



# ARTIST INFORMATION

MINI MURAL PROJECT • 2025–2026



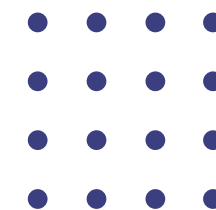


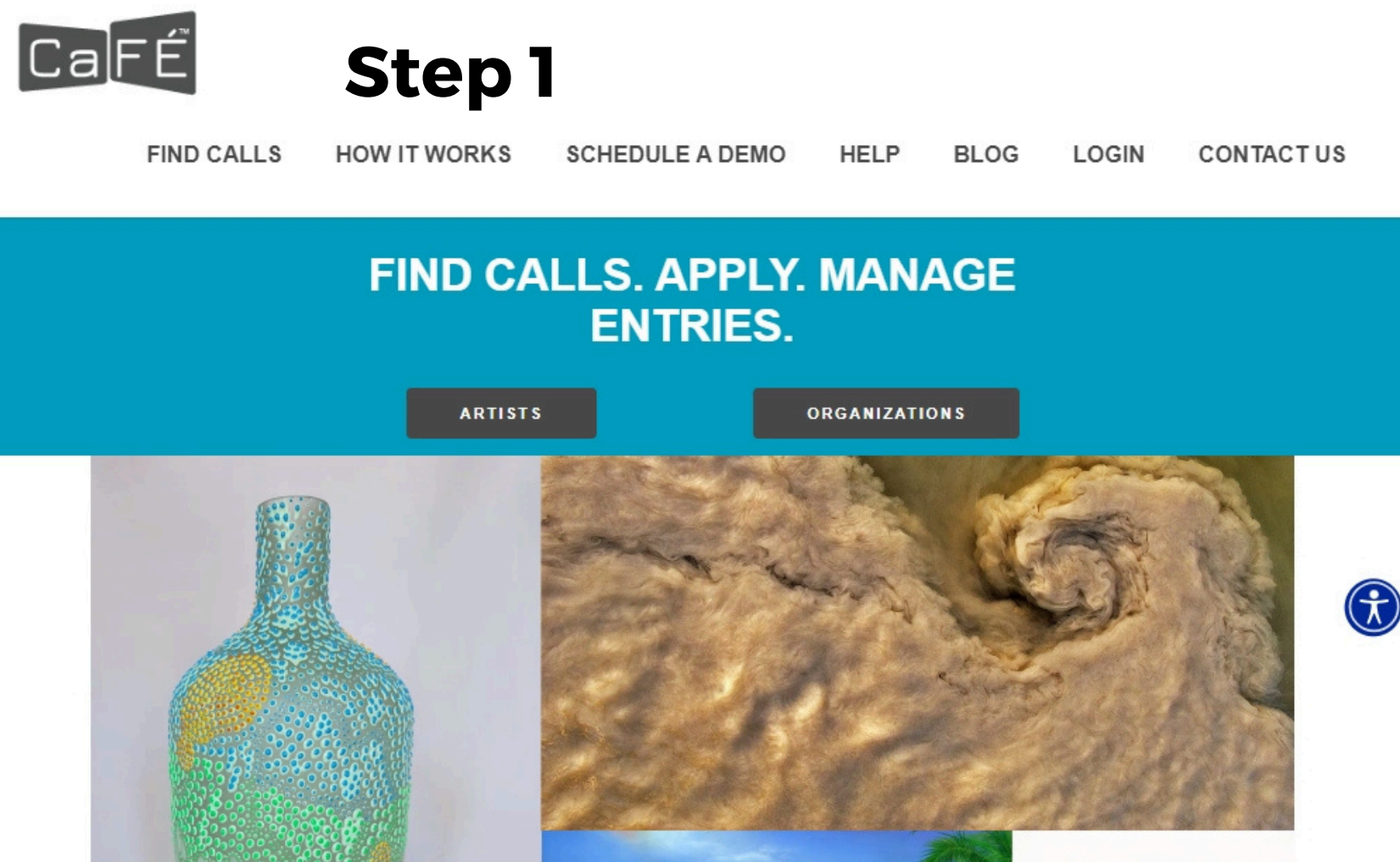
# OVERVIEW

Tutorial on the application and artist selection process

Overview of the design and installation phases

Artist and City Responsibilities





## Step 2



Fields in bold are required.

