



Theatre Education/Workshop Request Form

Teen HYPE is a non-profit organization that uses theatre education as tool to educate teens on social issues that often put them at risk.

GENERAL INFORMATION

Today's Date: _____

Contact person _____ Telephone _____

Email _____

Organization/School _____

Address _____ City _____ State _____ Zip _____

PERFORMANCE INFORMATION

Please describe the occasion or event: _____

Date _____ Performance time _____ Duration _____

Venue address: _____

Stage Configuration: _____

Number of expected attendees _____

Is there a private room available for warm up and dressing? _____

Is there sound equipment? _____ If so, how many microphones? _____

Topic Requested

_____ Healthy Relationships _____ HIV/STDS _____ Violence Prevention

Signature: _____ **Print Name:** _____

For Teen HYPE use only

Date received _____ Approved _____ Declined _____

If declined, reason: _____

Date notified _____ By _____

Instructions

1. Please complete as much of this Performance Request form as possible. This will assist us in evaluating your request and responding in a timely manner.
2. Performance Request must be submitted at least 60 days prior to the performance date.
3. The Requestor **MUST** sign the form, below.
4. Please return the form to: Teen HYPE 453 Martin Luther King Blvd Detroit MI 48201.
Fax (313) 831-8337
5. If you have any questions, please contact Franky Adams at 313 831-8336.

Process for Review and Approval

All performance requests will be reviewed by the Program and Executive Director and approved based upon the following criteria:

1. Alignment with Mission: The Performance must be in keeping with the mission/vision of Teen HYPE Youth Development Program and maintain the integrity and brand of its performing groups.
2. Schedule: Depending on rehearsal & performance schedules and member availability, Teen HYPE will try to accommodate dates and times. As our peer educators attend school during the day, evenings and weekends are best. Without a 30 day lead time, Teen HYPE many not be able to guarantee performance dates and times.

Costs

1. Financial Support: A performance fee is required for all performances in an amount that will help Teen HYPE defray its costs to perform and contribute to its future efforts. Performance fees cover our cost of accompanist, artistic direction, music, rehearsal space, etc.. Performance fees will differ based on length, style, event and venue.
2. Travel: The sponsoring agency/organization will be expected to pay for round-trip transportation as well as the fee, for all events outside the Detroit area.

Payment is due at time of performance unless requestor has received express written permission beforehand.

3. All Checks should be made payable to **Teen HYPE**.

Right to Cancel

Teen HYPE reserves the right to cancel our participation in an approved event before the requested performance time under certain conditions, including, but not limited to:

1. The time and date of the performance are changed.
2. The performance venue is changed.
3. There are any material variations from the information submitted with adequate prior notice. Whether a variation is material is subject solely to the discretion of the Executive Director.