

**Application for Recognition of Exemption
 Under Section 501(c)(3) of the Internal Revenue Code**

OMB No. 1545-0056
 Note: If exempt status is approved, this application will be open for public inspection.

Read the instructions for each Part carefully.
A User Fee must be attached to this application.
 If the required information and appropriate documents are not submitted along with Form 8718 (with payment of the appropriate user fee), the application may be returned to you.
Complete the Procedural Checklist on page 8 of the instructions.

Part I Identification of Applicant

1a Full name of organization (as shown in organizing document) The Chesapeake Section of the United States Institute For Theatre Technology		2 Employer identification number (EIN) (If none, see page 3 of the Specific Instructions.) 54:1616904
1b c/o Name (if applicable)		3 Name and telephone number of person to be contacted if additional information is needed Terry Cobb (410) 644-5662
1c Address (number and street) 6828 Old Stage Road	Room/Suite	
1d City, town, or post office, state, and ZIP + 4. If you have a foreign address, see Specific Instructions for Part I, page 3. North Bethesda, Maryland 20852		4 Month the annual accounting period ends December
1e Web site address www.udel.edu/usittchesapeake		5 Date incorporated or formed October 11, 1991
7 Did the organization previously apply for recognition of exemption under this Code section or under any other section of the Code? If "Yes," attach an explanation.		6 Check here if applying under section: a <input type="checkbox"/> 501(e) b <input type="checkbox"/> 501(f) c <input type="checkbox"/> 501(k) d <input type="checkbox"/> 501(n)
8 Is the organization required to file Form 990 (or Form 990-EZ)? If "No," attach an explanation (see page 3 of the Specific Instructions).		<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
9 Has the organization filed Federal income tax returns or exempt organization information returns? If "Yes," state the form numbers, years filed, and Internal Revenue office where filed.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

10 Check the box for the type of organization. ATTACH A CONFORMED COPY OF THE CORRESPONDING ORGANIZING DOCUMENTS TO THE APPLICATION BEFORE MAILING. (See Specific Instructions for Part I, Line 10, on page 3.) See also Pub. 557 for examples of organizational documents.)


a Corporation—Attach a copy of the Articles of Incorporation (including amendments and restatements) showing approval by the appropriate state official; also include a copy of the bylaws.

b Trust— Attach a copy of the Trust Indenture or Agreement, including all appropriate signatures and dates.

c Association— Attach a copy of the Articles of Association, Constitution, or other creating document, with a declaration (see instructions) or other evidence the organization was formed by adoption of the document by more than one person; also include a copy of the bylaws.

If the organization is a corporation or an unincorporated association that has not yet adopted bylaws, check here

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

Please Sign Here  Robert Auchter, Chair October 26, 1999
 (Signature) (Type or print name and title or authority of signer) (Date)

Part II Activities and Operational Information

- 1 Provide a detailed narrative description of all the activities of the organization—past, present, and planned. Do not merely refer to or repeat the language in the organizational document. List each activity separately in the order of importance based on the relative time and other resources devoted to the activity. Indicate the percentage of time for each activity. Each description should include, as a minimum, the following: (a) a detailed description of the activity including its purpose and how each activity furthers your exempt purpose; (b) when the activity was or will be initiated; and (c) where and by whom the activity will be conducted.

Please see the next two pages, attached

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- 2 What are or will be the organization's sources of financial support? List in order of size.

1. Membership dues
2. Event registration fees
3. National USITT financial assistance

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- 3 Describe the organization's fundraising program, both actual and planned, and explain to what extent it has been put into effect. Include details of fundraising activities such as selective mailings, formation of fundraising committees, use of volunteers or professional fundraisers, etc. Attach representative copies of solicitations for financial support.

