

WWW.SPACEDISTRICT.ORG
MEMBER MINI-SITE INVITATION
FOR ARTISTS, GALLERIES, AND PERFORMANCE SPACES

The San Pedro Arts, Culture & Entertainment (SPACE) District has created a vibrant website devoted to the District's Arts, Culture and Entertainment. What makes this site so functional is that SPACE District artists, galleries and performance space members have the ability to update and input content themselves.

Restaurants and arts related businesses inside the SPACE District, and working San Pedro artists outside the District have the option of a one page directory listing, with contact information, and links to their own website. See the Directory Listing Invitation/Agreement pdf for sign up details.

Artists, galleries, and performing arts groups located in the SPACE District are invited to develop their own unique FREE Member Mini-Site. Your site will have a home page that can include your basic information, and an introduction to your business or art work, a photo gallery with captions is on page 2, and page 3 is for information on your events, and page 4 is available for your full bio, mission statement, etc. You will be able to add your events to the website's calendar.

In order to receive a Mini-Site, you must fill out the appropriate forms and agree to be trained to update your site. We will build your mini site and then you will receive a password and training so you can keep it current.

The Grand Vision Foundation is developing and managing the SPACE website. GVF is located at 434 W. 6th St., San Pedro, CA 90731. Phone: (310) 833-4813 / Fax: (310) 833-6362. Please send all emails to both Ann@spacificimage.com and Michale@grandvision.org.

PROJECT PHASES

A limited number of Mini-Sites are available in this first round, participation is on a first come-first served basis. To participate:

- 1) Fill out and sign the SPACE Member Mini-Site Agreement return in paper form to GVF. Also return the Mini-Site Worksheet. Once this is done, we can get started.
- 2) Email the appropriate images. We will assist you to ensure that the photos, pdfs and other uploadable material are in the correct format.
- 3) We will post this information in a standardized format.
- 4) We will train you, in groups, on how to update your sites. You agree to update your site at least once a quarter, and that postings occur at least two weeks before each event.
- 5) GVF posts the Mini-Site.

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SPACE MINI-SITE MEMBER AGREEMENT
FOR ARTISTS, GALLERIES, AND PERFORMANCE SPACES

This Agreement is between _____ known as the “Member” and Grand Vision Foundation, known as “GVF”, which is both developing the SPACE Website and responsible for management of the SPACE District website and the Member Mini-Sites (“Mini-Sites”).

GVF will provide each participating member:

A Free four page Mini-Site including:

- 1) Home Page. Includes basic information such as artist statement or organization mission statement.
- 2) Photo Gallery. The photo gallery includes up to 12 photos, with captions if you like.
- 3) Detailed Upcoming Events Listings. You have the ability to link to You Tube videos or other sites here.
- 4) More information. Full bio or other information.

The Member will provide:

- 1) A signed copy of the following Agreement, returned to GVF, 434 W. 6th St., San Pedro, CA 90731.
- 2) A hard copy or email copy of the Member Mini-Site Worksheet
- 3) Images, information, events, websites, pdf files, etc. that the member wishes to upload to their Mini-Site, in the format described in the Member Mini-Site Additional Information Instructions, (included.)

The Member acknowledges:

- 1) That it is my obligation to update my Mini-Site at least once per quarter. I understand that if I do not visit my site at least once a quarter the site may be removed to make room for another. Or, GVF may choose to update my site. I understand that this will be evaluated every six months and that I will only be given one written notice to comply before my Mini-Site is taken down.
- 2) That GVF may enter my Mini-Site at any time to update/post information or remove any material at its sole discretion without notice. GVF is held harmless if unintentional errors or omissions to my Mini-Site occur at any time.
- 3) That the Mini-Site page layouts are standardized and may not be customized.
- 4) As an artist or gallery, the events posted on my Mini-Site must include art that I have made with my own hands or gallery shows I have curated; performing arts events that my organization has produced in the District; and Restaurants must be in the District.
- 5) That I will attend one or more training sessions to ensure that I understand how to update my Mini-Site.
- 6) That if I no longer reside in or do creative work in the District, I give up my right to the Mini-Site. However, I am free to list events that take place outside the district.
- 7) That it is my responsibility to inform GVF of any changes to my contact information.
- 8) That events will be posted on a District calendar and the calendar is archived.
- 9) That this website's existence is subject to San Pedro ACE District funding. If the website must come down, we will provide as much notice as possible to permit the members to download their mini-site contents to save for other uses at least three weeks before the site is removed.

Thank you! Here's to a positive and inspired collaboration.

Agreed to
by:

Member Name

Date

Organization Name, if applicable

And:

Liz Schindler Johnson,
Grand Vision Foundation for SPACE District

Date

WWW.SPACEDISTRICT.ORG
MEMBER MINI-SITE WORKSHEET
FOR ARTISTS, GALLERIES, AND PERFORMANCE SPACES

Please fill in the following:

First Name: _____ Last Name: _____

Organization _____

Physical Address: _____

Website (optional) _____

Telephone _____ Email _____

Show Telephone # on Mini-Site? YES or NO choose one)

Show Email Address on Mini-Site? YES or NO (choose one)

Short Description: (One line that will show in the member directory)

Example: Little Fish Theatre is a 65 seat equity waiver theatre that presents new, classic and contemporary works in the heart of downtown San Pedro.

Long Description: (100 words maximum.) This should be a paragraph or two, i.e., artist statement, organization mission statement that would show on your home page. (You may submit this via email .)

Example: Little Fish Theatre's mission is to present quality productions year-round, drawing material from the wealth of new, contemporary and classic plays that lend themselves to an intimate performance space. We aim to provide provocative, stimulating theatrical entertainment, while providing a nurturing environment for theatre artists and an inviting nexus for local and visiting audiences. Little Fish Theatre is a program of Shakespeare by the Sea.

