

# Performing Arts Showcase Application Guidelines

Mansfield Performing Arts Center

Great Falls, Montana, MPAC Showcase & Conference, January 27-29, 2017

The Montana Performing Arts Consortium (MPAC) is pleased to announce the 34<sup>th</sup> annual MONTANA PERFORMING ARTISTS' SHOWCASE and BLOCKBOOKING CONFERENCE. The Showcase will be held in Great Falls, Montana, on Saturday, January 28, 2017. Artist tech times begin Friday, January 27, at 4:30 PM. Professional sound, stage manager, and a crew of three will be provided. Each showcase is 12 minutes in length, with 5 minutes between for setup. **Questions:** [info@mtperformingarts.org](mailto:info@mtperformingarts.org) or 406-585-9551.

This showcase is important for artists who wish to reach presenters who do not attend large national booking conferences. At least seventeen presenting organizations in Montana are expected to attend the 2017 MPAC Conference and Showcase. It is a great time for artists to meet presenters and build contacts vital to bookings. MPAC emphasizes educational and community residency activities (E.g., school show, workshop, lecture-demonstration, master class) in addition to a community performance. PLEASE NOTE: Artists who offer no residency activities are a lower priority. During the conference we schedule both social (meals, reception) and formal (Resource Room) opportunities for artists to meet presenters; plus on Friday afternoon a unique 1-hour "turn the tables" event with presenters in booths for artists to meet. Several artists have described this conference as the "most human and fun booking conference in the country." This event is made possible in part through grants from Montana's Cultural Trust, Montana Arts Council and National Endowment for the Arts.

An ARTIST APPLICATION FORM follows on pages 1-4. Fill out and return if you are interested in showcasing and/or having a booth at the 2017 Booking Conference. Electronic application is not yet available. The number of Showcase time slots is limited to 17, so please send your application as soon. The booth fee is your registration and covers everyone participating under your artist/company name; please provide all names.

In order to present the highest quality performers possible, all entries to the showcase will be juried. Please submit: **two (2) identical sets of publicity material; one (1) work sample: CD or DVD, or Web link; and one (1) b/w or color photograph or .jpeg on CD, your completed application form, a check or money order in US funds from a US bank** for registration fees. Photos will be printed in the showcase program, so .jpeg files are preferred. **Photos and CD/DVDs will not be returned unless you enclose a self-addressed stamped envelope (SASE) with your application, however, jurors reserve the right to keep samples.**

**Mail/ship to:** MPAC Showcase Panel  
321 East Main Street, Suite 212  
Bozeman, MT 59715

**If using overnight service, to save \$  
third business day delivery is OK.**

**Deadline: Monday, November 7, 2016, postmark.** Applicants will be notified of jury results by November 23.

## Showcase application checklist for your reference:

- \_\_\_\_\_ 1 completed application, INCLUDING tech sheet
- \_\_\_\_\_ 2 complete and identical sets of your promotional materials
- AND
- \_\_\_\_\_ 1 work sample for panel, which can be either: **CD**, indicate track numbers, **OR: 1 DVD** (please clearly identify disk as a DVD) **OR: Web link**, complete #6A, page 1
- AND
- \_\_\_\_\_ 1 photo, any size, **but no halftone dot prints, OR: photo .jpg file on CD**
- AND
- \_\_\_\_\_ Check **or** money order (USD only on a US bank) for fees, send no cash.

Lodging information will be posted on [www.mtperformingarts.org](http://www.mtperformingarts.org) by November 1.

