

Event Date: Saturday, Oct. 17, 2026

Applications Due: Wednesday, June 17, 2026 by 5 p.m.

Art Workshop Leaders will be notified of their application status via email by Wednesday, June 24, 2026.



The festival is the City's premier family-focused event, committed to developing creativity and arts appreciation for children ages 14 and under. The festival's primary purpose is to provide a community festival centered on visual and performance art workshops that promote creative engagement in a family-friendly atmosphere.

The number of art workshops the City can offer at the festival is limited based on space and budget. Art Workshop applications will be evaluated based on the selection criteria described in the Hands on the Arts Standard Operating Procedures and in this application.

Applications may be submitted [online](#), via mail or in-person.

Incomplete or unsigned applications will be rejected prior to review/evaluation. Required materials (photos of proposed art project, step-by-step instructions, additional materials requested) must be attached or application will be considered incomplete and disqualified.

Art Workshop Evaluation Criteria

The City's overall goal for the festival is to curate a collection of art workshops that:

- 👉 Are simple, engaging, and fun for children
- 👉 Offer a variety of art forms
- 👉 Provide opportunities for individual creativity
- 👉 Align with the City's goals for the festival of providing a family-friendly, child-focused event that provides an inclusive and culturally respectful way to explore creativity

Art Workshop Proposer Information

Proposer/Organization Name: _____

Contact Person, if different from above: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Website: _____

How did you hear about this event? _____

Why are you interested in participating in Hands on the Arts and sharing your proposed Art Workshop with the community?

Art Workshop Compensation

Art Workshop Leaders who are selected are offered a stipend of \$400 for their services at the event or can choose to work as volunteers. Check the category that best describes you:

- Will volunteer for the event
- Will contract for this event - \$400 (Art Workshop Leaders must be 16 years or older to receive stipend)
- Current Rec Contractor (compensated flat \$400 for the event, separate from any existing agreement)
- Current City Employee Rec Instructor (compensated for \$400 on regular paycheck)
- Current City Employee, not a Rec Instructor (not eligible for compensation, will volunteer)

Are you?

- Returning Hands on the Arts Festival Workshop (most recent year: _____)
- New to this event

Art Workshop Attire

Art Workshop Leaders are required to wear their festival T-shirt while working at the event.

I agree to wear the festival T-shirt for the duration of the festival and my size is (check one):

- Small Medium Large XL XXL 3XL 4XL

Art Workshop Description

Art Workshop Name: _____

Describe your proposed Art Workshop:

How many participants can your Art Workshop accommodate simultaneously? _____

Suggested age range (minimum age that is appropriate for your project):

- | | | | | | |
|----------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> 3 | <input type="checkbox"/> 5 | <input type="checkbox"/> 7 | <input type="checkbox"/> 9 | <input type="checkbox"/> 11 | <input type="checkbox"/> 13 |
| <input type="checkbox"/> 4 | <input type="checkbox"/> 6 | <input type="checkbox"/> 8 | <input type="checkbox"/> 10 | <input type="checkbox"/> 12 | <input type="checkbox"/> 14 |

Describe the artistic technique or tradition that your art workshop is promoting:

Describe how your art workshop promotes self-expression, creativity, and imagination:

If your art workshop includes cultural themes or traditions, please describe the culture represented and how your activity will present it in an inclusive and respectful way.

If your art workshop involves S.T.E.M. to S.T.E.A.M. initiatives, please explain:

Art Workshop Handouts, Signage, Messaging, Displays, etc.

All required supplies for the workshop should be listed in the "Supplies" section of this application. Additional handouts and materials are not encouraged. However, if you seek to include materials in addition to the required art supplies in your workshop, copies of all such materials, including but not limited to flyers, informational posters, handouts of any kind, and displays, must be submitted with this application. **The City will remove additional materials that are placed on display or distributed at the festival but were not submitted with this application and pre-approved.**

- I will have no handouts or materials other than supplies listed in the supply section of this application.
- I would like my workshop to include the following additional materials (list, describe and provide copies):

Example: posterboard depicting a tulip and labeling the different scientific parts of the flower and copies of same on 8x10 inch handout.

- I have attached photos or copies of my proposed handouts (required). I understand these may be approved or disapproved by the City. If my art workshop is selected, I agree to abide by the City's decision regarding use of the materials and I understand unapproved materials will be removed and that use, posting or distribution of unapproved materials will disqualify me from future participation in the festival.

Art Workshop Staffing and Volunteers

- Art Workshop leaders are supported by volunteers who can help with supplies, relay messages and assist children.
- The Committee strongly encourages workshop leaders to recruit friends, family or others familiar with the project to volunteer. Volunteer service credits are available. Contact the Art Workshop Coordinator for details on how to register to volunteer.
- Volunteers receive a commemorative T-shirt to be worn during the event and a snack. All-day volunteers also receive a free lunch.

