

Rental Submission Form

* Indicates required question

1. Email *

2. Name *

3. Company name/Title of show *

4. Brief description of the show *

5. Performance Date(s) and Time(s) *

6. Ticket Prices *

7. Estimated Run Time? *

8. Where can tickets be purchased? *

Marketing Agreement

MARKETING/PUBLICITY GUIDELINES

A copy of the attached CDE logo must be on all promotional materials, including, but not limited to, invitations, flyers, press releases, programs, and mailing materials. All printed materials must be submitted in advance for approval to Ellyzabeth Adler (ellyzabeth@danztheatre.org) .

CDE is happy to provide your performance with a social media post on Instagram & Facebook and we will have a webpage listing your performance on the CDE website to promote your show along with other performances and programs here at Chicago Danztheatre Ensemble.

Please supply the following information to Ellyzabeth Adler (ellyzabeth@danztheatre.org) at least SIX WEEKS PRIOR to your performances:

Your logo

Listing Image 400 by 170 pixels with a resolution of 72 to 100. JPEG or PNG format

Main Page Image that is 400 by 600 with a resolution of 72 to 100. JPEG or PNG format

Image or Video up to 1 minute (jpeg or mp4 format)

Link to online event and/or ticket site

POST-PERFORMANCE REPORT

Following rental dates at CDE, Renter agrees to submit a short post-performance report which includes the following:

- 1) The total number of audience members for all performances
- 2) The total number of artists contracted by the production
- 3) Share any strong images captured from performances, tech rehearsals, or throughout the rental including photo credit as necessary.
- 4) Your experience of renting here that we can use for grant applications for future funding

9. Do you comply with the marketing agreement? *

Mark only one oval.

Yes

No

Other: _____

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