**MILLER OUTDOOR THEATRE  
PRODUCTION**

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.

**ONE MONTH PRIOR TO YOUR FIRST PERFORMANCE DATE, WE WILL HAVE AN IN-PERSON PRODUCTION MEETING WITH THE TECH STAFF.** This meeting should take place during normal business hours, Monday through Friday. To schedule this meeting, please contact

**TERRY CRANSHAW, MTAB PRODUCTION SUPERVISOR**

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

**713-256-8480**

Please come prepared to provide details about the following items:

**Will you be using any special effects?**

Please consult Terry Cranshaw about any other special effects and permit needs including theatrical haze/fog, open flame, pyro, pit seating, etc.

We need at ***least two weeks’ notice*** to obtain a permit from the Houston Fire Department.

***The cost of obtaining a fire inspector standby permit for theatrical haze/fog is approximately $400.00*** for each show and or rehearsal.

These costs will be deducted from your grant, and they are **NON-REFUNDABLE.**

**Will you have your own photographer? Videographer?** All photographers and videographer must adhere to our rules at all times and we will need their names and contact information. Please indicate if you will allow your performance to be Livestreamed.

**What kind of sound reinforcement will you need?** Do you have recorded music? Live? How many of the performers need to be heard? Will you be using our piano? Our drum set?

**Are you utilizing projections or video or any kind?**

**Do you require follow spot operators?**

**Provide a stage plot:** This is a map of what you will have onstage for your show. Be as detailed as possible. A template stage plot of the theatre can be downloaded from our tech specs page. [**https://www.milleroutdoortheatre.com/tech-specs/**](https://www.milleroutdoortheatre.com/tech-specs/)

Are you using platforms? Music stands? **We have some of these items onsite for your use.**

Please check the link above to view our inventory.

**Please prepare DRAFTS of the following:**

* **Load in/tech/rehearsal schedule**

*Most Miller shows load in, rehearse, and perform in one day. During the production meeting, we will establish the schedule for your production* ***in detail****. Below is a typical schedule based on an 8:00pm curtain time.*

**Time event details**

**9:00am-1:00pm House crew call set platforming, prep audio, lighting, etc**

**1:00-2:00pm meal break**

**2:00pm cast/talent arrive load in costumes, props**

**2:30pm begin cueing, spacing rehearsal**

**6:00pm meal break – no work onstage**

**7:00pm crew call/house opens**

**8:00pm performance begins**

* **Cast/ Personnel List**

**First Name Last Name Role/Function**

**Bob Bigheart Leading Man/dancer/musician**

**Allison Storm Lighting Designer (contact information)**

**Paul Cable Stage Manager (contact information)**

*We need this information as soon as it is available to prepare and program the technical aspects of your show.* Consider this the beginning of your **STAGE DOOR LIST AND PARKING PASS LIST** that need to be finalized 3 days before your load in.

* **Show Breakdown** with estimated timings

**Act/Part One** 60 MINUTES

**INTERMISSION** NONE/15 minutes

**Act/Part Two**  45 minutes

*These details are shared with Miller Theatre’s operations to schedule concessions, ushers, security and housekeeping.*

* **LISTS**

Do you have scenery? Props? Chairs/tables that you will be bringing that are set onstage?

**About our crew and theatre:**

* **No one will be allowed backstage who is not directly involved in the production and listed on your stage door list.** Think of the theatre as an active construction site, with all the dangers that that implies. Family members, guests or fans are not allowed backstage at any time. No pets are allowed at any time (Service animals are the exception)
* The Miller crew are highly skilled theatre professionals, and they are one of the main reasons that so many producers enjoy coming here. *Please do not take advantage of them.* Prepare your materials, do not bring them to us at the last minute and without any notice. 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.

***If the crew must work through a scheduled break to get your materials loaded and ready in time for your show, you may be charged for their overtime and/or meal penalty.***

* All scenic elements should arrive at the theatre fully built, painted and ready to assemble on the stage. All hanging scenery must have appropriate hardware installed for stage use. **We do not provide lumber, hardware or tools for your use. If you have questions about what materials are needed, PLEASE ask us! We are happy to help you.**

***You will be billed for the crew’s time and for materials if we must adjust your set to make it safe and practical for use in our facility.***