Post-Production Worksheet Instructions

Payment Procedure:

Fill out the Post-Production Worksheet only after the closing of an event for which you received a grant award. A check will be cut for the amount actually spent on the event—note, this may be less than the grant award amount. To determine payment amount we ask that you attach invoices demonstrating event expenses. We may not reimburse all expenses related to your event. For example, we do not reimburse staff payroll or donor cultivation.

Following an MCEF staff review of this worksheet, a check will be issued by the Morrison Center Endowment Foundation to your organization.

Important Definitions

- **Theater** is defined as a structure/hall/auditorium/room designed to host live dramatic, dance and musical performances. The facility should possess appropriate sound, lighting and seating with visual sightlines to the performance area that are conducive to a comfortable patron experience.
- **Event** is used to denote an entire production, i.e. the entire run of the Nutcracker.
- **Show** is used to denote one performance of the event, i.e. Saturday matinee of the Nutcracker.

Application Requirements

1. **Event Invoice Summary**
   Attach a summarized list of vendors and a total of every invoice you wish to have reimbursed then put the total amount of the reimbursement requested at the bottom. You only need to list vendors that qualify for reimbursement and only for the total grant award amount. You can create this in a spreadsheet or word processing format. See the example below.

Sample Invoice Summary	
venue	$30,000
guest performer 1-name	$5,700
guest performer 2-name	$5,500
costumes	$4,500
program printing	$2,000
radio advertising	$500
other expenses-name	$500
Total event expenses	**$48,700**

2. **Individual Invoices**
   Attach scanned copies of all invoices that coincide with your summary sheet. Add as many attachments as you need.

3. **Event Attendance**
   To determine the effectiveness of our grant, we track attendance data for each event we fund. If the venue or ticketing program provides the following information, you may attach this.
   - Number of seats available in the theater
   - Number of shows that charged admission
   - Number of shows that were free
   - Number of tickets comped (for a free show this will be equal to the show's attendance)
   - Number of tickets sold (for shows that charged admission)
   - Number of people attending the event. *We would like the number of people who actually attended the event, not the number of tickets sold/comped. If this information is unavailable, make a guess.*

4. **Event Collateral**
   Attach one example of your event collateral (e.g., program, event t-shirt) that acknowledges MCEF.

5. **Event Images** (Optional)
   You may add 2 of your best photos from the event.

Post-Production Worksheet Example

Fill out this form to obtain payment for a grant that was previously awarded.

1. Organization Name
2. Organization Tax ID Number / EIN
3. Grant Worksheet Writer's Name
4. Grant Worksheet Writer's Email
5. Grant Worksheet Writer's Phone Number
6. Grant Worksheet Writer’s Phone Extension (optional)
7. Has any of you organization’s contact information changed since you submitted your grant application. If yes, fill out questions 8-13.
8. Organization's Address
9. Organization's Phone Number
10. Organization's Chief Executive's Name
11. Executive's Email
12. Executive's Phone Number
13. Executive's Phone Extension
14. Did the event name change from the name on the application? If yes, fill out question 16-17 but if no, fill out question 15.
15. Event Name
16. Event Name on Grant Application
17. New Event Name
18. Which grant cycle are you reporting on?
19. What year was your grant awarded?
20. Amount of Reimbursement You Are Applying For
21. Event Opening Date
22. Event Closing Date
23. Invoice Summary - Attachment #1
24. Individual Invoices - Attachment #2
25. Theater Where the Event Took Place
26. Theater's Seating Capacity
27. Ticketing Report - Attachment #3 (only if available)
28. Number of Shows That Were Ticketed
29. Number of Shows That Were Entirely Free
30. Shows That Were Ticketed: Number of Tickets Sold
31. Shows That Were Ticketed: Number of Tickets Comped
32. Shows That Were Entirely Free: Number of Tickets Comped
33. Total number of people attending the event.
34. Event Collateral - Attachment #4
35. Quick Summary of Your Final Impressions from This Event
36. Event Images or Other Information – Attachment # 5 (optional)