



Request for Tacoma Arts Live Venue Sponsorship Application

Purpose:

A formal application to request donated Venue and Rental Service through Tacoma Arts Live.

Deadlines:

Tacoma Arts Live is accepting applications for in-kind and partnership projects that will provide partial to full Venue and Rental Services on a rolling basis.

Requirements:

To qualify for consideration, your company must be or be sponsored by a 501(c)(3) non-profit organization.

Event must take place a minimum of 8-weeks following the application submission in order for the Tacoma Arts Live team to best support your event.

If your application is selected for Venue Sponsorship, you will be required to complete a client consultation and formal rental contract that may require a cash deposit.

All events selected for Venue Sponsorship must acknowledge Tacoma Arts Live as a sponsor on all promotional materials related to your event. Tacoma Arts Live will provide you with logos upon completion of your rental contract.

To Apply:

Provide a Letter of Intent stating:

- Purpose of your event.
- Organization that will benefit both financially and otherwise.
- How do you plan to recognize Tacoma Arts Live for sponsorship?
- What other organizations are confirmed as sponsors?

Then, complete the formal application.

Please mail or deliver your application to:

Tacoma Arts Live - Attn: Chris Tubig, 901 Broadway, Suite 700 Tacoma, WA 98402

Organization _____ Event Name _____

Event Date(s) – if flexible, please identify several date options _____ Time _____ Venue _____

Street Address _____ City _____ State _____ Zip _____

Individual For-profit 501c(3) non-profit
Type of organization (please attach proof of non-profit status)

Website _____

Contact _____ Phone _____ E-mail _____

Type of Event: Performance Special Event Party/Reception Class
 Fundraiser Seminar Meeting Other:

Admissions: Tickets Registration Private Free

Timeline:
(For multiple shows, attach schedule) _____
Time in and out _____ Length of program/event _____ Length of acts, intermission _____ Pre or post-show events? _____

Event Details: _____
Estimated attendance _____ Number of performances _____ Target Audience _____ Will you record this event? Yes No

Marketing: _____
Date to begin promotion _____ Advertising Budget _____ On Sale Date? _____ Rating (G, PG, adult, etc)? _____

Where will you advertise this event? _____

Hospitality/ Front of House: _____
Will the event require : Tables Chairs Linens Hosted No Host None
Catered? _____ Programs to distribute? _____ Merchandise Sales? _____ Merchandise Seller _____
 Yes No Yes No Yes No Self Need seller

Technical/ Stage: _____
Will you require stage lighting _____ Will you require scenery? _____ Orchestra? _____ Will you require staging? _____
 Yes No Yes No Yes No Yes No
Audio reinforcement: Acting Singing Public Address ASL Interpretation
 Music Performance -- Please Specify: _____

Additional _____

Notes & _____

Comments: _____

