

Stadt Paderborn

Der Bürgermeister



Post-/Briefanschrift: Stadt Paderborn · 33095 Paderborn
Lieferanschrift: Stadt Paderborn · Am Abdinghof 11 · 33098 Paderborn

To all artists who would like to participate in an event organized by the cultural office Paderborn

Dienststelle	Kulturamt
	Am Abdinghof 11
Auskunft	Herr Hermanns
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Dear artist,

we are pleased that you would like to participate in an event organized by the cultural office Paderborn!

For better planning and communication, we have developed an event database which you can use to apply for our events.

This is how it works:

Step 1: Follow this link: <https://www.paderborn.de/event-database> and request for **access to the event database** by clicking on **"first registration"** and dropping your e-mail address and your name.

(Now we need to approve your request. One of our employees, will do this process – it won't be done by a machine, so it can possibly take a day or two to be answered. As soon as we've approved your request, you'll automatically be notified by e-mail.)

Important: If you already done the registration in our event database last year you can skip the first step and start with the second step.

Step 2: Now you log in with your e-mail address and an individual password. Then enter your **master data** (name, address, etc.) under **"my profile"**.

Important: If this isn't your first registration you should check if your master data are still correct.

Step 3: Under the heading **"new application"** you can **apply** with a program/ show **specifically to one or more of our events**. You can also apply with several shows, but in this case we ask you to apply only for the events which are really interesting for you (please not general for all events!).

After the application phase, we will send assurances and refusals. You will be notified by e-mail through the database system if your application has been accepted or not. The selection of all artists may take a few months, depending on the program planning status.

Basically, the following should be noticed:

- The **password must be at least 10 characters long**, otherwise it won't be accepted by the system.
- It is important that **all mandatory fields** are completed, otherwise the profile or the application can't be saved.
- It is not enough just to create the profile. You need to complete and save **at least one application** to make sure, that we are able to see your data.

We look forward to versatile and colorful events with you and remain with best regards

Stefan Hermanns and Nora Oeynhausen



All steps in pictures:

