



## **Request for Broadway Center Venue Sponsorship Application**

### **Purpose:**

A formal application to request donated Venue and Rental Service through Broadway Center.

### **Deadlines:**

The Broadway Center is accepting applications for in-kind and partnership projects that will provide partial to full Venue and Rental Services.

#### **Application Deadlines:**

September 15, 2015

January 15, 2016

April 15, 2016

### **Requirements:**

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

Event must be a minimum of 8-weeks following the application deadline for Broadway Center 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 Broadway Center as a sponsor on all promotional materials related to your event. Broadway Center will provide you with logos upon completion of your rental contract.

### **To Apply:**

Applications must be received by deadline listed above. Requests for Venue Sponsorship after this deadline may be declined and will be encouraged to apply for the following quarter.

Provide a Letter of Intent stating:

- Purpose of your event.
- Organization that will benefit both financially and otherwise.
- Why Broadway Center is the best venue and partner for your event?
- How do you plan to recognize the Broadway Center for sponsorship?
- What other organizations are confirmed as sponsors?

Then, complete the formal application.

Please mail or deliver your application to:

Broadway Center - Attn: Leilani Balais, 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 \_\_\_\_\_

Yes  No

Will you record this event? \_\_\_\_\_

**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

Alcohol

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:**

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