GUIDELINES FOR COMMISSIONED WORKS

Proposals for new, original, multi-disciplinary works will be accepted for a “Commissioned” category. Each project must be created by a team consisting of two or more members, and must combine at least one area of creative expression with a major technology component. We anticipate awarding 2-4 commissions with at least one of the commissions incorporating a theme that contains a reflective element spanning a longer period of time to celebrate the centennial (1911 - 2011) of Connecticut College. The proposed project must not have been previously published, performed or exhibited. The commissions are expected to be completed before the start of the residency at Connecticut College during which the project set up, class visits and workshops will take place. Awards will be granted at the discretion of the Program Committee. Submissions not accepted for the commissioned category may also be reviewed for the general submissions category upon request of the submitting team.

GENERAL INFORMATION
Commission proposals must include description of the proposed project, detailed technical and production requirements, number of participants (including performers) and a proposed budget. Selected commissions will be awarded up to $3000 and a residency at Connecticut College between February 26 and March 3, that will include:

- Installation/presentation/performance of the commissioned work
- Rehearsals
- Scheduled presentations and workshops for students and faculty
- Attendance at the symposium of at least one member from each discipline pertaining to the presented work
- Oral presentation and a paper describing the commissioned work at the symposium

TECHNICAL REQUIREMENTS
Complete requirements and specifications must be included in the proposal, outlining needs to be supplied by the team and needs requested from Connecticut College. Proposal must include: equipment, construction requirements, audio/visual equipment, hardware, software, electrical needs, projection, lighting, space requirements, etc. Drawings or schematics are highly recommended. Additional campus assistance may be available from the Ammerman Center for Arts and Technology, academic departments and support services based on the details of the proposal. Installation and performance space will be based on availability and assigned to projects by the committee. Please check with the Center about accommodations of your project if your requirements exceed the traditional performance/installation infrastructure.

COMMISSION WEEK SCHEDULE
Sunday - arrival on campus
Monday – Technical needs meeting, set-up day
Tuesday, Wednesday – Set-up days, demonstrations, workshops and class visits with campus community
Thursday, Friday, Saturday – Symposium participation, including presentations, performances, installation as applicable.

BUDGET
Submissions must include a comprehensive outline of project expenses clearly indicating the sources (in-kind, financial, team-supplied and those requested from Connecticut College). The College may be able to provide support services materials and equipment based on availability. The number of participants and performers and their roles in the project must be listed. Housing and meals will be supplied by Connecticut College for up to 3 participants and/or performers per commission. Travel is not included.

AWARDS
Awards will be given in the amount of up to $3000 in the form of personal stipends for each accepted commissioned work. Payment will be in two parts: 50% upon acceptance, and 50% upon successful completion of project and attendance at the symposium. Award is to be used at the discretion of the team, and no additional monies will be supplied by Connecticut College.

DEADLINES
October 14, 2011: Commissioned Works Deadline
November 1, 2011: Commissioned Works Acceptance Notification
February 26, 2012: Start of residency at Connecticut College
March 1, 2012: Symposium