



City of Alexandria
**OFFICE OF
THE ARTS**

Request for Mobile Art Lab Participation

The City of Alexandria's Office of the Arts is seeking requests from community organizations, businesses, and event organizers interested in hosting the Mobile Art Lab (MAL) for creative community engagement. The MAL is a dynamic arts vehicle equipped with traditional and innovative art supplies, engaging artists and residents in the visual and performing arts.

Eligibility: Requests must be for engagements within the City of Alexandria that are free and open to the public, including but not limited to public spaces (rec centers, libraries, parks, schools), local businesses, special events, pop-ups, and neighborhood gatherings.

Selection Criteria: Requests will be evaluated based on the Mobile Art Lab Community Engagement Request Rubric.

Application Process & Timeline:

- **March 12, 2025:** Application opens
- **March 20, 2025:** Mobile Art Lab Information Session (Virtual)
- **April 13, 2025:** Application deadline
- **April 21, 2025:** Notifications sent to selected applicants

Submission Requirements

Applicants must submit the following in the online application:

1. A description of the proposed engagement
2. Details on target audience and location
3. Estimated number of attendees and visibility potential
4. Any host group affiliation, potential partnerships, or sponsorship support

Contact Information



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For questions, contact:

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Evaluation Criteria

Each request will be evaluated based on the following goals: Alignment with the Office of the Arts' mission, the community or location you will serve, the size of the audience, whether you have experience running the event before, and your event logistics.

Request Guidelines

- The Mobile Art Lab aims to conduct **30-40 engagements per year**.
- All requests must be for events or activations that are **free and open to the public**.
- Private events, rallies, political events, fundraisers, special-interest events, and marketing events targeting a product or service will not be considered.
- Some weeks are pre-committed to major events (e.g., ALX Jazz Fest, City Birthday) or engagements already in development through the Office of the Arts.
- Events must comply with city permitting needs (examples may include Special Event permits, parking permits, noise permits, or health permits).
- Event must be able to accommodate the Mobile Art Lab vehicle (22 x 8 x 9 ft) plus room for the art activity and audiences, including parking spaces and vehicle access.

Frequently Asked Questions



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What types of art programming can I request?

- We will develop the art engagement in discussion with the organizer. All activities are either a demonstration or a collaborative hands-on activity usually under 5 minutes.
 - Examples include printmaking, collage-making, button-making, coloring pages, facepainting, temporary tattoos, and collaborate painting project, to name a few

What is the range of available times for the Art Lab at an event?

- We ask that all event requests have a minimum of one hour and a maximum of three hours.

Can I request the Mobile Art Lab for a birthday party or a team-building event?

- The Mobile Art Lab can only go to events that are free and open to the public.

I'm flexible where I can host my event, or what time of year. Should I still apply?

- Yes! Even if you are not selected during the Open Call timeframe, our team reviews applications throughout the year and may reach out to you if availability allows. However, it is best to have a clear idea of your event before submitting.

Can I host an event outside of the City of Alexandria?

- The Mobile Art Lab only serves events that are free and open to the public within the city of Alexandria.

What if my event is not selected?

- Due to availability constraints, your event request might not be selected at this time. However, our Mobile Art Lab team will continue to review applications throughout the year and may be in contact for a later date as availability allows.