



ROCHESTER ART CENTER

PUBLIC PROGRAM INFORMATION

The Rochester Art Center is pleased to partner and host a variety of public programs throughout the year. If your organization is interested in presenting an event at the Rochester Art Center please fill out the following application.

Public Programs must fulfill the following criteria:

- Arts related event (*Performing Arts, Theater, Dance, Music, Film, Literary Arts, Lectures, Interactive/Other*)
- Does not compete with our mission/vision statement
- Cannot duplicate an existing service in Art Center or around town
- Cannot interfere with the function of the institution during regular business hours.

While each event is unique, however, we have two general categories of public programs:

Rochester Art Center as a Sponsor or Partner:

- The Art Center acts as more than a host and will partner with another organization
- The Art Center will receive benefits from the program or event
- The Art Center is at least partially involved in planning, marketing, and conceptual ideas

Rochester Art Center as a Venue or Host:

- Event primarily driven by outside organization
- Other organization is expected to cover any staffing, rental costs (even if it is a discounted rate), and other costs
- Planning is in the hands of the other organization.
- All ticketing, volunteer needs, and phone calls covered by other organization
- Non-profits organizations only

Please fill out the attached application and submit your proposal to

Rochester Art Center
40 Civic Center Drive SE
Rochester, MN 55904

Responses will be issued 2 weeks after receiving the application. Proposed events must fit into the Public Program criteria and fit into the current calendar and Rochester Art Center schedule. Applications must be submitted at least 3 months prior to event (*other applications will be considered depending upon availability*).

For questions contact Jennifer Buddenhagen, Marketing and Public Programs Manager at 507.424.3305 or jbuddenhagen@rochesterartcenter.org.



ROCHESTER **ART** CENTER

PUBLIC PROGRAM APPLICATION

Event Type (*circle one*): RAC as sponsor/partner RAC as venue/host

Title:

Proposed Date(s) and Time (*must be at least 3 months after application is turned in*):

Description of event:

Cost/Budget:

Space (*circle one*): Grand Lobby Classrooms Conference room

Marketing:

Ticketing/reservations:

Set-up/Clean-up:

Contact Information: