

COMMUNITY EVENTS FUNDING REQUEST

Due: February 10, 2012

Event Name: MASK & MIRROR COMMUNITY THEATRE
Address: 13166 BROADMOOR PLACE
City, State, Zip: TIGARD, OR 97223
Contact Name: MARSHA TISDALE, Grant Coordinator
Telephone Number: (503)739-0118
E-mail address: mtisdale123@gmail.com

1. **Request** (express in whole dollar amounts only)

Cash	\$ 7,500.00
In-Kind Services-hours (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	*See attached _____
Total Request	\$ 7,500.00

2. **Purpose of Funding Request:**

The purpose of funding is to help with facility rental for meetings, rehearsals, storage and performances. We currently rent the stage at Calvin Presbyterian Church in Tigard for our productions at a variable cost depending on our audience size with a minimum of \$6000 per year. We will be renting storage space for scenery, props and costumes at approximately \$1200 per year. We also rent various meeting and rehearsal spaces as needed.

3. **How will this event benefit the Tigard Community?**

Our events will benefit the Tigard Community in providing entertainment, education, community social and creative outlet, community service, as well as a financial benefit.

Entertainment: We present three productions each year with marketing to Tigard and Tualatin residents, although the productions are presented and staged in Tigard. These are family centric comedies, dramas and musical suitable for all ages. Approximately half of our audience comes from the Tigard community.

Education: In addition to the education in theatre arts one gets from volunteering for one of our productions, we offer free acting classes to Tigard residents, as well as monthly public play readings (with the audience invited to participate) co-sponsored with the Tigard and Tualatin Libraries.

Community Service: Mask & Mirror Community Theatre is at it's heart a community-minded organization. Members and volunteers come together in supporting and volunteering at other community events such as community parades and festivals.

Financial Benefit: It is well documented that theatre-goers often make attending a community theatre performance a "night-out" and include dinner before and/or a snack after at a local establishment as part of their activity.

4. **How many Tigard residents do you anticipate participating in this event (or these events)?**

We anticipate the audience from Tigard for the 2011-2012 season to be approximately 1500. We have completed the first production, "Green Room", at which we had 398 in ticketed sales over nine performances taking place from November 4 – 20, 2011. We are currently in production for "Robin Hood, The Musical" for which 13 performances are planned in February 24 – March 16. Our third production of the season, "Murder at Brackenfern", will include nine performances in May and June.

We expect a 33% increase (to approximately 2000) in our second season since our first productions have been so well received by the Tigard Community. Interest has been shown, not only in attendance at our performances, but also with the number of members, volunteers and residents requesting our newsletters. In addition to the regular performances we have monthly library readings which have been well attended by Tigard residents.

During this first season, we have participating volunteers (actors, crew, administration) of approximately 100 Tigard residents.

5. **Please submit the following information with this request:**

- a. Most recent annual budget compared with the prior year's actual revenues and expenditures. The Budget should identify the period to which it applies, beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Audit report or financial statements for the last fiscal year.
- c. Articles of Incorporation.*
- d. 501(c)(3) status.*
- e. Organization Bylaws*

* Information not required if it has been submitted at least once in the last five years.

Please note that a lack of adequate financial information could result in denial of request.

- a. Since this is the first season of Mask & Mirror Community Theatre, we do not have a comparison with a prior year's actual expenses. We are including the actual budget for the first production as well as the three-year statement of revenue and expenses as submitted in our 501(c)3 application to the Internal Revenue Service. Additional pages indicating beginning/ending balances, major revenue sources, major expenditures as well as a list of leadership positions are included.
- b. We do not yet have an audit report of last year but are including financial statements.
- c. Articles of Incorporation is attached
- d. 501(c)3 status letter is attached
- e. Organizational Bylaws are attached, including amendments, as filed with the Office of Oregon Secretary of State

ADDITIONAL INFORMATION IS INCLUDED IN THE APPENDIX AS FOLLOWS:

Business Plan of Mask & Mirror Community Theatre
Addendum: Founding Members
Addendum: Current Leadership
Newspaper Clipping on First Production
Current Production Flyer

Explanation for No 1 In-Kind Services:

Mask & Mirror holds a quarterly meeting in September, December, March, and June. Up to 60 people may attend. We would like a room with chairs and a few tables to hold these meetings.

We have 8'x 6' set pieces of wood that required storage, along with a few pieces of furniture and boxes of props and costumes. We would like safe storage for these items.

We build our own sets and would appreciate use of a workshop area large enough to cut and paint sheets of plywood.

Any help in the above matters would be greatly appreciated.

MASK & MIRROR COMMUNITY THEATRE

Production Results, November 4-20, 2011

THE GREEN ROOM RESULTS

INCOME		EXPENSES	
398	tickets	Item	Cost
\$3,448	ticket revenue	Business Cards for show	\$49.85
\$320	concessions revenue	Postcards	\$16.99
9	shows	Stamps for postcards	\$17.98
\$3,768	Total Show Revenue	Gaffer & Glow tape	\$30.50
		Furniture Rental, PCS	\$30.00
44	avg audience per show	Food for load in crew	\$73.96
\$383.11	avg ticket sales per show	Costumes notions, props	\$31.11
\$35.56	avg concessions per show	Lumber for set	\$181.00
\$0.80	avg concession per person	Posters	\$135.00
		Programs	\$229.00
		Costume rentals	\$50.00
		Misc ink, small stuff	\$50.00
		Tool kit, zip ties	\$7.04
		Concessions costs	\$102.47
		Costume materials(Sue)	\$30.00
		Props	\$25
		Stage Rental	\$2,000.00
\$3,768	Total Show Revenue	Total Production Costs	\$3,059.90

\$708.10 Net Income

Gary Romans
President



MASK & MIRROR

COMMUNITY THEATRE

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