



**MAC Center for the Arts – Project/Event Request Form**

Name of Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
phone: \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work)

MAC Member          Outside Organization          Non-Member (Circle one)  
Is there a Gallery Rental fee to be charged? Yes/No (circle one) \$ \_\_\_\_\_

Date(s): \_\_\_\_\_ Event/Exhibition: Start \_\_\_\_\_ Finish \_\_\_\_\_ Time: \_\_\_\_\_

Location: MAC upstairs gallery          Downstairs Gallery          Off-site (circle appropriate)

Description: \_\_\_\_\_  
\_\_\_\_\_

FEE: If there a fee to be charged for admission? No, if Yes – amount \$ \_\_\_\_\_

Committee: Education          Performance          Gallery          Other (Circle applicable)

**NOTE: Committee members/Project Team are responsible for all the following:**

Set Up: \_\_\_\_\_ Staffing Desk: \_\_\_\_\_ Clean Up: \_\_\_\_\_

Tables \_\_\_\_\_ Chairs: \_\_\_\_\_ Signage \_\_\_\_\_ Graphics \_\_\_\_\_

Tickets: \_\_\_\_\_ (Door, raffle, auction) Local Calendar Conflicts: NO, if Yes please identify:  
\_\_\_\_\_

**Press Release to PR three weeks in advance/ Photo preferred.**(No poster images)

Budget Request: \$ \_\_\_\_\_ Approved: Yes/No (circle one) Date: \_\_\_\_\_

If Yes, what is the budget for: Supplies \$ \_\_\_ Posters/Signage \$ \_\_\_ Instructors fee \$ \_\_\_

Performers fees \$ \_\_\_ Refreshments \$ \_\_\_ Tickets \$ \_\_\_ Advertising \$ \_\_\_ Other \$ \_\_\_ ASCAP \$ \_\_\_

Board Approved: Yes/No (circle one) If No, reason: \_\_\_\_\_ Date: \_\_\_\_\_

-----**Complete below after event**

Post Mortem: Was this event successful? \_\_\_\_\_ Annual /One Time \_\_\_\_\_

Total cost of event: \$ \_\_\_\_\_ Was there a profit? \_\_\_\_\_

# Attendance: \_\_\_\_\_ #Staff: \_\_\_\_\_ Volunteer hours? \_\_\_\_\_

Newspapers/Media covering event: \_\_\_\_\_

What could be improved? \_\_\_\_\_

What worked best? \_\_\_\_\_