



## 2019 STEP Showcase Application

All Submissions Due by February 15<sup>th</sup> 2019

Name of Entertainer: \_\_\_\_\_

Entertainers and/or Agents Website: \_\_\_\_\_

Type of Entertainment: \_\_\_\_\_

Agent or Presenter: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/PostalCode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone/pager/cell phone number for contact during Conference: \_\_\_\_\_

Contact Person during the Conference: \_\_\_\_\_

Membership Date: \_\_\_\_\_

This application and all supporting documents must be received by February 15, 2019. Use a separate showcase application for each submission.

## **Checklist of Printed Materials to Be Submitted:**

**In order for a presenter to be considered for a showcase, all of the following items must be emailed with this application.**

- **ONE** Brief Description of Entertainment (50-150 Words)
- **ONE** Current Picture of Entertainer Suitable for Publication
- **ONE** Link to performance video.
- **ONE** Stage Plot, with channel Inputs
- Optional: additional press and/or marketing materials that the firm feels may aid the committee with its consideration

Incomplete submissions will not be considered.

If selected, the Entertainers photo—as a JPG or TIF file—as well as an electronic copy of the presenter’s biography must be sent to STEP.

The Showcase Selection Committee will only consider clients of agencies or entertainers who are members in good standing with STEP by February 15<sup>th</sup> of the year of the showcase.

Acts will not be allowed to showcase in consecutive years

Qualifying acts submitted will be reviewed by the showcase committee, which will not include any entertainer or booking agency employee or representative.

Acceptance or Non-Acceptance and Time/Date confirmations will be posted to the email address listed on your application. In the absence of a working email address, notices will be sent by US mail.

Time slots of (20) Minutes (absolute maximum) will be allotted to each act except four Cocktail Hour (60) Minutes and Strolling Entertainment TBD.

Entertainers must be ready to perform at their designated show times. Any special introductions (other than those by the emcee) will be included in the entertainers (20) twenty minute period.

Only Entertainers performing in the showcase will be permitted to distribute promotional pieces during the showcase period.

**In some showcase slots STEP agrees to provide the following:**

Suitable facility in which to present the showcase  
Adequate Staging  
Suitable FOH sound, monitors, microphones and adequate lighting  
Stage Power

**The Entertainers are responsible for providing their own back-line gear**

**The Showcase Chairman will determine the program order.**

**The Committee will select the emcee for the showcase, if applicable.**

**The decisions of the Showcase committee are final.**

**If the Entertainer is selected for a showcase, the Entertainer/Agency must register for the conference.**

The registrant/applicant hereby agrees to hold harmless and indemnify STEP, the hotel and/or workshop facility against and for any and all costs, claims, damages and expenses (including attorney's fees), of whatsoever nature, arising from or related to the violation by the registrant/applicant of any of the policies or procedures of STEP, or any act or omission of the registrant/applicant at or in connection with the Conference. The term "applicant/registrant" includes the person submitting the application as well as any other person or persons appearing at or attending the conference in connection with the party applying. Applicants/registrants agree by signing this application that they have read, understand and will adhere to STEP Showcase Policies.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Applications will not be accepted without signature.)

Send by the showcase application deadline to:

**Michelle Garmon - Chair**  
**[Michelle@encoreproductions.ws](mailto:Michelle@encoreproductions.ws)**  
**972.675.0176**