

## Community Engagement Standardized Forms

Dear League Member,

In an effort to encourage conversations between Touring Broadway show representatives and local venue education leadership, the League's Education and Community Engagement Committee has created two standardized forms. These documents provide a framework for conversation, and the information contained should not be considered the only opportunities available nor should it replace dialogue between the shows representatives and Education and Community Engagement Leadership.

Show Representatives are encouraged to ask venues to include Education and Community Engagement Leadership in marketing and sales meetings and other related planning conversations about the show at the earliest possible date.

### **Community Engagement Available Options Form (For Touring Show To Complete)**

This form enables shows to provide venues with community engagement options that the cast and/or production can offer, allowing venues to subsequently choose those that are best suited for their community.

As soon as casting is finalized prior to the beginning of the tour (and subsequently when cast changes occur), this document is to be completed and posted on the show's online marketing site so that Education and Community Engagement Leadership in each city have an opportunity to plan their initiatives.

Education and Community Engagement Leaders are encouraged to visit the show's marketing site to view this form and other relevant materials.

### **Community Engagement Request Form (For Venue To Complete)**

Based on the responses indicated on the Community Engagement Available Options Form posted on the show's online marketing site, this form is for the venue to complete and return to the Show Representative, indicating which activities the venue would like to implement.

If you have any questions about these forms or any of the League's Education and Community Engagement initiatives, please contact me at 212-703-0215 or [RReiner@Broadway.org](mailto:RReiner@Broadway.org). Any show or venue specific questions should be addressed to the appropriate individual at the show or venue.

Warmest Regards,



Rachel Reiner  
Senior Manager of Membership Services and Education Programs