



Performing Arts 2018-2019 Season Proposal Guidelines

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

Theatre Proposal: <https://nhccnm.wufoo.com/forms/theatrical-production-proposal/>

Dance Proposal: <https://nhccnm.wufoo.com/forms/dance-production-proposal/>

Music Proposal: <https://nhccnm.wufoo.com/forms/music-proposal/>

How do I find out if my proposal is accepted?

Proposals submitted by March 14, 2018, will receive a response no later than April 13, 2018. Proposals submitted after March 14, 2018, will be considered only on an as needed basis to fill vacancies in the NHCC's 2018-2019 performing arts season, and will only receive a response if they are accepted into the season.

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 here: <https://nhccnm.wufoo.com/forms/miscellaneous-proposal/>. 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 only have an idea, and don't have all the details figured out yet? Put as much as you know into the proposal. We definitely understand that details about dates or actors or musicians may not be confirmed until after the proposal is accepted. That said, the more information you include in your proposal, the better we are able to appreciate the idea you are presenting and the more likely your proposal is to be selected.

What are the selection guidelines? Proposals will be reviewed for alignment with the NHCC's mission, artistic quality and creativity, community support and benefit, and administrative capacity to carry out the proposed presentation successfully.

How do I find out if my proposal is accepted? You will hear from us no later than April 13 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 2018-2019 season. If your proposal is not accepted, we will offer you the option of receiving feedback to help shape your future proposals. If you have questions about your proposal after submitting it, you can email Alicia Tenorio at alicia.tenorio@state.nm.us. If you have questions about your proposal before submitting it, you can attend an information session on January 26 at 10 am, January 27 at 10 am, or January 31 at 6 pm in the NHCC's Wells Fargo Auditorium.

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 2018-2019 Performing Arts Season. This will mean that you come 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 discount of \$2 on all tickets for NHCC Foundation members and students,
- include information and logos provided by the NHCC in the event program and on all marketing collateral you create,
- 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 2018-2019 Season? The season will begin in July 2018 and end in June 2019. Within this time frame, all dates are open for discussion for season partnership productions.

What types of proposals is the NHCC looking for? 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. In addition, we are looking for proposals that demonstrate high artistic quality, community benefit and interest, and the administrative capacity to carry through with both.

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 optional gatherings, lasting approximately two hours each, throughout the year.

