

Community Artists Program (CAP)

FY 2017-18 Artist /Organization Request Application

Request Deadline: Please make requests at least three weeks in advance of the event.

IMPORTANT - Completing this form DOES NOT guarantee services will be awarded. Awards are made until all the funding is allocated.

PART I. HOST ORGANIZATION INFORMATION

Organization Name:			
Address:			
City, Zip:			
Contact Person:			
E-mail:			
Phone Number:			
Will this be a free event (No Charge)?	YES	NO	

PART II. REQUEST DESCRIPTION

WHAT TYPE OF SERVICES ARE YOU REQUESTING?

- One Day Workshop
 Performance
 Workshop Series
 Residency

TARGET AUDIENCE:

(Check all that apply)

- Pre-school children
 Grade school children
 Middle/High School students
 Adults
 Senior citizens
 Special Needs: _____

HOW MANY PARTICIPANTS TO YOU ANTICIPATE ATTENDING YOUR EVENT?

- 20 or less
 20-75
 75-150
 150+

ETHNIC GROUP SERVED:

Estimate the percentages for the groups below:

_____% African-American
 _____% Hispanic
 _____% Asian
 _____% Native American
 _____% Anglo
 _____% African

FACILITIES:

Indicate the type of facilities below that will be used and the capacity for the space used.

<u>Facility</u>	<u>Capacity</u>
<input type="checkbox"/> Classroom Space	_____
<input type="checkbox"/> Gymnasium	_____
<input type="checkbox"/> Multipurpose Auditorium with Stage	_____
<input type="checkbox"/> Multipurpose Auditorium without Stage	_____
<input type="checkbox"/> Studio	_____
<input type="checkbox"/> Outside	_____
Other	_____

Will you have a staff member present at all times during this service?

Yes No

Who will be the facility's direct contact person for the artist/group?

Name:	
Phone:	
Email:	

PART III. ARTIST / GROUP REQUESTS

ARTIST / ORGANIZATION REQUESTED:

Artist/Group Name:	
Date:	
Start Time:	End Time:
Describe the Event:	

Artist/Group Name:	
Date:	
Start Time:	End Time:
Describe the Event:	

Artist/Group Name:	
Date:	
Start Time:	End Time:
Describe the Event:	

If you are awarded an artist service for your facility and/or event, you MUST include the following credit line in all promotional material:

“Cultural artists for this event are sponsored by the Community Artists Program (CAP), a program of the City of Dallas, Office of Cultural Affairs”

Please email or fax completed application to:
Rhonda Ivery
Community Artist Program, Office of Cultural Affairs
Fax: (214) 670-1404
rhonda.ivery@dallascityhall.com