

TCG • OBSERVERSHIP PROGRAM

2009 APPLICATION FORM **POSTMARK DEADLINE: NOVEMBER 3, 2008**

Please type or word-process in print no smaller than 11-point Times New Roman. The application must be single-sided and unstapled. You may download this form at www.tcg.org. The password is obs9.

A complete proposal includes the original and one copy of the application form and two copies of the following materials: the applicant's resume or bio (not to exceed two single-sided pages per traveler); the theatre's mission and organizational history (not to exceed one page single-sided); a list of principal artistic and administrative staff by name and title that indicates whether they are full- or part-time employees (not to exceed one single-sided page); a current season listing (see guidelines); and the Financial Information Form included in this application.

| | | | |
|------------------------------------|---------------|-------|-----|
| Name of Traveler | Phone Number | Email | |
| Title | Theatre | | |
| Address | City | State | Zip |
| Application Contact Name and Title | | | |
| Contact Phone Number | Contact Email | | |

PROPOSED TRAVEL

Travel must occur between February 1, 2009 and December 31, 2009. Travel period must be a minimum of one business week (at least five days) and include visits to no fewer than two theatres.

DATES OF TRIP:

| | |
|---------------------|----------|
| Trip #1: Start Date | End Date |
| Trip #2: Start Date | End Date |
| Trip #3: Start Date | End Date |
| Trip #4: Start Date | End Date |

IMPORTANT: Applications will be evaluated on the basis of the information you have provided. Should we approve your Observership, any change in your plans or travel dates must be requested in advance and approved in writing by TCG. The traveler is responsible for confirming the proposed itinerary and appointment schedule in advance of travel. If requested, TCG staff members are available to help recipients with introductions. If the theatre experiences leadership changes after submitting this application, please contact Michael Shatara, Artistic Programs Associate, at 212-609-5900 ext. 269 or mshatara@tcg.org with the relevant information.

| | | |
|--|--|------|
| Signature of Applicant | Applicant Printed Name | Date |
| Signature of Artistic or Management Leader of Theatre (if other than applicant) | Artistic or Management Leader Printed Name | Date |

RETURN TO:

Michael Shatara, Observership Program, Theatre Communications Group, 520 Eighth Avenue, 24th Floor, New York NY, 10018-4156. **POSTMARK DEADLINE: November 3, 2008**

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PURPOSE OF TRAVEL

Describe in detail the purpose of your proposed trip. What do you plan to investigate? Why have you selected the cities, theatres and colleagues you plan to visit? Relate the trip to your work in your own theatre, and explain how you feel the Observership Program will benefit you and your company. Travel must occur between February 1, 2009 and December 31, 2009. Please use space provided, additional pages will not be forwarded to the panel.

ITINERARY

Please list the cities and theatres you plan to visit, the productions you will see, the colleagues you will meet with and the dates of each visit:

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BUDGET

NOTE: Do not average per-diem rates. (Go to www.gsa.gov/perdiem for a listing of federal government per-diem rates.)

PER-DIEM:

Trip #1: Location _____

$$\begin{array}{ccccccc} \text{_____} & \times & \text{_____} & + & \text{_____} & \times & \text{_____} & = & \text{_____} \\ \# \text{ nights away} & & \text{hotel per-diem} & & \# \text{ days away} & & \text{meals per-diem} & & \end{array}$$

Trip #2: Location _____

$$\begin{array}{ccccccc} \text{_____} & \times & \text{_____} & + & \text{_____} & \times & \text{_____} & = & \text{_____} \\ \# \text{ nights away} & & \text{hotel per-diem} & & \# \text{ days away} & & \text{meals per-diem} & & \end{array}$$

Trip #3: Location _____

$$\begin{array}{ccccccc} \text{_____} & \times & \text{_____} & + & \text{_____} & \times & \text{_____} & = & \text{_____} \\ \# \text{ nights away} & & \text{hotel per-diem} & & \# \text{ days away} & & \text{meals per-diem} & & \end{array}$$

