**MILLER OUTDOOR THEATRE PERFORMANCE GRANT APPLICATION FORM**

***2021 Season Applications are due November 30, 2020***

***Please submit digitally***

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

**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 OFFICIAL: By signing this application, I certify that the information contained in this application, including all attachments and financial statements, is true and correct to the best of my knowledge and that I have read and understand the Safety Protocols and will comply with these requirements if funding is received.

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

**PROGRAM INFORMATION**

MTAB Funding 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

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.*

*KEEP IN MIND THAT 2021 PERFORMANCES* ***MUST*** *BE REDUCED IN SIZE TO MEET SOCIAL DISTANCING AND SAFETY GUIDELINES. ALSO KEEP IN MIND THAT WE PLAN TO LIVE STREAM MOST PRODUCTIONS.*

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

Number of artists PAID       Number of artists UNPAID

Estimated number of support staff backstage:

Music-Live/Music-Taped:       Number of Musicians:       On Stage/In Pit:

Television  Yes  No Radio  Yes  No

Audio/Videotaping Yes  No Expected attendance per performance:

Please specify the name of the person 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?

(Consider using digital programs for 2021 to reduce contact touch points.)

**ADMINISTRATIVE INFORMATION**

**ALL EVENING PERFORMANCES AT MILLER OUTDOOR THEATRE REQUIRE ASSIGNED-SEAT TICKETS FOR ADMITTANCE TO THE COVERED SEATING AREA OF THE THEATRE. (IF NECESSARY DUE TO COVID PRECAUTIONS, THE HILL &/OR DAYTIME PERFORMANCES MAY BE TICKETED.) MTAB WILL PROVIDE AN ONLINE TICKETING SERVICE. PERFORMANCE GRANTEES MUST USE MTAB’S TICKETING SYSTEM. ROPED-OFF AREAS IN THE COVERED SEATING AREA WILL NOT BE PERMITTED.**

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

1. **PERFORMANCE GRANTEE-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. *PERFORMANCE* *GRANTEES MAY NOT CONTRACT WITH FOOD VENDORS.* GRANTEES 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? (*2021 Safety protocols may make this difficult…please be prepared!)*

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.

**ALL EVENTS MUST UTILIZE PROFESSIONAL USHERING STAFF APPROVED BY MOT GENERAL MANAGER. USHERS WILL BE PROVIDED BY MTAB. 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 Recipient is responsible for primary marketing of the event.

Is your organization active on Facebook?  Yes  No Facebook site?       # of followers

Is your organization active on Twitter?  Yes  No Twitter handle?       # of followers

Is your organization active on Instagram?  Yes  No Instagram handle?       # of followers

**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.