



The State Theatre

REQUEST FOR PERFORMANCE (RFP) APPLICATION
State Theatre, Inc.

814-272-0606 (phone); 814-272-0607 (fax)
Info@TheStateTheatre.org
www.StateTickets.org

Office Use Only
Date Received: _____
Received By: _____

Executive Director: Mike Negra, Ext. 307, miken@thestatetheatre.org
Director of Development: Carole Falke, Ext 314, carol@thestatetheatre.org
Operations Manager: Susan Riddiford Shedd, Ext 304, susan@thestatetheatre.org
Director of Sales: Terry Padden, Ext. 305, terry@thestatetheatre.org
Director of Marketing: Kristy Cyone, Ext 303. kristy@thestatetheatre.org
Technical Director: Vonny Boarts Ext 306, vonny@thestatetheatre.org
Office Manager: Jessica Vogel, Ext 302, Jessica@thestatetheatre.org
Box Office: Ext 301, boxoffice@thestatetheatre.org

If you wish to perform at the State Theatre you must complete the following application and return it to the State Theatre office **as soon as possible** to your desired performance date. Applications are reviewed regularly and you will be informed of its status following the review. Complete all information to the best of your ability and leave any non-applicable sections blank. Thank you for supporting community-based performing arts!!

NOTES:

- Weekends – Friday night through Sunday night – are the most sought after dates. The State Theatre will do everything possible to accommodate approved requests, however these times are limited and unless you have a performance history, you should consider requesting a weekday as a second-choice.
- Performing arts are the primary focus of the State Theatre. Requests for other usage – meetings, receptions, seminars, etc. – will be considered only on a space available basis after all performing arts requests are fulfilled.
- The State Theatre’s top supporters – our “Producers” – receive a benefit of advance notification and ticket purchase capability before the general public.

Group/Organization Name: _____

Principal Performers Name(s): _____

Contact Person: _____

Address: _____

Phone(s): _____ Fax: _____

Email(s): _____

Website(s): _____

Are you a nonprofit organization? YES NO If yes, please attach a copy of your IRS Determination Letter.

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Title of performance and brief description:

Suggested ticket price: _____

1) List the date(s) and time(s) you wish to perform (provide alternate dates in case of availability issues):

2) If rehearsals are needed, list the date(s) and time(s) you wish to rehearse (provide alternate dates in case of availability issues):

3) Is the performance material copyrighted? YES NO If yes, please attaches evidence you have the necessary license(s) and/or permission to perform this material before a paying audience, or write below your intention to acquire same:

4) Have you performed this material before? YES NO If yes, briefly lists the date(s), time(s), location(s), venue(s), ticket price(s), attendance, audience demographic(s) and any other details:

5) Please provide an approximate “Run-Of-Show” timeline for this/these performance(s), starting with arrival and load-in and concluding with departure and load-out:

6) Are there any special effect considerations (e.g. rigging, etc.) or unusual technical requirements necessary for the performance? (Note: use of fire or pyrotechnics is prohibited) If so, please list:

7) The State Theatre maintains a standard house sound system and a sound technician may need to be scheduled for all rehearsals and performances at additional costs. List any additional/special sound requirements:

8) The State Theatre’s stage has a front-center hydraulic lift for the movement of heavy equipment, set pieces, handicapped accessibility, etc. This lift extends in front of the proscenium and can be left up to function as a “thrust stage.” If you would like to use this feature, please list your purpose for needing it:

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9) The State Theatre maintains a standard house lighting system and a lighting technician may need to be scheduled for all rehearsals and performances at additional costs. List any additional/special lighting requirements:

10) The State Theatre maintains no house scenery or musical instruments. List any special equipment requirements (piano, backline, amplification, drapes, etc.):

11) The State Theatre will supply a house technical director for all rehearsals and performances. Any additional technical/staging staff you require may be added at additional costs. Please list any additional requirements:

12) The State Theatre will provide for the front of house during the performance(s) a minimum of: house manager, one head usher, box office/concessions personnel, ticket takers and volunteer ushers. (We can use your ushers or ours – however all volunteer ushers are required to be trained by our head usher 1 hour before each performance) List any additional house staff you think you may require at additional costs (security, etc.):

12. a.) Will you be using your own volunteer ushers _____ or would you like us to provide them? _____ (please check one.) We use a maximum of 10 for each performance. You will need do provide the Operations Manager with names and phone numbers of your ushers if you are using your own one week prior to the performance date.

13) The State Theatre has the following additional non-public facilities. Please indicate which you will use for the performance and any special needs you have for that usage:

30' x 25' Multi-purpose Room above lobby:	YES	NO
Kitchen above lobby:	YES	NO
Star/ADA Dressing Room off stage left:	YES	NO
“Green Room” below stage:	YES	NO
Two Dressing/Chorus Rooms below stage:	YES	NO

14) The State Theatre will allow merchandise sales of programs, souvenirs, novelties and various media before, during and after the performance if the organization maintains a valid PA Sales Tax License. If you do not have a valid PA Tax License we will be deducting and reporting the PA Sales Tax.

15.) The State Theatre will engage in basic advertising/promotional activities for the performance which includes the following: State Theatre Website w/links, community calendars, and press releases. Please let us know beyond these basic provisions if you will be handling your own marketing (Please be specific):

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Contact person/phone/email for marketing issues : _____ (must be filled out in order to submit this request for performance)

15 a.) Do you have any design needs?

15 b.) Will you be using licensed graphics or sound?

16) The State Theatre may market sponsorships to this performance. List any special requests or restrictions you would place on sponsorships:

17) The State Theatre may choose to recognize sponsors, donors or other individuals, businesses and organizations in advertisements, promotional materials, prior to the performance(s) and in signage or other methods within the theatre. List any special requests or restrictions you would place on this recognition:

18) The State Theatre is a non-profit organization dedicated to educating and serving the community and requests all performers incorporate a community outreach or educational component during their rehearsal or before/after their performance. This can take the form of a “meet-and-greet”, talkback, patron reception, or an open-to-the-public rehearsal. List any special requests or considerations you have regarding this:

19) Is this performance presented as part of an educational program, for course credit, or is it underwritten by an educational institution or grant? If so, please list details:

19.) Will you have any of the following happening at your performance?

- a.) A videographer? _____
- b.) A photographer? _____
- c.) An audio recorder? _____
- d.) Other? _____

If you answer ‘yes’ to any of these questions, you will be required to contact the box office with their names as they will need the appropriate pass to get into the show and will need to discuss logistics with the operations manager. Thank you.

20) Will you be requesting any “Complimentary” tickets, and if so, how many and what seat locations?:

21) Any additional notes or comments?:

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