

SUPPORT MATERIAL PACKING SLIP

Support material due two (2) weeks after the close of your production.

All schools are **REQUIRED** to submit support material for review by The Bobby G Awards Staff.

Please include this form with your support material. It will help us to better keep track of your materials.	
NAME OF SCHOOL:	
NAME OF SHOW:	
CONTACT NAME:	
ADDRESS:	
CITY, STATE, ZIP:	
PHONE:	
EMAIL:	
EACH SUBMITTED ITEM <u>MUST</u> BE LABELED WITH SCHOOL'S NAME SHOW NAME. Please indicate the contents of this package by placing a check mark next to all that apply.	
<u>MANDATORY:</u> <u>DIGITAL</u> production photos on CD, DVD or USB Flash Drive (<u>DO NOT</u> send prints)	
o photos minimum that highlight: Hair and Make-Up Costumes Lighting Scenic Elements Choreography Stage Direction	2 photos minimum of the following: ☐ Each Leading Actress ☐ Each Supporting Actress ☐ Each Supporting Actor ☐ Each Ensemble ☐ Chorus ☐ Orchestra
☐ MANDATORY: video in a segmented DVD ** ☐ MANDATORY: programs/playbills (2 copies)	☐ <u>MANDATORY:</u> Posters Digital (in PDF format)
MANDATORY: Bobby G Award cast and crew orm	and Printed (22" x 30" maximum)
By signing below, you authorize The Bobby G Awards and Denver Center for the Performing Arts to use any support material in our ceremonies, website, brochures, publications, and promotional materials.	
Signature: Da	nte:





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- **The submission of video comes with certain conditions. Since most royalty agreements forbid taping in their contracts, but may permit archival taping if permission is requested, we strongly recommend that you submit videos that:
 - 1. have been approved by the licensing house for your production, or
 - 2. contain footage of a dress rehearsal, or
 - 3. are edited highlights with footage of select production numbers and/or scenes

**Videos submissions:

1. <u>Should be segmented</u> into files/chapters by production number and must be in a YouTube acceptable format.

YouTube Acceptable Formats are:

- .MOV
- .MPEG4
- AVI
- .WMV
- .MPEGPS
- .FLV
- 3GPP
- WebM
- 2. Each file's name should describe it's content (example: FrancisHigh_Carousel_opening.mpeg)
- ** **Photos Submissions** must be separated into the categories as designated on the attached page
 - 1. Please include the photo credit in the title of each photo file including all performers featured and the credited photographer.
 - Example: L-R: Sarah Smith, Matt Jones and Erin Turner. (c) [photographer's name]
 - If there are more than six (6) performers featured in the photo the credit may read: The cast of [insert show] (c) [photographer's name]
 - ** **The Bobby G Awards** office is 100% dependent upon your cast/crew list for accurate information regarding the correct spellings of students, faculty, and volunteers.

Mail All Support Materials To:
Bobby G Awards
c/o Denver Center Attractions
1101 13th St.
Denver, CO 80204