Use only alpha-numeric type for your Username and Password, limit of 8-30 characters, no spaces.

Contact Information

Username

Password

Confirm Password

First Name

Last Name

# SETTING UP A CAFE ACCOUNT

<https://www.callforentry.org/>

## Step 1

Access the homepage and click on “Artists”

## Step 2

Click “Sign up for Free”, to access the registration page and input your contact information.





## Step 3

Welcome back, **MORGAN**  
**LOG OUT**

**MY CAFÉ ENTRIES** MY PROFILE MY PORTFOLIO APPLY TO CALLS CALENDAR CHECKOUT CAFÉ HELP LOG OUT

Welcome Morgan Chavez  
username: **Morgan.Test**

Applying is a three-stage process. ALL steps must be completed to submit.

STEP 1: **My Portfolio**. Upload work samples.  
STEP 2: **Apply to Calls**. Search calls and apply.  
STEP 3: **Checkout**. Complete and checkout.

You currently do not have any active calls. Click the "**My Portfolio**" link to upload your images to CaFÉ™. Once this is complete click the "**APPLY TO CALLS**" link to choose calls and to apply. These links are always located at the top of the site.

**My past entries**



Welcome back, **MORGAN**  
**LOG OUT**


**MY CAFÉ ENTRIES** MY PROFILE **MY PORTFOLIO** APPLY TO CALLS CALENDAR CHECKOUT CAFÉ HELP LOG OUT

## My Portfolio Step 4

Work samples will be stored in your portfolio so you can submit them to calls. You will pick and choose which work samples to submit on the application form.

**Add Media**

**CaFÉ Storage:**

- 100 image files.
- 6 audio files.
- 6 video files.
- Unlimited audio and video links allowed. 

**Images: 0 of 100**

# SETTING UP A CAFE ACCOUNT

<https://www.callforentry.org/>

## Step 3

Set up your portfolio by clicking the  
"Step 1: My Portfolio" button

## Step 4

Adding images to your portfolio

- Files need to be saved as .jpeg, CaFE will not accept .png format
- The Mini Mural Call is asking for a minimum of 5 and a maximum of 10 images








# Step 5

## Add Media

Select a file type **Image**

 Upload File

JPEG or JPG, under 5MB with a minimum of 1200 pixels on the longest side. More information available at [CaFÉ Help](#).

Choose File

You have chosen an image file. Please enter information about the image below.  
Fields in bold are required.

\*Artwork Title

\*Medium

(60 character limit)

\*Height

Units

Inches

\*Width

\*Units

Inches

\*Depth

\*Units

Inches

\*Artwork for Sale?

Select

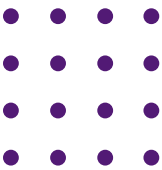
Price/Value (numbers and decimal only)

# SETTING UP A CAFE ACCOUNT


<https://www.callforentry.org/>

**Step 5**  
Upload files and provide a description of the artwork.

- Remember to label your files  
LastnameFirstname\_projectname








Step 6

Welcome back, **MORGAN**  
[LOG OUT](#)

[MY CAFÉ ENTRIES](#) [MY PROFILE](#) [MY PORTFOLIO](#) [APPLY TO CALLS](#) [CALENDAR](#) [CHECKOUT](#) [CAFÉ HELP](#) [LOG OUT](#)

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[STEP 3: \*\*Checkout\*\*. Complete and checkout.](#)




Step 7


Welcome back, **MORGAN**  
[LOG OUT](#)

[MY CAFÉ ENTRIES](#) [MY PROFILE](#) [MY PORTFOLIO](#) [APPLY TO CALLS](#) [CALENDAR](#) [CHECKOUT](#) [CAFÉ HELP](#) [LOG OUT](#)

Call Detail

[← Back to Participating Calls](#)

City of Rancho Cucamonga Mini Mural Project 



[Visit Organization Website](#)  
Contact Email: [PublicArt@CityofRC.us](mailto:PublicArt@CityofRC.us)  
Contact Phone: 909-477-2700

**Entry Deadline:** 10/22/23  
*Days remaining to deadline: 10*  
**Work Sample Requirements**  
**Images** | Minimum: 5, Maximum: 10  
**Total Samples** | Minimum: 5, Maximum: 10

**Call Type:** Proposals  
**Eligibility:** Local  
**State:** California  
**Budget:** \$1,000.00

[APPLY NOW](#)

# SETTING UP A CAFE ACCOUNT

[https://www.callforentry.org/.](https://www.callforentry.org/)

## Step 6

After images are uploaded, go back “My Cafe Entries” and click “Step 2: Apply to Calls”

## Step 7

Search “City of Rancho Cucamonga Mini Mural Project.”  
Click **Apply Now**.





