographical Summary
- 3) Narrative Proposal (up to 2 pages)

For workshops and classes, your narrative section should describe

- Intended class size and skill level for participants
- Site and materials requirements
- Expected participant experiences and outcomes
- Dates you are available to conduct the workshop
- Evidence of your past workshop delivery and success
- Other information that would be useful in our consideration and planning
- Your fee, as well as travel and accommodations requirements

For exhibition proposals, please describe

- The number and composition of artworks or installation materials
- Dates the works are available for exhibition at TSKW
- Whether transport and insurance will be required to or from TSKW
- Approximate value of the works
- Special handling or installation aspects
- Other participants, collaborators, or partnerships relating to the exhibition

4) Photos, samples, or website address that gives a more extensive overview of your past creative projects

5) Letters of Support from two organizations, project partners, or past participants

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