

## Work Sample Preparation Guide

**We recommend that you prepare and upload your work samples early in the application process.** Traffic to the Mid Atlantic Arts Foundation eGRANT site generally increases closer to application deadlines and lag time for uploads may cause upload errors. Please upload one file at a time, and remember that uploads may take several minutes depending on connection speed.

### Technical Requirements:

**Work Sample Maximum Duration: Ten (10) minutes in length**

#### Audio Samples:

- There is a size limit of 10MB per audio file.
- Audio files may be uploaded in either .mp3 or .wav format ONLY.
- Save each file with the artist/ensemble's name and title of the work locally prior to uploading.
- Include only one work sample per file.

#### Video Samples:

- There is a size limit of 120MB per video file.
- Video files may be uploaded in .mov, .mp4, or .m4v format ONLY.
- Save each file with the artist/ensemble's name and title of the work locally prior to uploading.
- Include only one work sample per file.
- Video files should be high resolution without exceeding the file size limitations.

### Work Sample Selection:

- Work samples should be as relevant as possible to the proposed activity. If possible, include samples of the work to be performed at the proposed engagements.
- When possible, samples should not be more than three years old.
- Mid Atlantic Arts Foundation will not accept the submission of promotional videos as they do not provide an adequate representation of an artist/ensemble's work.
- **If a dance or theater artist/ensemble, work samples must be videos and document a live performance.** As heavy editing can detract from panelist viewing, it is discouraged.
- Work samples will only be accepted in the formats listed above.
- Work samples must represent the work of the applicant.

### Length of Work Sample:

**The maximum length for each work sample is ten minutes.** Panelists review each work sample to the extent required to evaluate the work. Applicants are encouraged to prepare a well-organized presentation that best exhibits the work of the proposed artist/ensemble. Work samples may not be viewed in their entirety. Work samples should be of the highest quality possible as panelists both familiar and unfamiliar with the artist/ensemble will be judging artistic excellence.