



Work Sample Guidelines

Instructions

Generally, our programs allow up to **five (5) work samples** total in the formats described below. You may also enter a link to a website with your work samples. Combining images, video, audio, articles, etc. is allowed. Posters and flyers are allowed but are generally considered the least effective form of work sample if they don't include dates, locations, etc.

Include the title, date(s), location(s), and a brief description of the work sample. If you are using links, make sure the panelists know **EXACTLY** what to look for once they get to the linked page. Panelists will not spend time roaming through websites.

Panelists will review work samples for no more than 3-5 minutes total per application. Choose your work samples carefully, selecting the samples that are most impactful to your application.

Digital images

Preferred file type is jpg.

Audio Samples

The total **combined length** of your audio samples should be no more than 5 minutes. If you want panelists to start listening at a particular timestamp, indicate in the description field. You might opt to upload your work samples to SoundCloud (or similar service) and use the website link option. If you are uploading a video in combination with other media types, keep in mind panelists will not review work samples for longer than 5 minutes.

Video Samples

The total **combined length** of your video samples should be no more than 5 minutes. If you want panelists to start listening at a particular timestamp, indicate in the description field. Because of the typical file size of videos, we suggest uploading to YouTube (or similar service) and using the website link option. If you are uploading a video in combination with other media types, keep in mind panelists will not review work samples for longer than 5 minutes.

Documents (Literary samples, publications, periodicals, catalogues)

Submit selected samples that are best related to the work described in your proposal. Upload each sample individually, as a separate file. It is recommended that each file be no more than five

(5) pages. PDF documents are preferred.

Scanned Materials

If you must scan material, scan images at a resolution of 300 dpi to limit their size. Experiment with the JPEG quality settings. Saving the document as a "medium quality" or "low quality" JPEG will reduce the file size and is not likely to reduce readability.

When you have scanned the images, combine them into a single PDF file. Submit a single file for each document; do not submit a separate file for each scanned page.