As required by law, all volunteers (ages 18+), whether recruited by an Art Workshop Leader or the City, must be registered through the City's Volunteer Services Program and pass a DOJ background check (fingerprinting) to work with children.

Please be as accurate as possible when requesting volunteers, as extra volunteers beyond those requested on this application may not be available on event day.

How many volunteers are required for your Art Workshop? _____

How many volunteers can you recruit? _____

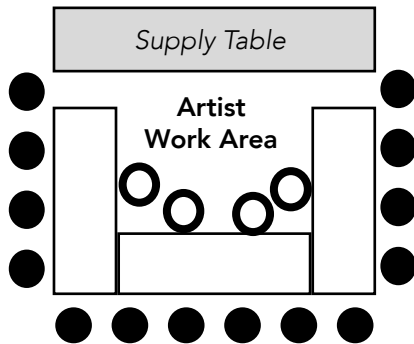
How many volunteers would you like the City of Sunnyvale to provide?* _____

* Please note: While every attempt is made to provide the number of volunteers you request, the number of volunteers you request may not be available the day of the festival.

Booth Location and Set-up

This year's festival will include both indoor and outdoor booth spaces across the Community Center campus. The City will assign booth locations based on event layout, available space, and each artist's needs (such as electrical access). While we'll do our best to find the right fit for everyone, specific booth locations cannot be guaranteed.

Each booth is equipped with four 8' tables and 18 chairs and will be set-up as pictured below:



*Workshop Participant seating area
(14 chairs)*

*Artist/Volunteer seating area
(4 chairs)*

Do you need any of the following additional furnishings?

- | | |
|----------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Extra tables (Qty: _____) | <input type="checkbox"/> Extra chairs (Qty: _____) |
| <input type="checkbox"/> Flip Chart Stand (Qty: ___) | <input type="checkbox"/> Water access |
| <input type="checkbox"/> Electrical outlets (Qty: _____) | <input type="checkbox"/> Electrical cords (Qty: ___ ; Length: ___ft.) |

Project Sample and Instructions

Art Workshop proposals must attach the following:

- Sample and/or photos of the proposed workshop project
- Step-by-step instructions for completing your project (for City staff to use in assessing suitability of project for festival). These instructions may also be used as handouts to assist volunteers, parents and children with completing the project.

Promotional Materials and Business Solicitation

Hands on the Arts is a community education event. Art Workshop Leaders may not solicit business, sell goods or services, or display promotional materials advertising personal businesses, classes, or programs.

Educational materials that support the workshop—such as sample images of the project or step-by-step instructions—may be displayed if they are submitted with this application and approved in advance by the City, as provided in the "Art Workshop Handouts, etc." section.

Art Workshop Leader Agreement

By submitting this application, I agree to the following (check all):

- I will abide by the City of Sunnyvale's rules for this event, including rules listed in this application, festival operating procedures, this Art Workshop Leader Agreement and any other requirements conveyed by the City.
- I have included all required attachments with this application, including photos or videos of my proposed workshop, step-by-step instructions for my workshop, any handouts or additional materials I am proposing to include and a complete listing of all supplies. I understand that failure to answer all questions in this application or failure to attach required materials will result in disqualification of my application.
- If the City approves my proposed workshop, I understand and agree to execute the workshop consistent with the information provided in this application and as approved by the City. On the day of the festival, I agree to include only the materials submitted with this application and approved for my workshop. I understand and agree that the City will require removal of any unapproved materials and that failure to do so will result in cancellation of my workshop, closure of my workshop booth on the day of the event and disqualification from leading a workshop at future festivals.
- I acknowledge that the City of Sunnyvale is selecting Art Workshop Leaders to act as representatives of the City of Sunnyvale in conducting art workshops for children ages 14 and under. I understand that this event is not a forum for my own private expression and that City retains full authority over Workshop Leader selection, workshop and event content approval, and event messaging. If I am selected as a Workshop Leader, I agree my participation will be consistent with the Workshop approved by the City and the priorities and themes established by the City for the Hands on the Arts event.

Applications are due by Wednesday, June 17, 2026 by 5 p.m.

Email applications: handsonthearts@sunnyvale.ca.gov

Drop off in person:

Senior Center Front Desk
Sunnyvale Senior Center
Attn: Laura Bryan
550 E. Remington Drive
Sunnyvale, CA 94087

Mail applications:

Hands on the Arts
Attn: Laura Bryan
550 E. Remington Drive
P.O. Box 3707
Sunnyvale, CA 94087