

Show Proposal Questionnaire

This questionnaire will provide us with preliminary information about your organization and will be helpful in creating the needed dialog in determining the viability of a proposed event. Please include additional information that may be helpful in understanding your organization and its goals.

Organization _____

Contact person _____

Phone # _____

Address _____

E-mail _____

Website _____

Proposed Event _____

What are the goals for this event? Rate items 1 to 10, 1 = least important, 10 = most important.

	Rating	Comments
Raise funds	_____	_____
What is dollar amount expectation?	_____	_____
	Short term	_____
	Long term	_____
Publicizing your name	_____	_____
Publicizing your work or purpose	_____	_____
Impressing potential gift givers or sponsors	_____	_____
Publicizing your work or purpose	_____	_____
Education	_____	_____
Supporting the Arts	_____	_____
Creating traffic	_____	_____
Creating sales for local merchants or museum book or gift shop	_____	_____
Other	_____	_____

Do you currently produce similar events? _____

Have you produced a similar event in the recent past? _____ Yes _____ No

If yes, describe? _____

Was it successful? _____ Yes _____ No

What was attendance last year? _____ 2 years ago? _____ 3 years ago? _____

Why was attendance good/poor?

Do you have a loyal following for all of your events? _____

Do you have a friends group or active volunteers? _____

Will they participate in this venture or support it? ____ Yes ____ No

In what way? _____

Do you expect that all attendance will be generated from outside your organization through advertising to general public? ____ Yes ____ No Comments _____

What is approximate square footage of available event space or size of tents? _____

Describe outdoor and indoor areas (use dimensions or architects plans) _____

Are there other local facilities that could host this event? Name them: _____

What equipment is available at the site for use during the show without fees involved?

Please check	Quantity	Notes:
_____ Tables	_____	
_____ Chairs	_____	
_____ Walls	_____	
_____ Electrical Outlets	_____	
_____ Power	_____	
_____ Piano	_____	
_____ Stage	_____	
_____ Café/ Caterer	_____	
_____ Labor	_____	
_____ Parking Spaces	_____ (Important to note amount of parking)	

Is this a union or non union facility? _____

What unions are involved? ____ electrical ____ teamsters ____ stagehands ____ drayage ____ other

Are there any unique conditions, laws or regulations that we should know about? ____ Yes ____ No

Please list: _____

Do you wish to produce a preview party? ____ Yes ____ No Will your members and donors support a preview party? _____

Comments _____

Do you wish to produce a profit making show program? Do you have a volunteer group to sell ads?

Do you have access to donors for production and/or printing? _____