



A community for emerging artists in Austin, TX

Event Proposal Application

Drafted: 1/2012

Event dates (opening/closing reception, run time): _____

Companies or artists involved: _____

Event title: _____

Brief description of event (show aesthetic, installation necessities, number of participants, projected audience):

Budget proposal (Install, concessions, opening/closing reception, chair rental):

Install proposal (Signage, props, lighting/audio equipment needed):

For office use:

Date received: _____

Date reviewed: _____

Proposal status: _____



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Event organizer(s) must adhere to the time frame agreed upon for the event. If there is a show up in one of the gallery spaces, pieces may not be taken during the event's run time without written authorization of the artist(s). Event organizer(s) will be required to pay a \$150 deposit once the event has been booked that will be returned in full, barring any repair costs the space may need, once the event has closed. Space rental is \$150 for each day.

UP Collective must receive all publication material two weeks before the event's launch. If the full information has not been submitted, UP Collective cannot be held responsible for event information not receiving press attention. UP Collective will publicize all shows on the UP website/blog, Twitter, and Facebook.

Installation for the event must be completed two days before the event's opening. Event organizer(s) will be responsible for the show installation if there are props or signage to be used. Installation must be approved by Ricardo Jaén. UP Collective also requires the opening and closing receptions be staffed by the event's participants. If the event's participants are unable to attend the opening/closing reception, UP Collective must be notified at least two weeks in advance in order to properly staff the event.

Artist(s) signature(s): _____

Date: _____

UP Board member signature: _____

Date: _____