



Special Events Application

The MCA needs ample time to work with you for a successful event. **Please consider submitting your event 2-6 months ahead of time** to help YOU have a successful event. Applications are considered in order of submission, not the date(s) in which they will occur. Submit this completed form to the EPC (Events and Promotions Committee) by posting to the MCA Members Facebook page or emailing an attachment in .jpeg or .pdf form to events@muskegonca.org. If you have any questions, you can send them to the email above or contact Sabryna at ninjadame@gmail.com.

Please Type or Print Clearly

Name of Event: _____

Type of Event: Exhibit Workshop Competition Other _____

Please give a brief description of your event: _____

Proposed Date(s): _____

Who can participate? MCA Members only Open to the Public Ages _____ Gender _____

Cost to participate: Basic fee \$ _____ Description(if needed) _____

Special MCA Member pricing \$ _____ Description(if needed) _____

Other pricing _____

Spacial needs & more: Gallery Space _____

(Please Describe) Tables Number of Tables _____ Size of Tables _____

Other spacial needs _____

Member assistance: I will not need assistance from other members.

(Other than Promotions) I will need assistance from other members.

I need _____ people on this date _____ to help with _____

I need assistance with refreshments on this date _____

Promotions needs: I will need help with designing a flyer for my event. I will contact a member of the EPC to collaborate with them about content for my flyer.

I would like my **workshop** to be included in the monthly group workshop flyer that is displayed in the Gallery, multiple places in the Century Club, and at the Farmers' Market. I understand that I will need to contribute \$2 for the printing of these flyers if I select this option. Initial here _____

I do not need assistance with designing a flyer for my event. However, I understand that I must get approval for my event flyer before distributing it to the public. I will communicate with a member of the EPC for flyer requirements. Initial here _____

The EPC will automatically create Facebook "events" and invite MCA Members to your event. You are welcome to share your event on Facebook (and often other members will share your event). The EPC will also communicate other advertising options that are both free and allow you to set a budget as little as \$5.

Note: The MCA has the right to jury any and all art to be exhibited in the Red Lotus Gallery. All items sold in the Red Lotus Gallery are subject to a consignment fee.

This event must be approved by the MCA Board prior to taking place.

Name: _____ Email: _____ Phone: _____

Signature: _____ Date: _____

MCA Board Approval Signature: _____ Date: _____

MCA EPC Signature: _____ Date: _____