



Today's Date: _____

AccessGR: Venue Registration

Membership period: July 1, 2019 – June 30, 2020

Organization name: _____

Organization address: _____

Organization website (will link from ACT site) _____

Main phone number (with area code): _____

Hours of operation: _____

Is your building wheelchair accessible? _____ Are guided tours available? _____

Do you have sign language services and/or an FM system? _____

Maximum number of people per visit? _____ Minimum age requirement: _____

Please provide a one-sentence description of your organization/venue for our website: _____

Complete this box only if you have performances that will NOT take place at your organization and will occur in a DIFFERENT venue:

Venue name: _____

Venue street address: _____

City: _____ Zip: _____

Venue website: _____

Venue main phone number (with area code): _____

Venue hours of operation: _____

Submit completed Venue Registration to Shay Kralej, ACT
Mail: 1140 Monroe Ave NW, suite 4101; Grand Rapids, MI 49503
E-mail: program@artistscreatingtogether.org
Fax: 616-885-5867

Email the following items to Shay Kraley at program@artistscreatingtogether.org
for use on the AccessGR website:

- Organization Logo (high res, JPEG and PNG, if available) Venue Photo (high res, outside of venue)

Primary Contact for AccessGR program from your organization:

Name: _____ Title: _____

E-mail: _____ Phone Number: _____

Ticket Distribution: There are two primary ways in which your donated tickets can be distributed to consumers. Please see distribution options below and select which method would be most convenient for you. If you would like your tickets distributed a different way, contact Shay at program@artistscreatingtogether.org.

_____ We will make tickets available at our box office on the day and time requested, under the name of ACT and the agency receiving the tickets.

_____ We would like ACT to arrange to pick up tickets from us ahead of time, and the recipient of the tickets will pick them up from ACT's office.

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AccessGR: Venue Information

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This page is for your records only. You do not need to submit with sign-up form.

Getting started:

Thank you for becoming an AccessGR Venue, and for giving back to our community by ensuring that *all* people, regardless of ability, have the opportunity to experience the rich arts and cultural life in West Michigan!

- AccessGR members may begin requesting tickets on **July 1, 2019**. Please return paperwork as soon as possible.
- Throughout the year, alert us of any changes in your organization that would be important to know for the AccessGR program (ex. change in contact information, change in performance address, etc.). Please email Program Director, Shay Kraley, to inform us of changes.

AccessGR website:

- Go to ACT's main website: artistscreatingtogether.org > Community & Events > AccessGR, or simply go to this address: <https://www.artistscreatingtogether.org/accessvenues>:
 - Click on the *Venue Info* button to find information about how to become an AccessGR venue or to donate tickets.
 - Under *Venue Info*, you can download our Venue Registration form. Email your form to program@artistscreatingtogether.org or mail it to Shay Kraley at ACT, 1140 Monroe Ave NW, suite 4101; Grand Rapids, MI 49503.

"Donate Tickets" form:

- When you have tickets that you would like to donate, submit the *Donate Tickets* form on our website. When donating tickets, please let us know as far in advance as possible. The more notice we have, the more likely we will be able to distribute all of the tickets.
- We will confirm all ticket requests with you by informing you of the number of people attending your event/show on each day/time.

Ticket reservation rules for AccessGR members:

Recipients of ticket donations must adhere to the following guidelines:

- We require member agencies to make cancellations **at least 24 hours** in advance of the scheduled and confirmed event.
- Tickets will be used by member agency staff **only** when accompanying consumers. Tickets are not intended or available for personal use by member agency staff. Tickets cannot be sold, raffled, given as door prizes or perks, or used for fundraising purposes.
- Minimum chaperone requirements for all events is 1 adult per 4 children (0-10 years) or 1 adult per 9 youth (11-18 years).
- Member agencies should only contact Venues for general information, such as asking for directions. All other Member inquiries will be directed to ACT staff.

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