



Should your organization not have an account with MTI, you must submit the IHSSA form along with a letter of intent on your organization letterhead. (If your organization representative is not a member of school faculty, then a faculty rep or principal must make the initial contact to open the account.) Each organization (school) may have only one account. Please do **not** attempt to open separate accounts for Theatre, Music, Choir, Speech, etc. MTI has the ability for multiple contacts within each organization.

All MTI titles (except The Broadway Jr. Collection & those titles completely restricted for amateur production) are available for competition.

If you intend to produce an MTI title for both public performance AND competition: titles could be restricted and subject to approval thus **may not** be available to license for public performance whereas you **may** use the title for competition. You must use the MTI License Application form (not available from IHSSA) in order to license public performances. Applications are accepted up to one year prior to your opening date. If a license is granted for public performance, the \$50.00 portion of the materials fee (below) - if competing with the same title – will be waived. (The \$25.00 competition royalty will be invoiced.)

Provisions for competition include, but are not limited to:

- Videotaping is **never** permitted.
- Audio recording is permitted within IHSSA guidelines. Audio recordings must be destroyed following final competition.
- Audio recording is **never** permitted for public performances (non-competition).
- Excerpts/cuts of scenes/songs in the material is permitted. Additions (new music, lyrics, dialogue, text, improvisations, etc.) to the material are not permitted.
- Excerpts may not be given public performance, regardless of for-profit status or admission charges. ALL non-competition public performance must first be licensed and include the title in its' entirety.
- MTI additional resources (Rehearscore, OrchEXTRA, LogoPak, Transpositions, etc.) are not available for competition.
- MTI materials are available for rental only; no materials may be purchased.

- Photocopies of the cutting may be duplicated for ensemble and adjudicators at organization expense. Said photocopies must be destroyed following final competition.
- The \$75.00 materials fee is not negotiable. Payment must be in advance. PO's will not be accepted. MTI will not invoice prior to shipment of materials.
- Shipping/handling amount of materials fee = \$25.00. Once materials have shipped, the S/H amount is non-refundable regardless of cancellation of competition or organization participation in competition.
- Refundable amount of materials fee = \$50.00, assuming safe, undamaged, timely return of materials to our library.
- Materials fee includes up to FIVE libretto/vocal books (a/k/a scripts) and ONE score. Type of materials is not negotiable. Using a lesser quantity of materials will not alter the materials fee.
- Shipment of materials is by ground rate (usually 3-5 business days following application processing). Overnight express shipping is available for an additional charge of \$20.00 (making your total amount due \$95.00).

IF NO MATERIALS ARE REQUIRED BY YOUR ORGANIZATION, SIMPLY COMPLETE THE LARGE GROUP APPLICATION FORM AND RETURN TO MTI FOR OFFICIAL APPROVAL & SIGNATURE. ALLOW 3-5 BUSINESS DAYS FOR PROCESSING.

IF MATERIALS ARE REQUIRED, COMPLETE THE LARGE GROUP APPLICATION FORM AND ENCLOSE PAYMENT OR COMPLETE THE CREDIT CARD PAYMENT BOX. ALLOW 3-5 BUSINESS DAYS FOR PROCESSING PLUS 3-5 BUSINESS DAYS FOR GROUND SHIPMENT OF MATERIALS.

Please retain this sheet for future reference.

Allow a minimum of four to six weeks for processing of \$50.00 refund check following return of materials to MTI library.

MTI Address: 423 West 55<sup>th</sup> Street, Second Floor, New York, NY 10019