



Performing Arts 2019-2020 Season Proposal Guidelines

Who should submit a proposal? Anyone and everyone interested in being included in the National Hispanic Cultural Center's 2019-2020 Performing Arts Season offerings should submit a proposal (or several). This includes proposals for shows, workshops and lectures that would be a part of the season. Proposals are specifically welcome from individuals, non-profit organizations, units of government, schools, and universities, whether located in New Mexico or not.

When are proposals due? All performing arts proposals must be submitted through the online application process **no later than midnight on December 21, 2018**, to be considered for the planned season. Proposal also will be accepted throughout the year in the event of additional opportunities for events in the planned season.

How do I submit a proposal? All proposals must be submitted online using the following links:

Dance Proposal: <https://nhccnm.wufoo.com/forms/s1vkb17v01sxl4t/>

Music Proposal: <https://nhccnm.wufoo.com/forms/sdowi1r1qnwh4a/>

Theatre Proposal: <https://nhccnm.wufoo.com/forms/sjuiqvm17lmqu2/>

If your proposal falls into more than one category, choose the one you think fits best. If your proposal doesn't fit into any of those categories, submit it as a Miscellaneous Proposal using this link: <https://nhccnm.wufoo.com/forms/sf2z3sz1yige2n/>.

These online forms do not allow you to save your work between sessions, so here are links for Word document worksheets: [Dance](#); [Theatre](#); [Music](#); [Misc](#). Please create your proposal on the worksheet, and then you can cut and paste your information into the online form for submission. Only proposals submitted online will be considered. In other words, proposals sent directly to NHCC staff will not be considered.

How many proposals can I submit? You can submit as many proposals as you would like, just as long as you submit one proposal per idea. For example, if you'd like to present two different dance productions, submit two proposals—one for each production. But, if you'd like to present one play for a two-week run, then you only need to submit one proposal for the play.

What if I don't have all the details of my proposal figured out yet? We understand that some final details cannot be confirmed until/unless your proposed event is selected for the season. However, the more information you include in your proposal, the more likely it is to be selected. If you have an idea but not finite details, we encourage you to wait to submit a proposal until you have more details, even if that means you don't submit your proposal for consideration until the following season.

What are you looking for in proposals? Proposals are reviewed for (1) alignment with the NHCC's mission, (2) artistic quality and creativity, (3) community connection and benefit, and (4) administrative capacity to carry out the proposed presentation successfully. The NHCC's mission is to preserve, promote and advance Hispanic culture, arts and humanities. We look to our Performing Arts season to carry out this mission through the presentation of traditional and contemporary dance, theatre and music that reflect both deep cultural traditions and more current evolutions of performing arts from Latin America, Spain,

Portugal and Latino/Hispanic/Chicano peoples within the United States. We are committed to presenting a range of performances that reflect local, national and international talent.

Who reviews the proposals? The proposals are reviewed by both NHCC staff and external experts in specific performing arts disciplines. Because the external reviewers may not have familiarity with your work, it is very important that you fill out the proposal fully.

How do I find out if my proposal is accepted? You will hear from us by February 11 on your proposal, whether we accept it or not. If it is accepted, we will immediately begin negotiations on a contract with you to include your proposed performance or event in our 2019-2020 season. If you have questions about your proposal after submitting it, you can email Reeve Love, reeve.love@state.nm.us. If you have questions about your proposal before submitting it, you can attend one of three information sessions: Tuesday, November 13 at 4 pm; Thursday, November 15 at 11 am; or Friday, November 16 at 2 pm .

If my proposal is accepted, what does that mean and what does the NHCC provide? If your proposal is accepted, you will contract formally with us to present the proposed event at the NHCC as part of our 2019-2020 Performing Arts Season. This will mean that you agree to:

- recognize the NHCC as a co-presenter of your production in all advertising, collateral and public promotion,
- comply with all NHCC procedures and policies regarding venue usage,
- provide a minimum number of tickets to the NHCC for promotional use,
- provide a minimum discount of \$2 on all tickets for NHCC Foundation members and students,
- include information and logos provided by the NHCC in the event program,
- have a representative of the NHCC initiate the curtain speech(es) for the event(s), and
- participate in capacity building and networking opportunities provided by the NHCC for Performing Arts season partners.

As a partner in our season, the NHCC will provide you with the following:

- box office staffing and ticket management support,
- marketing and graphic design support,
- waiver of facility rental fees,
- a front-of-house manager and manager on duty,
- performance ushers,
- technical staffing support (to be determined based on availability),
- rehearsal hall or theatre usage for rehearsals and load-in prior to performance (to be determined based on availability and usage request), and
- capacity building and networking opportunities for Performing Arts season partners.

In some cases, the NHCC will also provide hotel rooms, travel costs, artist fees, funds for advertising, and printing of collateral. It will be up to you to let us know in your proposal what support you need, and the specific details of all logistic support will be included in our contract with you if your proposal is selected.

What is the schedule for the 2019-2020 Season? The season will begin in July 2019 and end in June 2020. Within this time frame, all dates are open for discussion for season partnership productions.

What are the capacity building and networking opportunities you mentioned above? In an effort to improve our service and enhance the benefits provided to Performing Arts season partners, the NHCC will be working with a variety of organizations and individuals to provide our partners with professional development sessions and opportunities to get to know one another. Over the course of the season, this will include at least one mandatory all-day gathering, as well as several additional gatherings lasting approximately two hours each, throughout the year. In the prior year, these included fundraising, marketing and business planning resources and presentations.