**MILLER OUTDOOR THEATRE  
PRODUCTION MEETINGS**

MTAB expects all organizations that receive grant funds to be professional in their approach to the performance. This means that all aspects of managing the grant be handled professionally, including timely and informative production meetings. Remember that this is taken into consideration during the Grant Application Evaluation process.

**AT LEAST ONE MONTH PRIOR TO FIRST PERFORMANCE DATE, YOU MUST SCHEDULE AN IN-PERSON PRODUCTION MEETING WITH THE TECH STAFF TO DISCUSS PRODUCTION DETAILS AND SPECIAL NEEDS.**

This meeting should take place during normal business hours, Monday through Friday, three weeks before your performance date. To schedule this meeting, please contact

**TERRY CRANSHAW, MTAB PRODUCTION SUPERVISOR**

[**terrycranshaw@gmail.com**](mailto:terrycranshaw@gmail.com)

**713-256-8480**

The Miller crew is highly skilled, and they are one of the main reasons that so many producers enjoy coming here. Please do not take advantage of them. They are here to help you make your performance the best it can be, but not at the last minute and without any notice.

* PLEASE DO NOT ARRIVE FOR LOAD IN WITH MATERIALS THAT HAVE NOT BEEN DISCUSSED DURING THE PRODUCTION MEETING. All video, recorded music, projections, set lists, and stage plots should be prepared and sent to the Miller staff prior to your move in date.
* ALL SCENIC ELEMENTS SHOULD COME TO THE THEATRE FULLY BUILT, PAINTED, AND READY TO BE ASSEMBLED ONSTAGE. All Hanging scenery must have appropriate hardware installed for stage use.
* **WE DO NOT PROVIDE HARDWARE OR LUMBER.** You will be billed for the crew’s time and materials if we must make adjustments to your set to make it safe and practical for use in our facility.
* A STAGE DOOR LIST OF ALL PERSONS AND THEIR FUNCTIONS MUST BE PROVIDED 72 HOURS BEFORE YOUR LOAD IN. **No one will be allowed backstage that is not directly involved in the production and listed on your stage door list.** Family members, guests or fans are not allowed backstage at any time.