Montana Performing Arts Consortium

Tech: Friday, January 27; Showcases: Saturday only, January 28, 2017, Great Falls, Montana

Type or Print all information

1. Artist/attraction: \_\_\_\_\_

2. Firm (must be authorized to book the attraction): \_\_\_\_\_

3. A. Contact Person: \_\_\_\_\_

B. Estimated fee range (in Montana) \_\_\_\_\_

4. Address: \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Web address \_\_\_\_\_

Telephone\_(\_\_\_\_\_) \_\_\_\_\_ Fax\_(\_\_\_\_\_) \_\_\_\_\_

6. A. Genre of event you offer (jazz, folk, classical, dance, theater, etc.) \_\_\_\_\_

B. **Link to site for work sample** (if applicable): \_\_\_\_\_

B. Is residency activity offered? \_\_yes \_\_no.

C. Residency fee range (if not included in performance fee) \_\_\_\_\_

D. Briefly describe residency activity:

7. All applicants: In the following space (do not continue on another page) please write a description of your event for the printed program:

8. Showcase applications only: In the following space please write a brief introduction for the emcee to use for your showcase, (do not continue on another page, please be creative and do not repeat the information in #7):

**9. Tech time preference:** You will have 30 minutes for sound check/tech time. Check and complete all that apply:

- a. I/we have a large complicated setup \_\_\_
- b. I/we require more \_\_\_ (or) less \_\_\_ than 30 minutes for tech, estimated time needed is \_\_\_\_\_.
- c. I/we do not need a tech time \_\_\_ (tech crew will not be responsible for your sound or setup accuracy)

**Preferred tech time (Check ONE):**

Friday, 1/27

Saturday, 1/28

- |             |           |             |
|-------------|-----------|-------------|
| ___ 4:30 PM | ___ 9:00  | ___ 7:15 AM |
| ___ 5:00    | ___ 9:30  | ___ 7:45    |
| ___ 5:30    | ___ 10:00 | ___ 8:15    |
| ___ 6:00    | ___ 10:30 | ___ 10:45   |
| ___ 7:30    | ___ 11:00 | ___ 2:30 PM |
| ___ 8:00    |           |             |
| ___ 8:30    |           |             |

Every effort will be made to honor your requests, however, MPAC will assign both tech and showcase times.

**10. Showcase:** You will have 12 minutes to perform and there will be 5 minutes for setup between artists. Please use #1 for FIRST and #2 for SECOND preference for your showcase time on Saturday, January 28:

I	II	III
___ 9:00 AM	___ 12:30 PM	___ 3:30
___ 9:17	___ 12:47	___ 3:47
___ 9:34	___ 1:04	___ 4:04
___ 9:51	___ 1:21	___ 4:21
___ 10:08	___ 1:38	___ 4:38
___ 10:25	___ 1:55	

\_\_\_ **Not applying for a showcase, but registering for a booth in Resource Room.** Do not complete # 8 on page 1, but do complete #13 on page 3 and include with application; ignore \$35 jury fee, only pay booth fee.

**11. Questions, comments, or anything else MPAC should know or attempt to accommodate:** E.g., do you have a gig right before –or after– the Showcase 300 miles away? Lots of equipment to set up? Arriving late on Friday?

**12. Special requests, check all that apply:**

\_\_\_ Vegetarian, \_\_\_ Vegan, \_\_\_ Food allergy (describe): \_\_\_\_\_

Name(s) associated with checked food requirements: \_\_\_\_\_

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**Please note: Vegetarian/Vegan/Special diet will be provided separately from buffet by name.**

\_\_\_ Handicap access and/or \_\_\_ special requirement, please describe accommodation requested:

**13. Registration Fees:** Booth fee is your conference fee and includes all names listed in #13, but not meals; see accompanying Application Guidelines for MPAC’s refund policy.

	Amount:
<b>Showcase jury fee enclosed @ \$35.00 (per artist/attraction)</b>	= _____
<b>required upon acceptance: booth space \$150.00</b>	= _____

Optional meals: (#) _____	Friday dinner @ \$25.00 each = _____
	_____ Saturday lunch @ 10.00 each = _____
	_____ Saturday dinner @ 25.00 each = _____

(Meal tickets may not be available at the door.)

