



**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:

Mary Lou Krase, Overture Center for the Arts, 201 State Street, Madison, WI 53703

Contact: [mkrase@overturecenter.com](mailto:mkrase@overturecenter.com) or 608-258-4157