



FestivALL 2017 Event Proposals

Thank you for your interest in FestivALL 2017! FestivALL will take place June 16-25 with a FestivALL Preview happening Memorial Day weekend May 26-28.

FestivALL event proposals are approved through a Steering Committee which meets the first Thursday of every month at 4pm in the Mayor's Conference room at City Hall. If you are interested in becoming a part of FestivALL, please read the following information carefully.

FestivALL event guidelines

FestivALL operates with the mission to create and sustain a community with comprehensive and robust arts and entertainment opportunities, which attract tourists and serve as an economic development tool and catalytic force in uniting and stimulating local artists and arts groups.

Events are accepted on a case-by-case basis with consideration for our mission and the following.

If you can answer "yes" to the following questions, you are on your way to becoming a part of FestivALL:

- Does your event have a strong **arts** component?
- Is your event taking place in the city of **Charleston**?
- Are you willing to **collaborate** on scheduling and other planning ideas?

Event proposals:

Your event proposal should include the following information:

- Event name
- Event description (please include a focus on the arts components, who your key players/partners are, how the event will be structured and executed, and any other relevant details)
- Participating artists or arts groups
- Venue (if you have it; if not, what type of space are you seeking?)
- Preferred date/time of event and is this flexible?
- Ticketing (Will this be a free or ticketed event? Where does the money go? What will tickets cost?)
- Funding (If you are seeking budget support, please plan to submit a detailed budget of expenses and income)
- How can FestivALL be an effective partner in this event?
- Are you willing to participate in the FestivALL Art Parade the morning of June 17?

FestivALL deadlines:

December 30 – Budget proposals: New events seeking funding support from FestivALL must submit complete event proposals and budgets by this date. FestivALL is willing to make considerations for budget proposals, however we cannot guarantee approval. Projects seeking funding are advised to contact FestivALL well before the December 30 deadline. Those seeking funding support must contact Brittany Javins prior to attending a Steering meeting.

February 2 – Announcement inclusion: Events must be approved on or before this Steering meeting to be included in the initial FestivALL 2017 announcement and the first reveal of online event pages.

April 6 – Final event proposals: 2017 event proposals must be made on or before this Steering meeting.

For more information, please contact Brittany Javins at brittany@festivallcharleston.com or by calling **304-470-0489**.

THANK YOU FOR YOUR INTEREST IN FESTIVALL 2017!