The Chesapeake Section does not currently have a fundraising program

Part II Activities and Operational Information

1. The most important activity (80%) of the Chesapeake Section is the annual conference and stage exposition, held in mid-January typically at a major university or similar location with classrooms, laboratories, and theatre technology specific areas such as a stage, scene shop, costume shop, design studios, and computer labs. The conference provides an opportunity for the exchange of ideas and information by bringing together students, professionals, and trade vendors in an open forum, including workshops, lectures, demonstrations, seminars, panel presentations, etc. The activities of the conference are planned and executed by the board of directors, expo coordinator, and/or site manager (host) along with a group of volunteers from membership. The purpose of the conference is overwhelmingly educational in emphasis. For example, an attendee may select a computer-aided drafting (CAD) workshop to advance their knowledge of this technology, learn a new skill, or refresh existing skills.
2. Other activities of the Chesapeake Section include:
 - A. Publication: In The Wings (5%). The Section publishes a quarterly newsletter to the membership comprising articles of interest written by individuals from the membership or reprinted from other newsletters or magazines, primarily for education purposes. Some articles are reprinted (with permission) from such magazines as TD&T – the magazine published by the national organization of the United States Institute for Theatre Technology, and Technical Notes – the publication of construction and design articles published by the Yale School of Drama, etc.
 - B. Design and Tech Competition (4%). The Section promotes an open forum for the submission of scenic, lighting, costume, and technically innovative designs. The designs and presentations are evaluated and awarded a small honorarium by a select panel of judges either appointed by the board of directors or a panel nominated from membership. This competition is usually held in conjunction with the annual conference.
 - C. Tech Olympics (4%). The Section promotes a theatre technology olympics usually on an annual basis at a different time of year than the conference. Typically held at a university, the olympics brings together a group of individuals to test their skill level against others in a variety of theatre technology categories such as theatre safety, lighting instrument focus, button sewing, costume repair on the fly, sound recording, etc. The judges are appointed from vendors and professionals such as Barbizon Capital in the lighting category, Powerlift for personnel lift safety category, Dwain McMillan for dimmer maintenance category, etc. Participants in the olympics demonstrate their knowledge and skills, and they benefit from the explanations and corrections provided by the judges.
 - D. Company Workshops (4%). The Section occasionally co-presents one-day, annual workshops offered to the public in association with a vendor. Workshops are scheduled on a weekend to maximize attendance. A recent workshop was held in association with Vari*Light, manufacturer of moving light instruments. The workshop enabled the attendees to learn how to program and operate the equipment, how to perform basic maintenance on the equipment, and what the basic parameters of the equipment are that make it such a unique instrument in theatrical and other applications. Another workshop, held in conjunction with the annual

conference, involved the manufacturer Rosco, makers of color media, templates, and numerous other lighting and theatrical supplies and equipment. The workshop concentrated on the use of templates and color media pertaining to the category of design for the theatre.

E. Facility Tours (1%). The Section may someday conduct tours of prominent facilities such as the Kennedy Center, the MCI Center, etc. for the benefit of exposing these event, sport, and spectacle presenting venues and their structure, staffing, and operations to our membership. We would use these tours to promote new membership, such as one or two annually in the pre-winter months. The tours would be established by a board member in association with an operations or administrative director from the venues' staff. Not to exceed two hours in length, the tour would be a walking tour followed by a brown bag lunch and question and answer session with the facility representative. A highly educational and informative offering, the tour would expand attending individual's knowledge of facility operations, design, and functionality.

F. Website (1%). The Section maintains a website for additional circulation of information on activities within the region, links to other theatres, vendors, and individuals who are active in theatre technology pursuits. Also, there is information about the Section, its directors, and updates leading to the annual conference and stage exposition in January. Articles from our publication: In The Wings will be posted on the Website as well.

G. Resource Directory (1%). The Section publishes a directory of membership categorized by membership level (student, individual, non-profit, professional, sustaining, and contributing), and other regional listings, such as university and secondary school categories, vendors, and practicing professionals. The purpose of the directory is to provide a listing of contacts to our membership for a variety of benefits. A student with a technical question could contact a professional in a specific area of theatre; a workshop of basic sound engineering techniques could be offered to high school students; a theatre looking for a set designer could look for one in the directory.