



# APPLICATION for ADMINISTRATORS: The American Prize in ARTS MARKETING, 2019-20

**PRELIMINARY DEADLINE** to email and/or postmark applications: **Tuesday, April 30, 2019.**  
Automatic extensions to Monday, June 3, 2019 for those who need more time and request it in advance of the June date by emailing [theamericanprize@gmail.com](mailto:theamericanprize@gmail.com)

I. SELECT the category of the ensemble or organization. (Choose only one.) If you or someone from your organization is also applying for conducting, directing or ensemble performance prizes, check this box:   
 professional organization       community organization

Print your name \_\_\_\_\_ Position \_\_\_\_\_  
(board member, director, administrator, etc)

Name of the ensemble & type \_\_\_\_\_  
(orchestra, chorus, band, theater company, etc)

Your permanent address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ City/state where ensemble based \_\_\_\_\_

Your email address \_\_\_\_\_ Confirm email \_\_\_\_\_

A. **APPLYING ONLINE ONLY:** (pay fees online, submit this form as a PDF file attachment named for the applicant, along with the required email—see below, send PDFs of marketing materials including online links to any broadcast ads, campaigns.)

PAYING FEES:  ONLINE *identify applicant with payment*

or

B. **APPLYING BY MAIL & EMAIL:** (mailing this form along with hard copies of marketing materials, campaigns and/or philosophy, and discs of any broadcast materials; pay fees online, or by check, money order or credit card sent to the office—address below. Don't forget the required email, below).

PAYING FEES:  ONLINE *identify applicant with payment*     CREDIT CARD     BY CHECK OR MONEY ORDER

**EMAIL required of ALL applicants:** [theamericanprize@gmail.com](mailto:theamericanprize@gmail.com)

Send a SINGLE email: Be sure to identify the applicant in the subject line of a single email which contains:

1. Two 150 word (maximum) biographies: 1) of yourself, 2) of the ensemble, sent in the body of an email, not as an attachment.

Resumes are not accepted. The bios will be printed verbatim should the applicant win The American Prize.

2. Two photographs: 1) of yourself, 2) of the ensemble (JPEG or PGN only). Be sure the file names clearly identify the photos. Be sure the file name includes applicant's name.

3. The name and email addresses of up to 5 media outlets you wish to receive press releases from us, should the applicant win The American Prize, such as local newspapers, radio or television stations, alumni newsletters, etc. Please list them in this format: (examples: THE SPRINGFIELD TIMES arts editor: [arts@springfieldtimes.com](mailto:arts@springfieldtimes.com) —or— Robert Smith, alumni director, Springfield College: [rsmith@cspring.edu](mailto:rsmith@cspring.edu))

**FOR "ONLINE" APPLICATIONS ONLY:** Include with the SAME email:

1. This application form sent as a PDF file attachment named for the applicant.  2. PDFs of marketing materials, including online links to any broadcast ads, campaigns.)

**FOR APPLICATIONS "BY MAIL & EMAIL":** In addition to the required email, send, by U.S. Mail, UPS or similar:

1. Two completed copies of this application form.

2. Two hard copies of marketing materials, campaigns and/or philosophy, and 2 copies of discs of any broadcast materials.

3. If sending \$55 application fee by mail, make check or money order out to HCMT/The American Prize. Send to: David Katz, chief judge, HCMT/The American Prize, 25 Hamilton Drive, Suite 100, Danbury, CT 06811

—or: please charge my credit card:  MC     V     DSC

Card No. \_\_\_\_\_ Exp. \_\_\_\_\_ CVV\* \_\_\_\_\_  
\*3-digit code on back of card

Signature \_\_\_\_\_ Name \_\_\_\_\_

If making multiple applications, they may be sent together. Be sure to include 2 copies of EACH application, 2 copies of EACH tape and EACH fee in the same envelope. No incomplete applications. No refunds. No materials will be returned.

IV. SIGNATURE: By signing this form, you attest that you are authorized to make this application. You understand and agree to abide by all the rules of The American Prize competition, agree to accept related emails from The American Prize, and authorize us to publish the photo and biographical information of the applicant via electronic or other media, including on our websites.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
Your application will be acknowledged by email. The decisions of judges are final. The American Prize is administered by Hat City Music Theater Inc.