**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.