

**Los Angeles County Arts Education Online Program Directory – [www.LAArtsEd.org](http://www.LAArtsEd.org)  
2009 APPLICATION CHECKLIST**

**DEADLINES:**

All applications must be submitted electronically by

**5:00 pm Wednesday, August 26**

All supplemental material must be postmarked by

**Wednesday, August 26, 2009**

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**MATERIALS:**

All materials, where appropriate, must be on standard white 8.5" by 11" paper, suitable for photocopying.

**DO NOT SUBMIT MATERIALS:** Stapled, Bound, Taped, Pasted, Odd sized, or in plastic sleeves.

NAME \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

*Organization /Provider*

Total # of PROGRAMS in 2009 APPLICATION = \_\_\_\_\_

Programs Type(s)  
Check all that apply  
Indicate number of programs per type

Field Trip # \_\_\_\_\_  
 Performance # \_\_\_\_\_  
 Residency # \_\_\_\_\_  
 Workshop # \_\_\_\_\_

Discipline(s)  
Check all that apply

Dance   Music   Theater / Literary / Storytelling    Visual Arts    Media / Multidisciplinary

Do you already have programs listed on LAArtsEd?   Yes   No

Answering yes will not effect your opportunity to add additional programs.

**ARRANGE MATERIALS IN THE ORDER BELOW AND RUBBER-BAND MATERIALS TOGETHER.**

**I-9 MANDATORY for ALL APPLICANTS**

For details, see application guidelines <http://www.laartsed.org/application/guidelines.aspx>

- 1. CHECKLIST**  
Submit a printout of this completed checklist.
- 2. SUPPLEMENTAL MATERIALS SUMMARY**  
Submit completed document from SECTION 6 of the online application.
- 3. APPLICATION**  
Submit a printout of the completed application from the online application's REVIEW screen
- 4. TWO LETTERS OF RECOMMENDATION**  
Submit one copy each of two recent (2008 or 2009) letters of recommendation from school sites.
- 5. STUDY GUIDES and/or LESSON PLANS**  
Submit one copy paper-clipped  
*Study Guides: (Performance and Field Trips)*  
*Lesson Plans: (Workshops and Residencies)*
- 6. ASSESMENT TOOL SAMPLE**  
Submit one copy paper-clipped
- 7. PHOTOGRAPH**  
One photograph is required for all applications (*Submission online acceptable*)
- 8. VIDEO**  
Videos should be on DVD, CD-ROM or via a USB drive as a .WMV, .MOV, or .MPG file, and be no longer than one minute in length.
- 9. ARTISTIC WORK SAMPLES**  
Slides or Photos; Compact Disc/Audio Cassette Tape; Books/Publications; Digital Media; DVD

**RETURN OF MATERIALS:**

PLEASE NOTE THAT APPLICATION SUPPLEMENTAL MATERIALS WILL NOT BE RETURNED. DO NOT SEND ORIGINALS.

**PLEASE MAIL ALL MATERIALS TO:**

Los Angeles County Arts Commission  
c/o Arts Education Program Directory  
1055 Wilshire Blvd., Suite 800  
Los Angeles, CA 90017

**QUESTIONS?**

Contact Elisha Wilson Beach  
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