## City of Rancho Cucamonga Mini Mural Project

Contact Email: [PublicArt@CityofRC.us](mailto:PublicArt@CityofRC.us)

Entry Deadline: 10/22/2023

## Step 8

### FORM QUESTIONS

#### Artist Statement of Interest (750 words maximum)

- What is your connection to the Pacific Electric Trail, or more broadly to recreational trails, and how has it influenced your interest in the Mini Mural Project?
- Describe your experience with creating public art murals and why you believe your work would be appropriate for this project.
- Describe your approach to involving community input in your process of design and/or creation of art projects.
- Describe your process for completing the project goals within the outlined budget and timeline.

Artist Statement of Interest will be reviewed based on the following:

- Ability to effectively communicate their connection to outdoor spaces and the influence it has on their interest in the project.
- Demonstrated ability to undertake and successfully execute the work in accordance with the project goals and timeline, in a professional manner, and within the project budget.

#### Professional Resume + References

- Submission must include a current resume that outlines your professional accomplishments as an artist.
- Three Professional References: Contact information for references should include name, title and affiliation, phone number, and email address.

Resume and references will be reviewed based on the following:

- Range of experience and professional commitment.
- Indication of artist(s)'s ability to plan and realize public art projects or artwork of a similar scope.

Each image should include title, year, media, location, project budget, dimensions, commissioning agency, and collaborators or design professionals (if applicable). Files should be titled LastnameFirstname\_projectname Images and descriptions of previous work will be reviewed based on the following:

- A relevant body of work that demonstrates professional and artistic qualifications and standards of excellence, creativity, and originality of style, as well as the appropriateness of the applicant's style to the project.
- Descriptive information for each image is provided as requested.
- Clarity of translation of the artistic concept into art form.
- High-quality images that accurately represent your work.

Choose File

Save

### CHOOSE WORK SAMPLES

If you wish to add more work samples, upload media to

[My Portfolio](#)



Work sample is linked, not uploaded

#### REQUIREMENTS:

IMAGES - Minimum: 5, Maximum: 10

AUDIO - Minimum: 0, Maximum: 0

VIDEO - Minimum: 0, Maximum: 0

TOTAL MEDIA - Minimum: 5, Maximum: 10

Please choose 5-10 samples

You need at least 5 images to apply to this show. Please add more to your Portfolio.



# SETTING UP A CAFE ACCOUNT

<https://www.callforentry.org/>

## Step 8

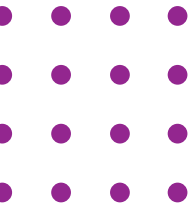
## Complete Application

- Form Questions
  - Artist Interest Statement
  - Professional Resume
  - Reference List
- Choose Work Samples
  - You should see the images you added when you set up your portfolio and have the option to add more at this time.





# ARTIST SELECTION PROCESS



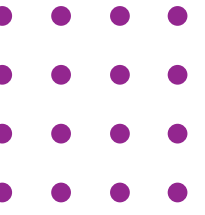
**Application Submission Deadline – October 23, 2025 11:59 p.m. (PDT)**

## WHAT HAPPENS AFTER YOU COMPLETE YOUR APPLICATION?

- Application Review
- Artist Interviews
- Final Artists Selected & Notified
- Design Phase
- Installation



# ARTIST SELECTION PROCESS



**Artist Selection Panel Review: October 28 – November 3, 2025**



## Artist Selection Panel

- RC Public Art Staff Member
- Public Works Staff Member
- Public Art Committee Member
- Trails Advisory Committee Member