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MEMBER MINI-SITE
ADDITIONAL INFORMATION and INSTRUCTIONS
FOR ARTISTS, GALLERIES, AND PERFORMANCE SPACES

To get started, you will need to assemble the photos and information to be included on the site. (Don't worry if you don't know how to do all this. You can also start by submitting the agreement and asking for assistance.) Some of these items include:

ITEMS:

- 1) Artist, Gallery, or Performing Arts Organization Logo (optional)
- 2) 1 Home Page photo: 72 dpi; 300px (pixels) by 300px max; square, vertical or horizontal format ok ay.
- 3) Maximum of 12 photo gallery images: Each photo must be 72 dpi, and approximately 300-500px wide by 300-500px tall, max) Captions may be added for each photo. Also for each of the 12 photos, include a corresponding thumbnail which must be 72 dpi, and 160px by 160px.
- 4) Information on upcoming events, including: title, photo (160px wide by variable height), description, date/time, additional web site link (optional)
- 5) Optional additional information: detailed bio or resume, additional gallery, season or show information, past event highlights, etc., This information will go on a "More Info" page that you will be able to customize with Flickr or Picasa slideshows, pdfs, YouTube videos, restaurant menu, links to social media sites (i.e., facebook) etc.
- 6) Tiny home page banner image: if you want a different one than what is on the main SPACE website banner
- 7) After you become a participating member, you will be able to update your events calendar on the web site calendar.

When you have your information together, and you've submitted your signed agreement and worksheet to GVF, a group training session will be scheduled to instruct you on how to enter and upload information and photos to your new mini-site. Call Michale at GVF (310-833-4813) to schedule your training.

WWW.SPACEDISTRICT.ORG
DIRECTORY LISTING INVITATION
FOR RESTAURANTS AND ARTS RELATED BUSINESSES IN THE DISTRICT,
AND SAN PEDRO AREA ARTISTS OUTSIDE THE SPACE DISTRICT

The San Pedro Arts, Culture & Entertainment (SPACE) District has created a vibrant website devoted to the District's Arts, Culture and Entertainment.

Restaurants and arts related businesses inside the SPACE District, and working San Pedro artists outside the District have the opportunity to have a one-page directory listing, with contact information and link to their website.

Participation is easy. Just sign the agreement and provide the image and information that will be included on your directory listing.

The Grand Vision Foundation is developing and managing the SPACE website. GVF is located at 434 W. 6th St., San Pedro, CA 90731. Phone: (310) 833-4813 / Fax: (310) 833-6362. Please send all emails to both Ann@spacificimage.com and Michale@grandvision.org.

PROJECT PHASES

To participate:

- 1) Fill out and sign the SPACE Mini-Site Agreement return in paper form to GVF.
- 2) Email the image or logo as described in the Directory Listing worksheet, along with the information you want to include (see the Worksheet for details).
- 3) GVF posts the Directory Listing.

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DIRECTORY LISTING INVITATION
FOR RESTAURANTS AND ARTS RELATED BUSINESSES IN THE DISTRICT,
AND SAN PEDRO AREA ARTISTS OUTSIDE THE SPACE DISTRICT

This Agreement is between _____ and Grand Vision Foundation, known as "GVF", which is both developing the SPACE Website and responsible for management of the SPACE District website.

Following receipt of a signed copy of the Agreement, GVF will provide a Directory Listing to qualifying restaurants and arts related businesses in the SPACE District, and San Pedro area artists outside the SPACE District. The Agreement to be sent to: GVF, 434 W. 6th St., San Pedro, CA 90731.

The Directory Listing will include: One logo or image, location, contact info, website link, and maximum 100 word description to be provided by the Directory Listing Participant using the following worksheet.

The Directory Listing Participant agrees:

- 1) That it is my obligation to review my Directory Listing at least once per year and if updates are needed, I will provide them to GVF. I understand that if I do not keep my information current, GVF may choose to update or delete my listing.
- 2) That GVF may at any time update/post information without notice. GVF is held harmless if unintentional errors or omissions to my Directory Listing occur at any time.
- 3) That the Directory Listing layout is standardized and may not be customized.
- 4) That GVF may remove any material from the site at any time for any reason without notice.
- 5) That it is my responsibility to inform GVF of any changes to my contact information.
- 6) That this website's existence is subject to San Pedro ACE District funding.

Thank you! Here's to a positive and inspired collaboration.

Agreed to
by:

Member Name

Date

Organization Name, if applicable

And:

Liz Schindler Johnson,
Grand Vision Foundation for SPACE District

Date

WWW.SPACEDISTRICT.ORG
DIRECTORY LISTING INFORMATION WORKSHEET
FOR RESTAURANTS AND ARTS RELATED BUSINESSES IN THE DISTRICT, AND
SAN PEDRO AREA ARTISTS OUTSIDE THE SPACE DISTRICT

Please fill in the following:

First Name: _____ Last Name: _____

Organization _____

Physical Address: _____

Website (optional) _____

Telephone _____ Email _____

Show Telephone # on Listing? YES or NO choose one)

Show Email Address on Listing? YES or NO (choose one)

Via email submit to both Ann@spacificimage.com and Michale@grandvision.org:

- 1) Short Description: (20-25 words) One line that will show in the member directory)
- 2) Long Description: (100 words maximum.) Describe your restaurant, retail shop, or artist statement. Your website will be linked, if provided. Please add a link to this site to your web site to increase visibility to the search engines.
- 3) One Home Page photo or logo image: 72 dpi; 300px by 300px max; square, vertical or horizontal format okay.