

PACKING SLIP

PLEASE FILL OUT COMPLETELY AND SEND WITH ALL NECESSARY SUPPORT MATERIALS

This form will help SMT keep track of your submissions and expedite their safe return. Please see pages 12 and 13 of the Rules & Guidelines booklet for important information on Support Material requirements.

Name of School: _____

Name of Show: _____

Please return all support material to the following address:

Contact Name: _____
Address: _____ _____
City, State, Zip: _____

Contact telephone number: () - , extension _____

Contact cell number: () - .

Contact school email address: _____

Contact home email address: _____

All schools are required to submit support material for review by the Nomination Committee and Evaluators. Please indicate the contents of this package by placing a check mark next to all that apply.

_____ MANDATORY production photos
(printed or on CD-ROM)

_____ MANDATORY video (*see notes below*)
(in a segmented DVD or CD-ROM)

_____ Audio CD
(orchestra and/or vocalists)

_____ Production drawings/renderings
(sets, costumes, lights, props, etc)

_____ Programs/playbills

_____ Other: _____

EACH SUBMITTED ITEM MUST BE LABELED WITH THE SCHOOL'S NAME AND THE NAME OF THE SHOW.

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 only submit videos that:

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| <ol style="list-style-type: none">1. have been approved by the licensing house for your production, or2. contain footage of a dress rehearsal, or3. are formatted with performance excerpts only, editing out continuity of the scenes |
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The submission of DVD/CD-ROM's comes with certain conditions:

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| <ol style="list-style-type: none">1. DVD/CD-ROM's submitted must be segmented into scenes and must be compatible with the Microsoft Windows Operating System and Windows Media Player.2. DVD/CD-ROM content files must have one of the following extensions: .avi, .mpg, .m1v, .mp2, .mp2v, .mpeg, .mpe, .wmv, OR .asf.3. Each file's name should describe its content. |
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