

## Sample venue text and instruction:

Provide a letter for every single venue to be used in this project, detailed in Item #6 on the Project Information page of the application, whether for rehearsal or performance or any other aspect. Replace the bracketed items with the appropriate information as relates to your proposal project.

[date]

[venue owner/manager]

[venue name]

[address]

[address]

To Whom It May Concern,

[Applicant] has secured [name of venue] for the following date(s): [include month, day, year] for their project [project name]. The total fee for use of this venue will be \$[dollar value].

*Include this sentence if space is donated*

Although use of the venue is being donated at \$[dollar value] cost to [applicant], the value of this use is estimated at \$[dollar value].

Sincerely,

[venue owner/manager signature]