



CLEMENTE SOTO VÉLEZ
Cultural & Educational Center Inc.
107 Suffolk Street, New York, NY 10002 212 260 4080

PROPOSAL FOR A VISUAL ARTS EXHIBITION (AND/OR OTHER NON-PERFORMING ARTS EVENT) AT THE CLEMENTE SOTO VELEZ CULTURAL & EDUCATIONAL CENTER

Name of Preparer: _____

Title/Theme of Proposed Project: _____

Date(s) & Time(s) Requested for exhibition (be as specific as possible):

Theme/Genre of Exhibition: (check all that apply): _____ Visual Arts (circle; Painting, Photography, Points, Fiber Arts, Sculpture, Other) _____ Film Lecture/Talk _____ Party/Reception/Book or CD Launch _____ Multimedia (explain)

Producer/Contact Person for Project: _____

Address of above: _____

Telephone: _____ Cell _____ Email _____ Website _____

Brief Description of Project (250 words or fewer/all submissions must be on letterhead. Please use the back of this form or a separate sheet of paper if needed):

Physical Needs of my Project are: _____ Milagro Theater _____ Flamboyant Theater _____ Abrazo Interno Gallery _____ L.E.S. Gallery _____ other _____ Square Feet _____ Sound System _____ Film projection system _____ Other

Project will be financed by: _____ Self _____ Other (Please Explain)

I have insurance for this project and will provide a Certificate of Insurance naming the Clemente Soto Velez Cultural & Educational Center as Additional Insured. I request of the Center the following: _____

Signature

Date Submitted