**MILLER OUTDOOR THEATRE FUNDING APPLICATION FORM**

***2019 Season Applications are due July 27 2018***

***Please print all forms on 8 ½” X 11" paper. Do not change page formats to exceed six pages, total.***

Organization’s Legal Name       Phone

Contact/Producer       Fax

Address       City       State       Zip

501 (c) (3) Charitable Organization [ ]  Yes [ ]  No IRS Number

E-mail address       Web site address

**ATTACHMENTS AND SIGNATURES**

**REQUIRED ATTACHMENTS** – The application is not complete without the following attachments and may not be funded:

* Federal tax exemption letter
* Current Board of Directors, names and addresses and ethnicities--current year
* Financial statements showing activity for one year--most recent year available
* Latest Form 990 which has been filed with the IRS
* Proof of Insurance

**OPTIONAL ATTACHMENTS**

1. Video, photos of prior performances
2. Samples of press releases, programs, or other printed material related to prior performances

CERTIFICATION BY AUTHORIZING OFFICIALS: By signing this application, we certify that the information contained in this application, including all attachments and financial statements, is true and correct to the best of our knowledge and that we have read and understand the INSURANCE REQUIREMENTS and will comply with these requirements if funding is received.

President or Chairperson of the Board Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date signed\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Producing Organization Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date signed\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM INFORMATION**

MTAB Grant Request $      Type of Program

 *(Drama, Dance, Music, Variety...)*

Proposed Program Title:

Proposed Program Dates:

Proposed Move-In Date:       Proposed Move-Out Date:

Check one [ ]  General Season [ ]  Children’s Season

If applying for the Children’s Season, when are you available to perform? Check all that apply.

 [ ]  School weekdays [ ]  Summer weekdays [ ]  Saturdays

Number of In-House Rehearsals Requested (please specify preferred dates & times)

Number of Performance Days       Curtain Time Each Day

What alternative dates would be acceptable?

**PRODUCTION INFORMATION**

*Please give as much information as you can at the time of preparing this application.* *All Producers must comply with ALL City of Houston and Miller Outdoor Theatre Rules and Regulations.*

Principal Technical Contact:       Phone:

Address:       City:       State:       Zip:

E-mail:

Estimated Length of Production:       Number/Length of Intermissions

*\* ALL PERFORMANCES MUST END BY 11:00 P.M. \*NO PERFORMANCES OR PRESENTATIONS ONSTAGE DURING INTERMISSION. INTERMISSION IS INTERMISSION.*

Estimated Number of Performers: Male       Female       Children

Music-Live/Music-Taped:       Number of Musicians:

Musicians On Stage/In Pit:       Broadcast/Recording Plans [ ]  Yes [ ]  No

Television [ ]  Yes [ ]  No Radio [ ]  Yes [ ]  No

Audio/Videotaping [ ] Yes [ ]  No Expected attendance per performance:

Please specify who will furnish the following services:

Lighting Design:       Sound Supervisor:

Ground Plans, Stage Plots, Sound Plots:       Stage Manager:

 (All performances require a professional stage manager)

Printed Programs? [ ]  Yes [ ]  No If yes, how many programs?

**ADMINISTRATIVE INFORMATION**

**ALL PERFORMANCES AT MILLER OUTDOOR THEATRE REQUIRE MOT-PRINTED ASSIGNED-SEAT TICKETS FOR ADMITTANCE TO THE COVERED SEATING AREA OF THE THEATRE. EXCEPTIONS INCLUDE MOVIES AND DAYTIME CHILDREN’S PERFORMANCES. TICKETS WILL BE PROVIDED BY MTAB/MOT; PRODUCERS MAY NOT PRINT THEIR OWN TICKETS. PRODUCERS WILL BE CHARGED FOR THE ACTUAL COST OF THE TICKET PRINTING (APPROXIMATELY $120 PER PERFORMANCE – DEADLINE 1/16/19). ROPED-OFF AREAS IN THE COVERED SEATING AREA WILL NOT BE PERMITTED.**

**VENDOR BOOTHS SELLING FOOD AND GENERAL MERCHANDISE ARE NOT PERFMITTED. EXCEPTIONS TO THE POLICY INCLUDE:**

1. **PRODUCER-SECURED EVENT SPONSORS WHO ARE NOT SELLING MERCHANDISE OR FOOD BUT INSTEAD HAVE DISPLAYS TO DISTRIBUTE INFORMATION OR GIVE-AWAY ITEMS, AND**
2. **FOOD VENDORS CONTRACTED BY THE FACILITY CONCESSIONAIRE FOR A PARTICULAR PERFORMANCE. *PRODUCERS MAY NOT CONTRACT WITH FOOD VENDORS.* PRODUCERS MAY CONTINUE TO HAVE MERCHANDISE TABLES TO SELL ITEMS DIRECTLY RELATED TO THEIR SPECIFIC PRODUCTION AT MILLER OUTDOOR THEATRE OR THEIR NON-PROFIT MISSION.**

Do you plan to sell organization or show-specific items such as subscriptions, CD’s, t-shirts?

