SUREL'S PLACE
AN ARTIST IN RESIDENCE PROGRAM

ART EVENT PROPOSAL

Thank you for proposing an event at Surel's Place. We welcome proposals for readings, lectures, workshops, and performances. If you are interested in exhibiting visual art, please submit a Flash Show Application, available on our website.

WHAT WE OFFER:

- A **host** for your event to help with curating, set up, take down, and other hosting duties.
- **Light catering**, depending the event.
- Professional marketing to include print posters, Facebook posts, targeted emails, and press releases.
- A welcoming **facility** complete with
  - Audience seating for up to 25.
  - Workshop seating for up to 12.
  - Large, well-lit studio for performances.
  - Fully functional kitchen.
  - Wi-fi for use during events.
- A small **budget** for workshop materials.
- Participant **Registration** (if needed)
- **Ticket** Sales (if needed)
- **Sales** Collection (see below)

TO APPLY:

Please submit the following items:

- ☐ application
- ☐ résumé
- ☐ typed proposal
- ☐ sample images (if applicable)
  - no more than 3 images
  - 300dpi
  - no bigger than 5*7
  - image list
- ☐ outline (for workshops)

All proposals must be submitted electronically to surelsplaceair@gmail.com, and all proposal materials must be submitted simultaneously.

DONATIONS

In order to help defray our costs we request that you **donate a minimum of 30%** of all sales emanating from your event (including ticket sales, if applicable).

SALES COLLECTIONS

We are happy to collect sales on your behalf during your event. Please note the following:

- We can accept cash, check, and credit cards.
- You will need to provide a typed price list.
- Credit card sales have a 2.75% swipe fee.
- We will not collect sales tax; *you are responsible for paying all applicable taxes*.

Within a week of your event, we will mail you

- A final sales accounting,
- a written sales record from the event
- a check for your total sales, minus your tax-deductible donation to Surel's Place.

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APPLICANT INFORMATION

name(s): _____

_____

_____

organization: _____

address: _____

_____

phone: _____

email: _____

website: _____

DEADLINES:

October 1 (January-June Events)

March 1 (July-December Events)

PROPOSAL REQUIREMENTS:

- ☐ application
- ☐ résumé
- ☐ typed proposal
- ☐ sample images (if applicable)
     (300dpi, no bigger than 5*7, image list)
- ☐ outline (for workshops)

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EVENT INFORMATION

event title: _____

_____

event type: _____

requested month(s) (circle all that would work)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

length of event (days): _____

target audience:

_____

_____

_____

number of participants (workshops): _____

equipment you need:

_____

_____

_____

equipment you will bring:

_____

_____

_____

Will you be selling anything? If so, what?

_____

_____

_____