**Total enclosed \$ \_\_\_\_\_**  
**(US Dollars drawn on a US bank only)**

# Technical Specifications Sheet (for Showcase you must fill out both page 3 and page 4)

Artist/Attraction \_\_\_\_\_

13. Names of each individual in group (FOR BADGES REQUIRED FOR ENTRY TO RESOURCE ROOM)

**First**

**Last**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Artists who are not applying for showcase and only want a booth in the Resource Room may skip questions 14-16.**

14. Equipment brought by attraction (all instruments, props and sound equipment):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you need a piano? \_\_\_\_yes \_\_\_\_no (a Steinway concert grand is available at the venue)

15. Name of road or stage manager

\_\_\_\_\_ Telephone (\_\_\_\_\_)\_\_\_\_\_

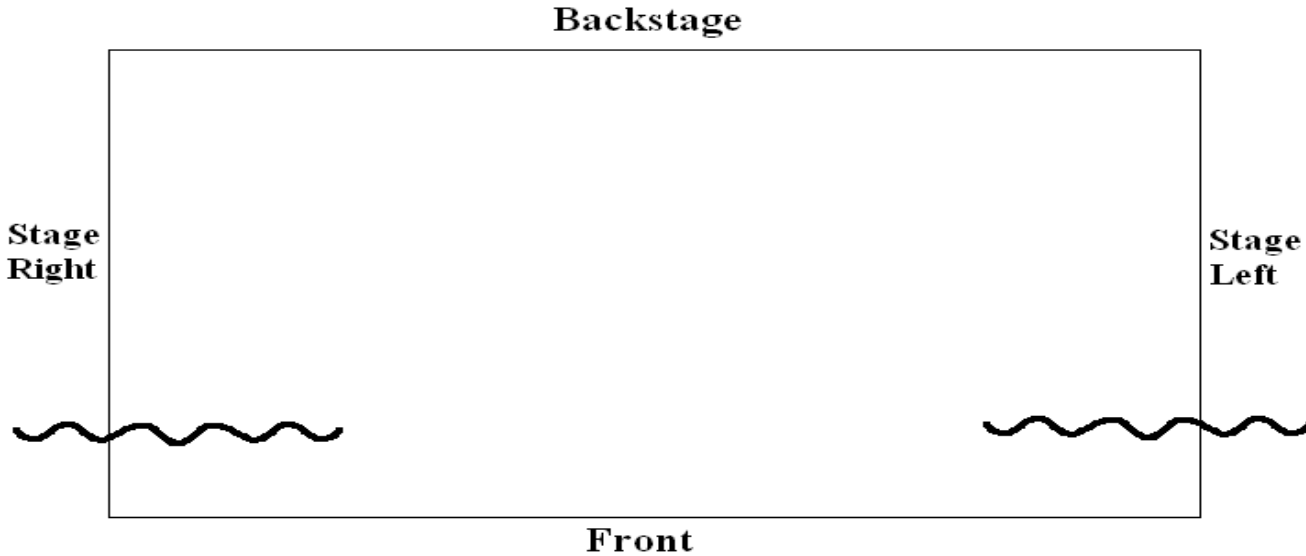
e-mail \_\_\_\_\_

Note: Other than professional sound, lighting, standard stage equipment, and concert grand piano, MPAC will not be financially responsible for or supply any special equipment or instruments required by artist/attraction, but please call our office as we may be able to find local rentals.

# Stage Plot

Attraction Name \_\_\_\_\_

16. Please draw a simple stage plot (proscenium stage, not to scale):



Great Falls' Mansfield Theater Stage dimensions: 3' front of curtain, 50' wide, 30' deep.  
Auditorium seats: 1,776 and public is invited to attend in order to fill more seats.

Total number of vocal mikes \_\_\_\_\_

Total number of instrument mikes \_\_\_\_\_

Total number of electrical outlets \_\_\_\_\_

Total number of direct inputs \_\_\_\_\_

Please use a separate sheet of paper for any special instructions and staple to this sheet.

Key for stage plot

- V = Vocal mike
- B = Boom mike vocal
- G = Goose neck mike vocal
- I = Instrument mike
- D = Direct line
- X = Monitor
- E = Electrical outlet

Lighting requirements (describe):

Signature of person submitting information:

\_\_\_\_\_

(print name)

Telephone \_\_\_\_\_  
(for questions from stage manager and/or sound technician)

e-mail (if different from #15): \_\_\_\_\_