Post-Production Worksheet
Fill out this form to obtain payment of a grant that was previously awarded.

MCEF's Mission Statement:
Our goal is to impact quality events at Idaho's premiere performing arts center. We do this by partnering to underwrite the operating expenses of the Velma V. Morrison Center for the Performing Arts, subsidizing production costs for Idaho's local arts groups and sponsoring events of high-quality national and international artists.

We look forward to partnering with you to bring a positive impact to our community.

 Justin Wilkerson, President   Bonnie Wilkerson, Grant Committee Chair

Payment Procedure:

Fill out the Post-Production Worksheet only after the completion of an event for which you received a grant award. We do ask that you return this review within three months of the event. If you need more time, please contact us at 208-345-5225. Be aware, we may not reimburse all expenses related to your event.

Following a MCEF staff review of this worksheet, a check will be issued by the Morrison Center Endowment Foundation directly to your organization. Your organization is responsible for paying the Morrison Center invoice.

About Worksheet Attachments:

1. Attach a summarized list of all vendors and a total of every invoice you wish to have reimbursed then put the total amount of the reimbursement requested at the bottom. Only complete this step if you want reimbursement for vendors other than the Morrison Center.

 See the example below. You can create this in a spreadsheet or word processing format.

Morrison Center	$30,000
guest performer 1-name	$5,700
guest performer 2-name	$4,650
costume creation-name	$1,000
program printer-name	$500
newspaper ad 1-name	$300
newspaper ad 2-name	$150
other expense-name	$550
Total to be reimbursed	**$42,850**

2. Attach scanned copies of all invoices that you wish reimbursed that coincide with your list above. Attach as many as you need. If the receipts are small, you can put more than one per page. Include the Morrison Center invoice here.

3. Attach the Morrison Center Event Audit Report if your event was ticketed by them. Be prepared to enter the event's audience statistics for any show not ticketed by the Morrison Center. Events may use Morrison Center ticketing services for some shows but offer a free show that is not ticketed by the Morrison Center. Select "both" in this case.

Also, you may add images of your event at the end of this worksheet. This is optional. If you do, please limit this to 2 or 3 of your best photos as our form program limits attachment size.

Definitions for this application:

Event is used to denote an entire production, for example the entire run of the Nutcracker.

Show is used to denote one showing of the event, for example the Saturday matinee of the Nutcracker.

Section 1: Organization's Information

Organization's name:*
 Drop down of current grants.

Organization's address:*
 Address fields

Organization's phone number:
 Phone # field

Organizations chief executive's name:
 Name field

Executive's e-mail:
 Email field

Executive's phone number:
 Phone # field
Only enter if different than the organization's phone number.

Executive's phone extension:
 Number field
Leave blank if none.

Worksheet writer's e-mail*
 Email field
Application confirmation will be sent to this email.

Worksheet writer's name:*
 Name field

Worksheet writer's phone number:*
 Phone # field
Only enter if different than the organization's phone number.

Worksheet writer's phone extension:
 Number field
Leave blank if none.

Optional: Any other information about the organization you would like to share?
 Paragraph field
There will be space later for specific comments about the event.

Section 2: Event & Payment Information

What round was this grant approved? *
    Single choice buttons listing all open grant rounds

Event title: *
    Short text field

Is this the same title as on the Event Application:*
    Single choice buttons of yes or no

If no:
Working title on Event Grant Application:*
    Short text field
Go to yes

If yes:
Event opening date:*
    Date field

Event closing date:*
    Date field

Amount of reimbursement you are applying for:*
    # field

Attach a summarizing list of vendors and invoices.
    Upload a File button
Follow example in directions above. It can be in a spreadsheet or word processing format. Only complete this step if you want reimbursement for vendors besides the Morrison Center.

Attach a copy of all the invoices you wish to have reimbursed.
    Upload File button
Attach as many as you need. If the receipts/invoices are small, you can put more than one per page. Include the Morrison Center invoice in this upload.

Section 3: Audience Information

Events may use Morrison Center ticketing services for some shows of their event but offer a free show that is not ticketed by the Morrison Center. Select "both" in this case.

Was the event ticketed by the Morrison Center box office? *
    Single choice buttons: Yes, No, Both

If Yes or Both: For events ticketed entirely by the Morrison Center. The Morrison Center will provide you with the following reports to attach.
    Attach Morrison Center Event Audit and Morrison Center Daily Box Office Report.
    Upload File button.
If you did not receive them, ask the Morrison Center for copies.
Go to end

_____

If No or Both: Enter details below only for shows not ticketed by the Morrison Center.

How many people attended the unticketed shows: *
    # field

How many unticketed shows used only the lower floor? *
    # field

How many unticketed shows used the entire theater?*
    # field

How many tickets were sold for the unticketed show:
    # field
If event/show was free put 0 here.

How many tickets were comped:
    # field
If event/show was free, enter the total number of people attended from above.

Go to end

_____

If Both: Use both yes and no with logic.

_____

Section 4: Final Notes

Quick summary of your final impressions from this event:*
> Long text field

Keep it short. One paragraph is fine.

Optional: Is there any other information you would like to share about this event?
> Long text field.

Optional: Attach other information about this event you would like to share.
> Upload File button

Optional: Attach images of your event.
> Upload Photos Button

Please limit this attachment to 2 or 3 of your best images.

Review Before Submit
> Widget

Submit Application Button