



St. Joseph Music Foundation

ASSISTANCE APPLICATION

(Please print clearly)

SM

Name / Organization: _____

Contact: _____

Street Address: _____

City: _____

State: _____ Zip Code: _____

Phone Number(s): _____

Cell Phone Number(s): _____

Fax: _____

Email: _____

Website: _____

Alternate Contact Information: _____

Type of Business: _____

Is your business commercial, educational, non-profit, *etc.*: _____

Are you interested applying for an instrument for personal use? _____

List the instruments you would you like to apply for, in order of preference:

1. _____ 2. _____

3. _____ 4. _____

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I. Date, Time, Event Type

A. Proposed Date of the Event: _____

1. Is there a “rain date” in case of bad weather, *etc.*: _____

B. Proposed Time of the Event: _____

C. Proposed Location of the Event: _____

1. What is the seating capacity of the venue? _____

2. Is there a seating chart available for the venue? _____

3. What is the parking capacity of the venue? _____

D. Type of Event (Concert, Festival, Presentation, *etc.*): _____

1. If this is a music event, what type(s) of music will be presented? (Country, Jazz, Rock, Blues, *etc.*) _____

2. If this is a festival event, how many performers do you plan to present? _____

3. If this is a presentation, what is the subject of the event? _____

E. Will the St. Joseph Music Foundation be asked to supply the talent? _____

F. Will the St. Joseph Music Foundation assume the title of “production manager”? _____
“event manager”? _____
“stage manager”? _____

Regarding the following section, “Part II – Stage, Sound, Lights”: if any of the questions A through E are answered “yes”, the SJMF will automatically assume the minimum title of FOH / stage manager.

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II. Stage, Sound, Lights

- A. Will the St. Joseph Music Foundation be asked to supply the stage system(s)? _____
- B. Will the SJMF be asked to supply the FOH system (including personnel)? _____
- C. Will the SJMF be asked to supply the monitor system (including personnel)? _____
- D. Will the SJMF be asked to supply the stage lighting (including personnel)? _____
- E. Will the SJMF be asked to supply stage and FOH coverings? _____
- F. What are the proposed load-in / load-out times? _____
- G. Is there a loading area (include size of the area)? _____
- H. Will there be adequate parking for the performers and transport vehicles at all times? _

III. Security, Insurance and Permits

- A. Will your organization supply security for the event? _____
- B. Will your organization secure the needed permits for the event? _____
- C. Will your organization secure the proper insurance for the event? _____

IV. Vendors

- A. Do you plan to have vendors or concession stands for the event? _____
- B. Will your organization secure the needed concession permits for the event? _____
- C. Will your organization secure the needed liquor permits for the event? _____

V. Lodging

- A. Will the SJMF be asked to supply lodging for out of town performers? _____
- B. Will the SJMF be asked to supply transportation for the performers? _____

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VI. Publicity

- A. Will the SJMF be asked to supply promotional material for the event? _____
- B. Will the SJMF be asked to distribute promotional material for the event? _____
- C. Will the SJMF be asked to promote this event using print? _____
radio? _____
television? _____

VII. Tickets, Donations, Entry Fees

- A. Will there be entry fees of any kind to the performers? _____
- B. Will your organization be selling tickets to the event? _____
- C. Will your organization be selling tickets in advance? _____
- D. Have you set a price range for tickets? _____
- E. Will your organization supply the tickets to be sold? _____
- F. Will your organization be accepting donations at the event? _____
- G. Will there be entry fees of any kind to enter the event grounds? _____
- H. Will the SJMF be asked to provide any of these services? _____

If you have any questions, please contact us through the website,
www.StJosephMusicFoundation.org or by phone at (816) 676-1112.

Return this form by email or U.S. mail to:

St. Joseph Music Foundation
2603 Frederick
St. Joseph, MO 64506