



## **2011 *BROADWAY IN CHICAGO* EMERGING THEATER AWARD APPLICATION**

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The League of Chicago Theatres is now accepting applications for the 2011 *Broadway In Chicago* Emerging Theater Award. The recipient of the award receives \$5,000, a consultation and marketing support package that includes advertising support.

The award was created in 2007 to encourage, support and promote young theatres in Chicago that have demonstrated great ability and promise, artistic excellence and fiscal responsibility in business practices. A nominating committee comprised of Chicago theatre administrators, artists, and educators reviews all the applications and selects the finalists. The honoree is selected from this group of finalists by a majority vote of member companies of the League of Chicago Theatres. Previous recipients include Steep Theatre, the side project, Silk Road Theatre Project, and The House Theatre of Chicago.

### **APPLICANT CRITERIA:**

- Company must be a non-profit organization.
- Company must have been in existence at least 3 years and less than 10 years and produced a minimum of 3 productions.
- Company must be a member of the League of Chicago Theatres in good standing.
- Company must demonstrate artistic excellence and fiscal responsibility in business practices.
- Companies that have a representative on the League board of directors are not restricted from applying; however no applicant theatre company representative will sit on the Emerging Theater award nomination committee.
- Company cannot be a previous recipient of the Emerging Theater Award

Date \_\_\_\_\_

Organization Name \_\_\_\_\_

Tax ID # (FEIN) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

E-mail address \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

Date of Incorporation \_\_\_\_\_

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**Additional Information (Please answer all questions)**

Are you Equity \_\_\_\_\_ or Non-Equity \_\_\_\_\_?  
Number of full-time employees/associates \_\_\_\_\_ part-time employees/associates \_\_\_\_\_  
Number of seats (if you have a permanent venue) \_\_\_\_\_ Average ticket price \$ \_\_\_\_\_  
Number of productions per year \_\_\_\_\_ Total annual # of tickets sold \_\_\_\_\_  
Number of performances per year \_\_\_\_\_ Number of individual subscribers (if applicable) \_\_\_\_\_  
Total annual paid attendance \$ \_\_\_\_\_ Annual advertising budget \$ \_\_\_\_\_  
% of income earned \_\_\_\_\_ % of income contributed \_\_\_\_\_  
Total operating budget (including all shows produced / presented) \$ \_\_\_\_\_

Please include an essay with no more than 5 double spaced pages. As briefly as possible, tell us about your organization. Our purpose is to get the best possible sense of your organization. Some suggestions include: an organization history; why the organization was begun and what you hope to accomplish (i.e., your mission); the challenges your organization faces; your vision for the organization over the next 3 - 5 years; how you market your organization's work, and how your organization would spend the award.

**ATTACHMENTS (without these your application cannot be considered)**

Please attach the following materials to your proposal or letter:

- Completed application form
- Roster of staff members, company/ensemble members
- Board of Directors, with their affiliations
- List of production history, awards, reviews, articles, list of current funders, ticket sales, and additional contributions to the community.
- Operating budgets for the years 2009 and 2010, including Marketing, Production, Administration and Development budgets.
- A copy of the most recent audited financial statement if company has one, or Form 990

**OPTIONAL ATTACHMENTS:**

- List of references or letters of support

**\*\*The deadline for receipt of proposals is 5 p.m. on Monday, February 21, 2011. All proposals must be in our office, or postmarked, by that date.**

**We prefer email proposals in one comprehensive document as pdfs.** Please email proposals to [ben@chicagoplays.com](mailto:ben@chicagoplays.com). If you do not receive a confirmation of receipt please follow up.

**If you are unable to submit as a pdf, please mail or drop off proposals to:**

Ben Thiem  
Director of Member Services  
League of Chicago Theatres  
228 S. Wabash, Suite 200  
Chicago, IL 60604

Please do not fax applications. If you have any questions, call Ben Thiem at 312-554-9802