



**Overture Center for the Arts
Community Arts Access Application**

Date _____

CONTACT INFORMATION

Organization Name _____
Contact Person _____
Address _____
Phone(s) _____ Email address _____
Website address _____

The following can be answered separately limited to 3 pages:

Name of event/ date _____

List of items to consider

Show times: (Matinee? Evening performance? School shows?)

Will there be ticket/admission fee? If so, estimate what the price(s) would be?

Catered food?

Do you plan to have a bar?

Description of event

Expected audience size

To what extent does the event serve underserved communities, as artists and/or as audiences?

(Underserved communities include populations that are rural, economically disadvantaged, of color, or with disabilities.)

Marketing Plans

Printed materials, and media plans

SUPPORT MATERIALS REQUIRED

Event Materials

Collateral and promotion materials related to event (or sample of a similar past event)
Proposed event budget (including revenue and expense detail)
Event Timeline

Organization Materials (If available)

Mission Statement
Organization history
Current “season” of programs/events
Current fiscal year budget
Board of Directors list

Application Submission Instructions

Submissions must be received by August 30

Completed application materials should be mailed to:

Tim Sauers, Overture Center for the Arts, 201 State Street, Madison, WI 53703

Contact: tsauers@overturecenter.com or 608-258-4420