

Call for 2019 and 2020 TCG National Conference Host Cities

Deadline: Friday, January 26, 2018

Please provide a brief narrative outlining your Conference proposal, together with the following information and any helpful supporting materials:

Host Community & Resources

- **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.
- **Local theatre community:** Identify local theatres that would be willing to help with Conference preparation and potentially make up the 2019 or 2020 Conference Host Committee, and please include both current TCG members and non-TCG members. Describe the local theatre scene and the attributes that make it unique. Some questions that may guide your response:
 - Why do you want to host this Conference and bring theatre practitioners from all over the country to your city and theatre community?
 - How would your theatre community contribute to the growth and evolution of the TCG National Conference, and how would the presence of the Conference help and influence your community?
 - What positive effects do you hope to see from the TCG National Conference coming to your city?
- **Volunteers:** Indicate if the host community is willing to help recruit local volunteers to help staff the Conference. TCG typically utilizes the help of up to 40 volunteers during the course of the Conference. Volunteers range from local students to longtime ushers of local theatres. Is there an existing and robust volunteer network in your community? What resources can you provide to help TCG fulfill these needed volunteer positions?
- **Local funding sources:** Identify local funding sources and sponsorships to underwrite Conference costs. Each year, TCG must raise anywhere from \$200-300K from local and national sources for the Conference. Funding supports new theatre memberships, local registration scholarships, individual artist attendance, event sponsorship, staff as well as specific Conference programming and activities. While in-kind support is helpful (printing, space, catering, etc.), the host community should provide realistic leads to secure philanthropic support and corporate sponsorships. It is assumed that lead support would be secured before September in the year prior to the conference. Please detail how the host community would approach its cultivation efforts in partnership with TCG.
- **Local service organizations:** Identify local service organizations that would be willing to help with volunteers, fundraising and other logistics. (This may include arts service organizations, convention and visitors bureaus, etc.) What are these organizations willing to do to support the Conference?

Experiencing the TCG Conference in Your City

- **Venues:** Recommend venue(s) available for conference programming.
 - **Plenary Spaces:** Include names, locations, and seating capacity of possible plenary spaces, as well as any information about the host community's relationship with the venue. If there is no existing relationship, please provide the name, title, and contact information of the person TCG should speak with about the availability of the venue(s). Viable options typically include theatres, college campuses, or meeting facilities, and should be able to seat between 800 to 1,100 people. Please note that all Conference space *must* have reliable WiFi available. TCG is also concerned with its environmental impact, and sites that demonstrate eco-friendly practices are especially desirable.
 - **Breakout Spaces:** TCG typically relies on Conference hotels for breakout meeting spaces, but occasionally the Conference ventures into community rehearsal spaces or college classrooms. If you believe there are area hotels that can accommodate Conference lodging and meeting space, feel free to include that information but please do not contact any area hotels on TCG's behalf. TCG will research hotel options in the area via our contracted broker if the city is under strong consideration. If you propose that TCG consider community meeting spaces over hotel meeting spaces, please include information about the potential breakout spaces in area venues. Breakout spaces should be plentiful (at least 25), walking distance from most Conference lodging, of varying sizes able to seat between 20 to 200 people, and ideally already equipped with at least tables and chairs with an option to bring in A/V equipment and catering.
 - **Central Registration space:** In the event that the Conference is held outside a hotel, there must be a centrally located inviting space that is sufficient for a vendor fair with approximately 30 tables. This space should also be able to run electricity to our vendors, and accommodate Conference registration.
Accessibility: All meeting spaces must be accessible according to ADA requirements. The site(s) must have sufficient transportation options, and participants from across the country must be able to travel to the host site affordably and with relative ease.
 - **Dormitories:** List any nearby colleges or universities that could provide dormitory space for affordable housing for participants, and note the distance from the possible Conference venues.
- **Preferred dates:** The Conference proper lasts two-and-a-half days, although pre- and post-Conference events may occur over one week's time. Include available dates for the proposed programming venues in mid-June 2019 or 2020. Conference proper dates are typically Thursday-Saturday, with pre-Conferences on the prior Wednesday.
- **Mass transportation:** Identify the mass transportation options available in the areas of the projected programming spaces.
- **Nearest major airport and distance** to projected Conference programming spaces.

Direct any questions and send proposals via email to*:

Devon Berkshire, Director of Conferences and Fieldwide Learning

212.609.5988 | dberkshire@tcg.org

*Please indicate the year (2019 or 2020) in which you are proposing to host the Conference if you have a strong preference, and include in the subject line of your email. If you don't have a strong preference, please propose for 2019, and if your city is not selected for that year, it will automatically be considered for 2020.

Supporting materials, such as brochures, maps, etc., may be sent to this address (please indicate in your emailed proposal if you are sending supporting materials):

Theatre Communications Group

520 Eighth Avenue, 24th Floor, New York, NY, 10018-4156

Attn: Devon Berkshire