# ARTIST SELECTION PANEL REVIEW

OCTOBER 28 – NOVEMBER 3, 2025

## FORM QUESTION CRITERIA

**Artist Statement of Interest**  
will be reviewed  
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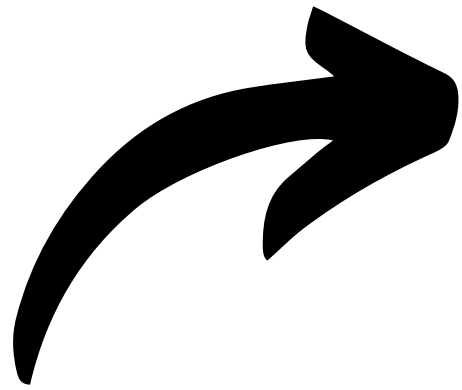
# ARTIST SELECTION PROCESS



## Canidate Interviews

**November 5 – 13, 2025**

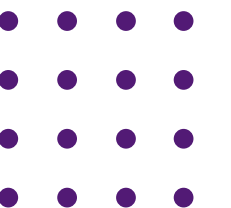
Interview with artists or artist teams to get a better sense of who they are and how they would approach the project



## Artist Selection

**November 18 – 20, 2025**

Staff will then select up to three (3) artists/artist teams for the design phase



# OVERVIEW OF THE DESIGN PHASE

NOVEMBER 25, 2025 – JANUARY 15, 2026



## Design Contract

Once the selected artists have been notified, the artist/artist teams will enter a design contract with the City, and will be paid a **\$500 stipend per marker** for the design phase of the project:

- W9
- RC Business License\*

*\*The City of Rancho Cucamonga covers the cost of a RC Business License.*



## Meeting with City

Up to three (3), one hour-long meetings with the City of Rancho Cucamonga:

- Initial meeting to discuss the project and review community input on what Rancho Cucamonga and the Pacific Electric Trail mean to the community
- First design draft review
- Design revisions review



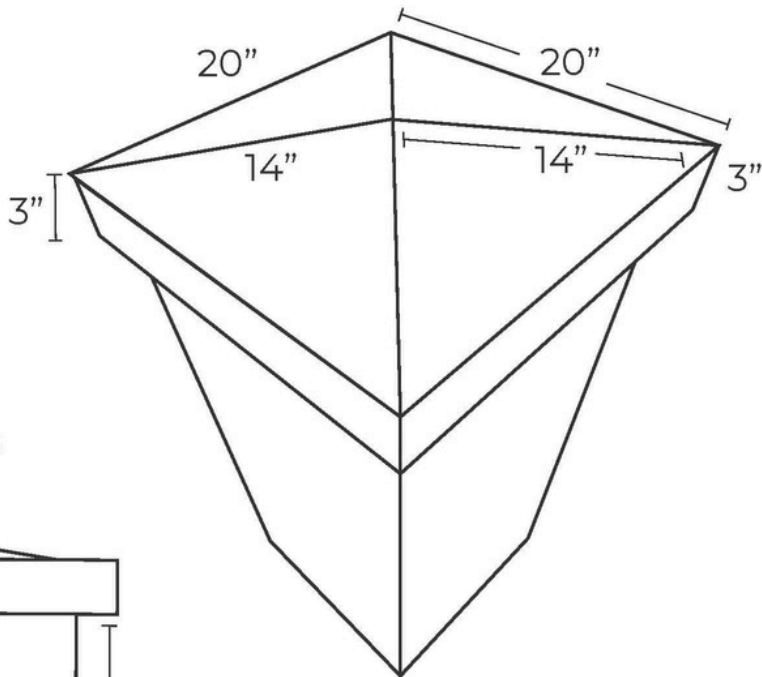
## Submission of Final Design

Submission of final design to the City of Rancho Cucamonga for approval by January 15, 2026.