Trip #4: Location _____

$$\begin{array}{ccccccc} \text{_____} & \times & \text{_____} & + & \text{_____} & \times & \text{_____} & = & \text{_____} \\ \# \text{ nights away} & & \text{hotel per-diem} & & \# \text{ days away} & & \text{meals per-diem} & & \end{array}$$

Total per-diem requested = _____

TRANSPORTATION

Base all air, train, bus or rental car rates on best approximate fare. For personal car, multiply the distance by 44.5¢/mile. Also include any additional inter-city travel costs, including tolls and airport shuttle.

| Date | From | To | Mode of transportation | Cost |
|------|------|----|------------------------|------|
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |

Total transportation expense =\$ _____

Total trip budget =\$ _____

Total amount requested =\$ _____

If your theatre is not awarded an Observership, or if the cost of the trip exceeds the \$2000 award, how will the theatre finance the trip?

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FINANCIAL INFORMATION FORM

Complete this form using data from your most recently completed fiscal year ending between 9/30/2007 and 8/31/2008. Please include all NARTR (Net Assets Released from Temporary Restrictions) income in the source line item only.

THEATRE NAME _____

CITY, STATE _____

OPERATING BUDGET - FISCAL YEAR STARTING _____ **ENDING** _____

UNRESTRICTED INCOME

1. Unrestricted Earned Income

Box Office\$ _____
 Other Earned Income\$ _____
Subtotal unrestricted Earned Income\$ _____

2. Unrestricted Contributed Income (including NARTR¹, excluding in-kind donations)

Federal Government\$ _____
 State Government\$ _____
 Local Government\$ _____
 Individuals\$ _____
 Corporations\$ _____
 Foundations\$ _____
 Other contributions (fundraising, United Artist Fund, sheltering org., etc)\$ _____
Subtotal Unrestricted Contributed Income\$ _____

Total Unrestricted Contributed Income (sum of 1 and 2)\$ _____

EXPENSES

1. Payroll expenses

Artistic salaries & fees\$ _____
 Production salaries & fees\$ _____
 Administrative salaries\$ _____
 Fringe Benefits\$ _____
Subtotal payroll expenses\$ _____

2. Non-Payroll expenses

Artistic expenses (travel, per-diem)\$ _____
 Royalties and commissions\$ _____
 Production expenses\$ _____
 Development\$ _____
 Marketing\$ _____
 Public Relations\$ _____
 Occupancy\$ _____
 Administrative/Other\$ _____
Subtotal non-payroll expenses\$ _____

Total expenses (sum of 1 and 2)\$ _____

Change in Unrestricted Net Assets (total income minus total expenses) \$ _____
Unrestricted Net Assets at the Beginning of the Year \$ _____
Unrestricted Net Assets at the End of the Year \$ _____
 (CUNA minus unrestricted net assets at the beginning of the year)

If your theatre has negative unrestricted net assets at the end of the year (accumulated deficit) exceeding 20% of your annual operating budget, please explain your plans to retire it in the space below. It would also be helpful to the selection panel to know the nature of this debt, including to whom your organization is obligated.

PRODUCTIVITY

Total attendance for all productions²: # _____
 Total number of subscribers: # _____
 Total number of productions²: # _____
 Total number of performances²: # _____

WORK FORCE

Total number of paid full-time artistic personnel³: # _____
 Total number of paid part-time artistic personnel: # _____
 Total number of all paid administrative personnel⁴: # _____
 Total number of all paid technical personnel⁵: # _____
 Total number of all paid personnel: # _____

¹ NARTR= Net Assets Released from Temporary Restrictions: Assets that were temporarily restricted in a previous year and have been released into the unrestricted fund during the current fiscal period by the satisfaction of either a time or purpose restriction. This amount should show up on your audit as a negative amount in the Temporary Restricted column and a positive amount in the Unrestricted column.

² Include tours and free performances.

³ Artistic personnel includes actors, artistic director, literary manager, dramaturgs, casting director, stage managers, directors, designers, musicians.

⁴ Administrative personnel includes managing directors, associate managing directors, general managers, company managers, finance office staff, maintenance, administrative support staff, etc.

⁵ Personnel includes production manager; scene, prop and costume shop personnel; electricians and sound staff; etc.