



# St. Joseph Music Foundation

ASSISTANCE APPLICATION

(Please print clearly)

SM

Name / Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Cell Phone Number(s): \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Alternate Contact Information: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Is your business commercial, educational, non-profit, *etc.*: \_\_\_\_\_

Are you interested applying for an instrument for personal use? \_\_\_\_\_

List the instruments you would you like to apply for, in order of preference:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

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**I. Date, Time, Event Type**

A. Proposed Date of the Event: \_\_\_\_\_

1. Is there a "rain date" in case of bad weather, *etc.*: \_\_\_\_\_

B. Proposed Time of the Event: \_\_\_\_\_

C. Proposed Location of the Event: \_\_\_\_\_

1. What is the seating capacity of the venue? \_\_\_\_\_

2. Is there a seating chart available for the venue? \_\_\_\_\_

3. What is the parking capacity of the venue? \_\_\_\_\_

D. Type of Event (Concert, Festival, Presentation, *etc.*): \_\_\_\_\_

1. If this is a music event, what type(s) of music will be presented? (Country, Jazz, Rock, Blues, *etc.*) \_\_\_\_\_

2. If this is a festival event, how many performers do you plan to present? \_\_\_\_\_

3. If this is a presentation, what is the subject of the event? \_\_\_\_\_

E. Will the St. Joseph Music Foundation be asked to supply the talent? \_\_\_\_\_

F. Will the St. Joseph Music Foundation assume the title of "production manager"? \_\_\_\_\_  
"event manager"? \_\_\_\_\_  
"stage manager"? \_\_\_\_\_

***Regarding the following section, "Part II – Stage, Sound, Lights": if any of the questions A through E are answered "yes", the SJMF will automatically assume the minimum title of FOH / stage manager.***

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**II. Stage, Sound, Lights**

- A. Will the St. Joseph Music Foundation be asked to supply the stage system(s)? \_\_\_\_\_
- B. Will the SJMF be asked to supply the FOH system (including personnel)? \_\_\_\_\_
- C. Will the SJMF be asked to supply the monitor system (including personnel)? \_\_\_\_\_
- D. Will the SJMF be asked to supply the stage lighting (including personnel)? \_\_\_\_\_
- E. Will the SJMF be asked to supply stage and FOH coverings? \_\_\_\_\_
- F. What are the proposed load-in / load-out times? \_\_\_\_\_
- G. Is there a loading area (include size of the area)? \_\_\_\_\_
- H. Will there be adequate parking for the performers and transport vehicles at all times? \_

**III. Security, Insurance and Permits**

- A. Will your organization supply security for the event? \_\_\_\_\_
- B. Will your organization secure the needed permits for the event? \_\_\_\_\_
- C. Will your organization secure the proper insurance for the event? \_\_\_\_\_

**IV. Vendors**

- A. Do you plan to have vendors or concession stands for the event? \_\_\_\_\_
- B. Will your organization secure the needed concession permits for the event? \_\_\_\_\_
- C. Will your organization secure the needed liquor permits for the event? \_\_\_\_\_

**V. Lodging**

- A. Will the SJMF be asked to supply lodging for out of town performers? \_\_\_\_\_
- B. Will the SJMF be asked to supply transportation for the performers? \_\_\_\_\_

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**VI. Publicity**

- A. Will the SJMF be asked to supply promotional material for the event? \_\_\_\_\_
- B. Will the SJMF be asked to distribute promotional material for the event? \_\_\_\_\_
- C. Will the SJMF be asked to promote this event using print? \_\_\_\_\_  
radio? \_\_\_\_\_  
television? \_\_\_\_\_

**VII. Tickets, Donations, Entry Fees**

- A. Will there be entry fees of any kind to the performers? \_\_\_\_\_
- B. Will your organization be selling tickets to the event? \_\_\_\_\_
- C. Will your organization be selling tickets in advance? \_\_\_\_\_
- D. Have you set a price range for tickets? \_\_\_\_\_
- E. Will your organization supply the tickets to be sold? \_\_\_\_\_
- F. Will your organization be accepting donations at the event? \_\_\_\_\_
- G. Will there be entry fees of any kind to enter the event grounds? \_\_\_\_\_
- H. Will the SJMF be asked to provide any of these services? \_\_\_\_\_

If you have any questions, please contact us through the website,  
[www.StJosephMusicFoundation.org](http://www.StJosephMusicFoundation.org) or by phone at (816) 676-1112.

Return this form by email or U.S. mail to:

St. Joseph Music Foundation  
620 Francis  
Suite 219  
St. Joseph, MO 64501