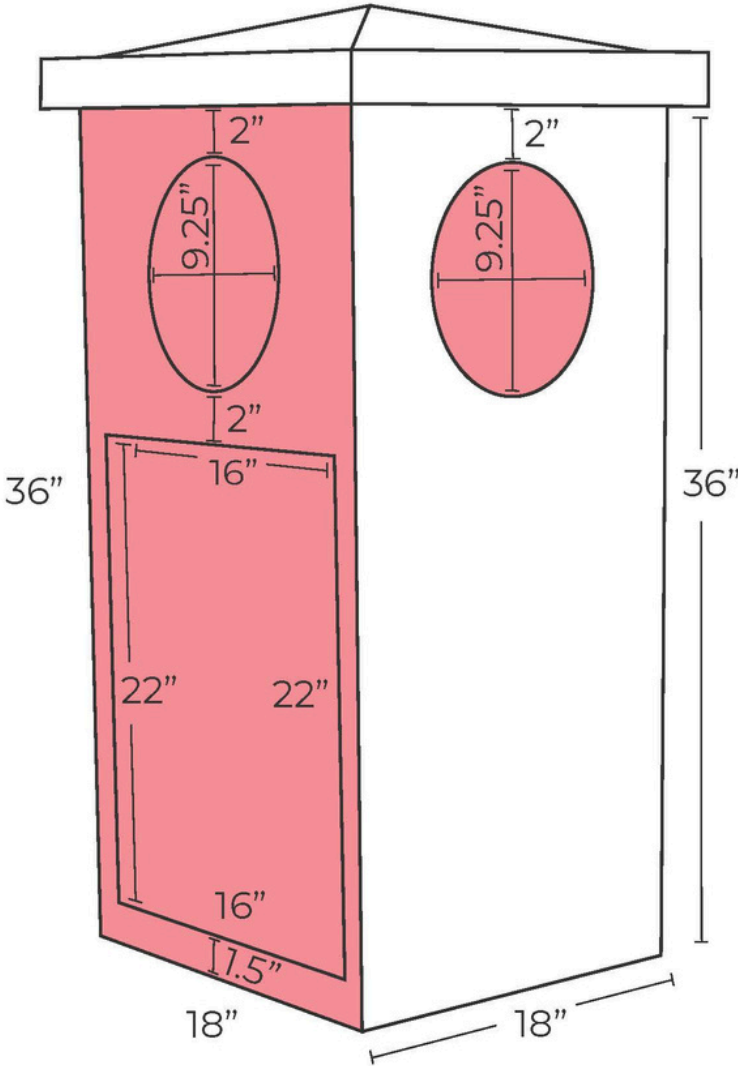


# Mini Mural Project Measurements Guide



Marker Top (Pyramid)



Marker Face and Sides



**LEGEND**

-  Portions that will NOT be painted
-  Portions that will be painted





# OVERVIEW OF THE INSTALLATION PHASE

FEBRUARY 2026

INSTALLATIONS WILL HAPPEN IN  
FEBRUARY OF 2026, WEATHER PERMITTING.

The artist/artist teams will enter a  
installation contract with the City, and  
will be paid a **\$1000 stipend per marker**  
for the installation phase of the project.

Artists/artist teams will work with the City  
to identify prep and installation days for  
the mini murals.

## Artist Responsibilities



### Providing Necessary Paperwork

- Signed Artist Installation Contract
- W9
- Signed liability waiver
- Completed RC Business License



### Purchasing Necessary Supplies

- Painters / Masking tape
- Paint / Tin opener / Stirrer
- Brushes / Rollers
- Paint trays / Containers
- Chalk / Markers
- Drop sheets
- Bucket / Water
- Rags



### Completing the installation

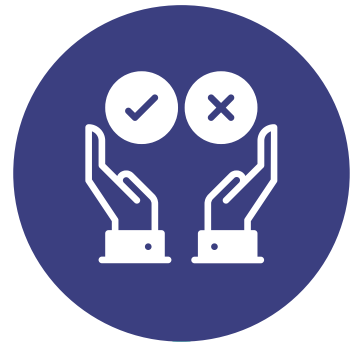
- Within the agreed-upon window of time
- Outlining
- Taping off surfaces that are not part of the installation
- Completing the mural
- Sealing the mural with a City approved sealant



### Providing close-out documents

- Care instructions
- List of materials used

FEBRUARY 2026



## Gathering Community input

- Gathering community input on what the PET means to the community and providing that data to the artists during the first design phase meeting



## Site preparation

- Sandblasting
- Priming
- Wayfinding signage
- Providing a list of recommended paints and sealants



## Day of

- Marking and clearing the space around mini mural sites prior to installation day
- Providing safety vests



## Certificate of Completion

- Providing a Certificate of Completion for the artist





**PublicArt@Cityofrc.us**



Website

**www.CityofRC.us/PublicArt**

