



SUREL'S PLACE ART EVENT PROPOSAL

Thank you for proposing an event at Surel's Place. We welcome proposals for readings, lectures, workshops, and performances, and visual art shows.

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 **info@surelsplace.org**, 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 COLLECTION

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 collect sales tax on your behalf, but *you are responsible for paying all applicable taxes to the state.*

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



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APPLICANT INFORMATION

name(s): _____

organization: _____

address: _____

phone: _____

email: _____

website: _____

DEADLINES:

September 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)

All proposals must be
submitted electronically to
submissions@surelsplace.org,
and all proposal materials
must be submitted simultaneously.

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?
