



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.

Form with fields: NAME OF SCHOOL, NAME OF SHOW, CONTACT NAME, ADDRESS, CITY, STATE, ZIP, PHONE, EMAIL

EACH SUBMITTED ITEM MUST 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.

Form with checkboxes for MANDATORY items: DIGITAL production photos on USB Flash Drive (DO NOT send prints), 10 photos minimum that highlight, 5 photos minimum of the following, video on a USB Drive, programs/playbills, Bobby G Award cast and crew form

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: \_\_\_\_\_

Date: \_\_\_\_\_



DENVER CENTER FOR THE  
PERFORMING ARTS

THE **BOBBY G** AWARDS

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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 3 minute edited highlights with footage of select production numbers and/scenes from Lead Actor/Actress in a solo number.

**\*\*Videos submissions:**

1. **Should be segmented** 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 DCPA - education**  
**1101 13<sup>th</sup> St.**  
**Denver, CO 80204**