

Host the 2011 TCG National Conference

The TCG National Conference, the only nationwide gathering of the not-for-profit professional theatre community, will be held in the western region of the United States in **June, 2011**. TCG theatres and theatre service organizations in this region are invited to submit proposals to host this important event.

2011 National Conference – Western Region

Eligible states: Arizona, California, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Wyoming. (Colorado and Washington are temporarily ineligible because recent TCG Conferences have been held in those states.)

The TCG National Conference brings together up to 850 theatre professionals from across the nation and around the world for meetings, speeches and performances, and a chance to explore the local theatre community of the conference host. The conference is a vital gathering for the advancement of the field, and the host city benefits from it in many ways. In addition to being able to introduce national colleagues to the site city's theatre community, local theatres take part in planning and are offered special opportunities to involve affiliated staff, board members and artists in the conference.

The TCG Conference meets annually, rotating between the east, west and central states over a three-year period. The conference proper lasts two and a half days, although pre- and post-conference events occur over one week's time. Conference site requirements include:

- The conference requires a site with a theatre space large enough to hold 850 participants for plenary sessions and performances, along with up to 25 smaller breakout spaces capable of holding at least 20-40 people each.
- The site must have good transportation, and participants from across the country must be able to travel to the host site affordably and with relative ease.
- All meeting spaces must be handicapped accessible, and there must be areas with sufficient space for a vendor fair with approximately 30 tables with electricity and internet access, and another location for approximately 30 tables displaying work by designers, directors and other artists.
- There must also be a range of hotel and dormitory options, or equivalent lodging, nearby, and a dining site for up to 800, either in a dining hall, a restaurant or hotel banquet room, or through a catered or boxed meal option, as well as appropriate locations for receptions.
- The host of the conference must be able to provide at least 50 volunteers from the local theatre community to work at the conference, helping with logistics (information desk, guiding people to meeting rooms, picking up conference VIP's, distributing and collecting evaluation forms, etc.) These volunteers are typically recruited by a local service organization or host community theatre. Volunteers may consist of existing volunteers in the theatre community, individual artists and staff from both member and non-member theatres. Conference volunteer opportunities provide an excellent way for local theatre practitioners to participate in the conference.
- The host organization must be willing and able to provide advice, offer logistical support, and help recruit and oversee a large local volunteer pool to help staff the conference. Hosts must also be willing to help TCG engage the local funding community, and to raise funds locally.
- TCG is also concerned with its environmental impact, and sites that demonstrate eco-friendly practices are especially desirable.

Proposals must be submitted by TCG member theatres or theatre service organizations, although the conference facilities need not be at a member theatre. The proposal will be evaluated according to how well the site meets conference needs and whether it indicates a high level of support in the local theatre community. Proposals must answer the questions included in the guidelines, and supporting materials that will assist TCG staff in evaluating the proposal are welcome. TCG staff will identify and visit the leading sites in the fall of 2009 and report on the potential sites to the TCG Board of Directors, who will select the conference site by the end of January 2010. Site visits will include tours of all proposed meeting and lodging options, meetings with local organizations and the host theatre community, potential funders, etc.

Proposal guidelines are below. If you have any questions, please call **Jenni Werner, Director of Programming, at 212-609-5900, ext. 233, or e-mail jwerner@tcg.org**. We **strongly** encourage you to call and discuss your proposal before submission. Proposals are due, by mail or e-mail, on **Monday, September 28, 2009**.

Call for Host Cities
2011 TCG National Conference
Deadline: September 28, 2009

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, 2011.
- 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. Hotels within walking distance to the conference site are most desirable, but other options can also be considered if transportation to and from the conference site is available.
- 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? Who will coordinate the volunteers from your community?
- 10. 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?
- 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.) as well as specific conference programming
- 13. Nearest major airport and distance to conference lodging options**

Send to:

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