Puffin Cultural Forum Performance Proposal

We accept proposals from artists from across the entire spectrum of the performing arts – musicians, theater groups, dancers, poets, spoken-word artists, etc. for our Teaneck, New Jersey venue.

The Forum seats about 100 people on folding chairs in an art gallery environment. The Forum is equipped with a 16-channel soundboard & PA system, mics, variable height stage platforms, Marley dance pads, theater lighting, a Yamaha grand piano, and a Young Chang upright piano.

To apply for a performance, please fill out the Performance Proposal Form and/or provide the following information (email preferred):

a) Description: educational/artistic objectives, repertoire, tech needs, #performers, instrumentation, multi-media usage.

b) Consideration of relevance to Puffin mission and exhibition themes.

c) Samples of work to be performed (audio, video, 300dpi images).

d) Relevant attachments (résumés, references, newsclips, bios, etc.).

e) Complete contact info (address, email, cell phone, website).

If you do not provide the information requested in a format that is more concise than a general press kit, then you are relying on us to process your request and determine whether your work is relevant to our mission and exhibition themes. Given how many non-specific performance submissions we receive, it can take 3-4 months or more to process those requests. Electronic format preferred for communications and submitted materials as it allows for coding, organizing, and efficient retrieval.

Thank you for your interest in performing at the Puffin Cultural Forum. We look forward to receiving your proposal.

Sincerely,

Merri Milwe
Artistic Director
Puffin Foundation Cultural Forum
Performance Proposals

Performance title: ______________________________

Performance description (educational/artistic objectives, relevance to Puffin mission and exhibition themes, #performers, instrumentation, repertoire, multi-media usage):

____________________________________________________________________________

Technical requirements (staging, sound, lighting): ________________________________

____________________________________________________________________________

Contact Person: ______________________________
Address: ______________________________
City: __________ State: ______________ Zip: __________
Telephone (cell preferred): __________ Fax: __________
E-mail: ___________________________ Website: ___________________________
Enclosures: ______________________________

Unless you state otherwise, the Cultural Forum may retain press kits, photos, audio, video, etc. in our files for future consideration. For materials to be returned, you must include self-addressed, postage-paid packaging with this proposal.
The Puffin Foundation Ltd.
“...continuing the dialogue between art and the lives of ordinary people.”

Performing at the Puffin Cultural Forum

Merri Milwe, Artistic Director
mmilwe@puffinfoundation.org
201-836-3499

CONTRACTUAL INFO WE NEED AS SOON AS DATE IS CONFIRMED
The first step is for us to get a signed contract in order to make firm your performance date and terms. For our contract with you, we need:

-- name and address of the person signing the contract;
-- name, address, and tax ID or social security number for the individual or organization to whom we will write the honorarium check (one check only);
-- any tech needs required for your performance, such as, piano use, unusual lighting, sound or seating configurations, # of music stands, monitors or microphones (again, we recommend as few mikes as possible due to the high resonance of our gallery space), or use of our digital projection system for multi-media presentation.

Your honorarium check will be provided after the performance that day and a check for any percentage of the door receipts will be sent within a week. Honorarium and percentage of door receipts is based on number of performers and complexity of production, generally with solo & duo receiving 25%, trio & quartet 50%, and quintet or more receiving 75% of door receipts.

MATERIALS WE NEED 6-8 WEEKS IN ADVANCE OF EVENT
To do the best possible job of promoting your performance, we need to receive the following at least six full weeks in advance of your scheduled performance date:

-- complete biographical or descriptive material about the primary performers and any especially featured creators, such as choreographers, composers, or writers;
-- short description of what you will perform; and
-- digital images to use in our promotional materials and to provide the press in hopes they will print something. Images for printing are best when at least 300 dpi resolution and about 4” x 6” in size. If you have a different image you prefer for our website, please email it to me (at least 72 dpi and 4-5 inches) in addition to the press image.
PROMOTIONS

We support our artists' performances with a wide array of promotional tools that rely on the information you supply to us. These tools and activities include:

-- press releases we develop and email to about 150 reporters and editors in all forms of media (newspaper, radio & TV) about three weeks in advance of the performance;
-- descriptions and photos in our monthly or bi-monthly printed event calendar brochures, which are sent to about 3,000 individuals and organizations;
-- descriptions of your event posted on the major online events calendars for the region;
-- reminder emails to our audience list of 1,600 three to four days in advance of the event; -- listings on our online calendar with a photo, performance or biographical descriptions, & accompanying links to your website that remain online for 4 months or more.

OUR FACILITIES

The Puffin Cultural Forum is located just over the George Washington Bridge in Teaneck, NJ. Our facility is a rectangular 48’ x 18’ art gallery with dense carpeting; it is quite resonant and rarely requires microphones or amplification, but these are available if needed. The stage is a 12’ x 18’ space with faux wood flooring. Max capacity is 110, seated on folding chairs.

We possess the following equipment (see “Facilities and Equipment List.pdf” for detail):
-- Yamaha S-4 grand piano (6’3”) and upright Young-Chang piano;
-- 16-channel SoundTech S416 Panoramic mixing console, 6-CD player, dual-well cassette recorder, DVD player, and VHS recorder located in a sound booth with a cutout window in the rear of the performance space behind the audience;
-- 2 JBL EON-10 powered speakers extension-mounted from ceiling;
-- 6 microphones, 5 boom mic stands, a PA system with 16 XLR inputs and 4 ¼” inputs direct box near the stage area, and 2 floor monitors;
-- 7 silver, portable music stands;
-- 8 Fresnel lights with programmable dimmer console and color gels for theater lighting;
-- ceiling-mounted digital projector controlled from sound booth or audience w/15’ cable;
-- 10’ pull-down screen on wall behind performance area for multi-media productions;
-- six 6’ x 4’ elevated stage panels with various height legs that can be configured in numerous ways for either an elevated stage or elevated audience seating.

OUR AUDIENCE

We have a very progressive, well-educated, and highly cultured audience that appreciates excellent art in any form. Most performers tell me that our audience is unusually responsive and supportive. They are also always interested in learning more about your approach, techniques, and instruments, so we encourage performers to introduce their works with any relevant information, and to be willing to engage in a lively Q&A after the performance. I also encourage performers to try something uniquely creative and to stretch themselves beyond what is safe for a standard audience's expectations. That's one reason I always encourage performers to present multi-media or multi-genre work using our full facilities, like the digital projector or A/V system.

If you have any questions about any aspect of your upcoming performance, feel free to contact me. I look forward to working with you and welcoming you to the Puffin Cultural Forum.

Best, Merri.