

State Touring Program Roster Application Form

For Companies and Individual Artists

APPLICATION #: _____

2010-2012

Postmark Deadline: August 24, 2009

Company/Individual Artist Information

COMPANY / INDIVIDUAL NAME _____

DISCIPLINE _____

PROJECT TITLE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

COUNTY _____

EMAIL ADDRESS _____ WEBSITE _____

CONTACT PERSON MR MRS. MISS MS. DR.

FIRST NAME _____ LAST NAME _____

PHONE (with Area code/Extension) _____ FAX _____

Agent or Representative Information (if applicable)

FIRM _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE (with Area code/Extension) _____ FAX _____

CONTACT PERSON MR MRS. MISS MS. DR.

(who handles the
bookings)

FIRST NAME _____ LAST NAME _____

PHONE (with Area code/Extension) _____ FAX _____

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Company/Individual Fee Schedule

One Performance/Exhibit \$ _____

One-Day Residency with Performance/Exhibit \$ _____

Each Additional Day \$ _____

Other

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

DATES AVAILABLE FOR TOURING (year round, specific dates, or seasons)

OTHER COMMENTS OR INFORMATION ABOUT THE FEE SCHEDULE

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Certification for Organization Applicants (not-for-profit incorporated companies)

I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge. I certify that the property described for tour is available for touring within the State of Florida during the proposed touring dates. It is further understood that failure on the part of the company to provide the property described may result in release of the company from the State Touring Program.

NAME OF AUTHORIZING OFFICIAL _____

TITLE _____ **PHONE** _____

SIGNATURE _____ **DATE** _____

Certification for Individual Applicants (solo artists & unincorporated groups of artists)

This certifies that each of the undersigned meets the following criteria:

1. Legal resident of the State of Florida for the last 12 months as of the date below.
2. At least 18 years of age as of this date.
3. Do not represent and have not formed a for-profit partnership, corporation, or other such entity either state or federal.
4. Will not offer a property for touring through this program that is in any way associated with a for-profit partnership, corporation, or other such entity either state or federal.

All members of the company must sign.

SIGNATURE _____ **DATE** _____

SIGNATURE _____ **DATE** _____

SIGNATURE _____ **DATE** _____

SIGNATURE _____ **DATE** _____

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SIGNATURE _____ **DATE** _____

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Narrative Questions

Please answer the following questions in full and in the order in which they are asked. Label each answer with the question and question number, and label each answer page numerically. **DO NOT SKIP ANY OF THE QUESTIONS. DO NOT EXCEED 5 DOUBLE-SIDED PAGES.**

Attach this page and the answers to the application, and number the pages accordingly. The application is incomplete without this page (Form A-4) and the answer pages.

1. **Proposal Information**

Fully describe the property/exhibit that is confirmed as available and ready to tour. Begin with the title and author/artist, then describe genre, synopsis, and audience suitability (children, adults, or all ages).

2. **Space and Technical Requirements for Proposal**

Specifically describe the space and technical requirements necessary for the proposal. Include measurements, equipment, load-in, wing space, dressing rooms, rehearsal space, etc.

3. **Residency Information/Educational Activities**

Fully describe the residency activities that will be offered in conjunction with the proposal; include duration, age group target, level of participation, and any special requirements.

4. **Space and Technical Requirements for Residency**

Specifically describe the space and technical requirements necessary for the residency. Include measurements, equipment, etc.

5. **Applicant's (Company or Artist) Responsibilities for Proposal**

Describe those items for which the company will be responsible (publicity materials, travel, accommodations, dance floor, crew, instruments, etc.) - be specific.

6. **Presenter's Responsibilities for Proposal**

Describe those items for which the presenter will be responsible (meals, accommodations, rehearsal space, crew, instruments, etc.) - be specific.

7. Are there any **other properties/exhibits available for tour** that you could present in place of, or in addition to, the proposal just described? If so, please provide, including fees. If not, please state.

8. Provide a **brief history of your touring activities.**

Follow this narrative with a list of your 10 most recent performance/exhibits that have taken place more than 100 miles from your local community. Provide size of venues, audience demographics, and attendance figures.

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Attachment Checklist

Applicants must attach the following items to the application.

- 1. If applicable, a copy of the company's 501(c)(3) or (4) tax-exempt IRS determination letter.
- 2. A copy of the company's standard touring contract; include on the contract a paragraph that addresses contingency on state funding (language that states the contract is not binding if state funds do not become available). Include complete riders that may or may not be used.
- 3. Sample press kit and promotional materials. If you only use electronic media, please indicate the website address so panelists can access your information. You may also send print versions.
- 4. Examples of recent reviews, articles, and letters of support that specifically support the applicant's ability to tour.
- 5. Resumes of personnel who will take significant artistic, program, and administrative roles with the artist's touring activities.
- 6. Samples of study guides, educational materials, and hand-outs used in educational or residency activities.
- 7. An audio visual selection that represents 10 minutes of your best work. Choose **one (1)** format only.
 - DVD
 - compact disc (audio)
 - 10 slides or digital images (on CD)Make sure you submit **ONE COPY ONLY**. Include a self addressed, stamped envelope if audio-visual materials are to be returned.

Submit one original and 7 copies of all documents; **Exception:** only one copy of the A/V material is required (see #6 above). Label the application that has the original signatures as "original." Number all pages in the application and bind each copy with staples or binding. Do not use hard-sided 3-ring notebooks.