



J A C C E V E N T A P P L I C A T I O N

Sheikh Jaber Al Ahmad Cultural Center (JACC) will host a variety of artistic, social, educational, and cultural events which include but are not limited to the performing arts, exhibitions, concerts, plays, conferences, seminars, and film.

Using this application form, proposals may be submitted for evaluation. **All requests should be submitted at least 3 months ahead of the proposed time of the event.**

While JACC will do its best to accommodate all proposals received, priority is given to requests that reflect JACC's cultural values to educate, entertain and inspire.

TYPE OR PRINT IN BLACK INK

B EVENT INFORMATION

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Event name(s)

Date(s)

Start time

End time

No. Of
Guests

Function Area

- Family
 Community
 Lifestyle
 Arts
 Education
 Experiences
 Live Entertainment

A APPLICANT INFORMATION

1. Contact Information

Company Name

Contact Person

Title

Address

	Country Code	Area Code	Number
Phone	()	()	
Mobile	()	()	

Email

Website

2. Is your organization Non-profit?

- Yes
 No

3. What field (or sector) does your company operate in?

C SELECTION CRITERIA

To maximise our ability to accommodate your event, the following criteria will be considered when evaluating proposals:

- How closely aligned your proposed event is with JACC's mission, vision, and values.
- As an event organiser, you have secured all the necessary elements which may include but are not limited to sponsors, partners, performers and official approvals.
- In the case of performing arts, is the event appealing, appropriate and relevant to JACC's international standards?
- Will the artwork / performance create a discussion? Inspire people?
- The level of professionalism, experience, and commitment demonstrated by the organiser.
- The level of originality, creativity, and imagination demonstrated by the event.
- The logistics of the event, especially in terms of the resources, time, and space requirements.
- Regional and cultural diversity.
- Gender equality.

D APPLICATION DIRECTIONS

A. Please provide a comprehensive **PROPOSAL** that covers each of the following points.

B. Please respond to the following points as concisely as possible.

Provide a brief description of your proposed program/event/activity. Include any previous history, any partnerships with other groups/organisation, and how your proposal is relevant to JACC’s mission and values.

Specify the total number of people expected to be served and/or attend your event and the number of local and international guests who will be invited.

Identify your goals and objectives that will help us match your event to JACC’s international standards.

Provide your company’s profile including principal areas of expertise and experience.

Provide a list of the members of your organisation’s dedicated event management team who will implement the key services identified in your proposal.

Marketing plan and calendar that you can implement to facilitate the event.

Previous event media coverage(s) either by news or media vehicles.

List of approved sponsors and supporters (national and international)

Present a company\Organization registration and/or licenses up to date.

The methodology of counting the number of visitors in your previous and proposed event.

Provide last three years performance event statistics (if applicable)

It is preferred that completed applications, proposal and all supporting materials be emailed to,

Event Manager
 Sheikh Jaber Al Ahmad Cultural Centre
 rentals@jacc-kw.com

E ACCEPTANCE OF APPLICATION

NOTE: Following review, the Evaluation Committee reserves the right to reject any and all applications, or to waive any requirements in an application when it deems it necessary and in the best interest of Sheikh Jaber Al Ahmad Cultural Centre.

As a signatory, I hereby certify that, to the best of my knowledge, the provided information is true and accurate.

(Applicant Name)

(Applicant Title)

FOR OFFICIAL USE ONLY

Ref. #

Date Received

Remarks