

Call for Host Cities
2010 TCG National Conference
Deadline: September 29, 2008

Please provide a brief narrative outlining your conference proposal, together with the following information:

- 1. Host:** Contact person's name, title, organization, address, phone number, fax, and e-mail address for the theatre(s) or service organization(s) submitting the proposal.
- 2. Venue:** Venue available for the conference, including name, location, number of seats for plenary sessions, number of breakout spaces available (including lobby, rehearsal spaces, classrooms, etc.), and the capacity of breakout spaces. Provide the name, title, and contact information of the person you have contacted about the availability of the venue, if it is someone other than the person named above.
- 3. Dates:** Available dates for the proposed venue in June, 2010.
- 4. Additional large theatre spaces:** Identify any additional large theatres nearby that might be available for plenary sessions. Include the theatre's name, location, and capacity.
- 5. Additional breakout spaces:** Identify any additional spaces (including college campuses, meeting facilities or affordable hotels) that might be available for breakout sessions. Include the name, location, number of available spaces, and capacities.
- 6. Dormitories:** List any nearby colleges or universities that could provide dormitory space for affordable housing for participants, and state the distance from the conference venue.
- 7. Hotels:** List nearby hotels that could accommodate 200 or more conference attendees and state the approximate distance from the conference venue. Generally, rates have ranged from \$50 - \$199/night.
- 8. Mass transportation:** Identify the kinds of mass transportation available between the housing options and the projected meeting sites.
- 9. Volunteers:** Are you willing to help recruit local volunteers to help staff the conference? Where will the volunteers come from?
- 10. Local service organizations:** Identify local service organizations that would be willing to help with volunteers and other logistics.
- 11. Local theatres:** Identify local theatres that would be willing to help with conference preparation. Include both current TCG members and non-TCG members.
- 12. Local funding sources:** Identify local funding sources that might help underwrite conference costs. In the past, funding has supported new theatre memberships, individual artist attendance, event sponsorship and subsidizing of additional staff (i.e. photographers, videographers, etc.)
- 13. Nearest major airport**

Send to:

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