

APPLICATION CHECKLIST

If a written application is a significant barrier to your participation, please contact us through the email below to discuss how we can accommodate your needs, such as through a verbal process or assistance with your application.

- Application Form
- Project Information
 - Project Summary: Maximum 150 words
 - Letter of Intent: Maximum 2 pages
 - The Show: Max 10 page Excerpt of Script (3 scenes), Proposal or Full Project Description.
 - List of Artists, Short Bios of Key Artists and Company History. No Resumes.
 - Technical Rider: Sound and Lighting requirements, Stage plot, Set requirements, Equipment list (including what you have and what you need)
- Support Materials (optional but recommended)
 - ex: Letters of support for theatre organizations or artists
- Promotional Materials (optional but recommended)
 - ex: Press kit, Press release, Poster or Flyer
- Video by link (optional but recommended)
 - Include password if required
 - Archival of production, Promotional video, or Teaser Trailer

Submission Note: when submitting links to online folder, please set permissions to allow "anyone with link to view."

- \$35 Reading Fee (for each show submitted for consideration)

If the submission fee represents a barrier to application, please select the **No Fee Option**

Submit applications, script and support materials in electronic format in .pdf via the online application form on our webpage: <https://upintheairtheatre.com/opportunities/>

OR

Submit all application materials in one single PDF with the subject line (TITLE_APPLICATION) to **submissions@upintheairtheatre.com**

OR

If a written application or Online Forms is a significant barrier to your participation, please notify us in advance (at least 2 weeks before deadline) to discuss how we can accommodate your needs, such as through a verbal process, video, or assistance with your application. Contact us at dave@upintheairtheatre.com, sarah@upintheairtheatre.com or our Access Coordinator: Amy Amantea amy@upintheairtheatre.com.

Programming will be finalized no later than January 2027.

Only those applications chosen for presentation will be contacted.