[ ]  Yes [ ] No

If yes, what kind?

Show specific sales must be approved by MOT General Manager and Concessionaire NO LATER THAN 15 DAYS PRIOR TO LOAD-IN; placement is restricted to the plaza area behind the Theatre. The use of mechanical devices, inflatable devices and other amusement attractions is prohibited.

Do you plan to have a private reception? [ ]  Yes [ ]  No **IF YES, YOU MUST CONTACT GENERAL MANAGER SHAWN HAUPTMANN FOR SPECIFIC REQUIREMENTS AND TIMELINES.**

If yes, will it be in a tent? (Tent placement must be approved by MOT General Manager NO LATER THAN 30 DAYS BEFORE LOAD-IN). [ ]  Yes [ ]  No

**Tent provider must secure in advance the necessary permits from Houston Fire Department.**

Do you plan to serve alcohol at this reception? [ ]  Yes [ ]  No MUST HAVE GENERAL MANAGER’S APPROVAL 30 DAYS PRIOR TO LOAD-IN.

**\* We encourage you to use the official MOT concessionaire for food and beverage service to support the operation of the Theatre, but you may use an outside caterer for private receptions. You will need to secure a temporary TABC license to serve alcoholic beverages AND PROVIDE EVIDENCE OF $1,000,000 ALCOHOLIC BEVERAGE LIABLITY INSURANCE. Keep in mind that the MTAB TULIP insurance does NOT cover alcohol service.**

**ALL EVENTS MUST UTILIZE PROFESSIONAL USHERING STAFF APPROVED BY MOT GENERAL MANAGER. COST OF USHERS WILL BE BORNE BY GRANTEE.**

**MOT GENERAL MANAGER WILL MAKE ARRANGEMENTS FOR USHERS FOR ALL PRODUCERS UNLESS A GRANTEE HAS AN ESTABLISHED CONTRACTUAL RELATIONSHIP WITH A PROFESSIONAL USHERING STAFF APPROVED FOR USE BY MOT. GRANTEE MUST NOTIFY MOT GENERAL MANAGER NO LESS THAN 30 DAYS PRIOR TO THE PERFORMANCE IF SUCH A RELATIONSHIP EXISTS.**

**NO VOLUNTEER USHERING ALLOWED.**

**ORGANIZATION DEMOGRAPHICS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total |  | Male | Female |  | African-American | Asian | Hispanic | Native American | Caucasian | Other |
| Board of Directors |      |  |      |      |  |      |      |       |       |       |       |

SPONSORSHIP & GRANTS

Please list below any proposed sponsorships and grants other than MTAB to support the costs of this proposed program. Include any production or event-related requirements connected to these sponsorships.

PROPOSED PROGRAM

Please describe in detail the proposed program – include relevant information such as artistic content, major talent, and expected attendance.

**MARKETING AND PUBLIC RELATIONS PLANS**

Please describe your organization’s marketing and public relations plans for audience development and community outreach for the proposed program. Please note: while MTAB does provide marketing support in the form of a season calendar, the web site, and regular notices to the media, the Grantee is responsible for primary marketing of the event.

Is your organization active on Facebook? [ ]  Yes [ ]  No What is your Facebook site?

Is your organization active on Twitter? [ ]  Yes [ ]  No What is your Twitter handle?

Is your organization active on Instagram? [ ]  Yes [ ]  No What is your Instagram handle?

**BROCHURE AND WEB INFORMATION**

Please list the following information for MTAB- and City-published marketing materials. All information may be edited by MTAB and the City to comply with space constraints, publication formats or other criteria.

**Show name** – Provide a descriptive show name that is a maximum of 30 characters, including spaces. Due to space constraints, please refrain from adding producer name or sponsor names in the title.

**Description (short version)** -- Provide a short description of the production to be included in MTAB brochures, limited to 20 words.

**Description (longer version)** – Please provide a longer version of the description. This may be used on our web site or other publicity materials that have more space availability. Please limit this to 100 words.