

WEBSITE SUBMISSION REQUIREMENTS

THEATRE ARTS GUILD



In an effort to provide the most complete and comprehensive information to the Omaha theatre community, only submissions with an adequate amount of information will be posted on our website.

Please review the following before sending information to TAG.

NOTE: All information and releases sent via email need to be formatted in either Microsoft Word document files or as text in the email. Information from **PDF** files cannot be transferred to the website.

REQUIRED SHOW & EVENT INFORMATION FOR THE WEBSITE

When sending show information for publication on the website, theaters should **ALWAYS** include the following:

- Show Title
- Producing Theatre and Venue (if the venue is different or off-site)
- Show Summary
- Curtain Times (including matinees)
- Ticket Costs
- Theatre / Box Office contact info
- What performance is a TAG Night Out (if any)

Not entirely necessary, but can be included:

- Cast & Production Team lists
- An image to be featured with the calendar posting
- An image to be featured on our [homepage scrolling picture marquee](#); it needs to be of high quality and will be cropped to 1200 x 350 px.

REQUIRED AUDITION INFORMATION FOR THE WEBSITE

When sending audition information for publication on the website, theaters should **ALWAYS** include the following:

- Show Title
- Producing Theatre & Audition Location (if audition location is off-site)
- Audition Start Times
- Production Dates
- Rehearsal Dates (even prospective generalities are fine (e.g. "looking to begin rehearsals on January 6th"))
- Audition Material Needed (e.g. cold readings, contrasting monologues, prepared song, dance, etc.)
- Show Summary
- Contact Information

Not entirely necessary, but can be included:

- Director and/or Production Team
- Detailed Character Descriptions
- An image to be featured with the calendar posting

REQUIRED INFORMATION FOR OTHER EVENTS

“Other Events” is a category on the website dedicated to other theatre-related events that are not necessary shows or auditions. Examples include fundraisers, workshops or classes, and production-accompanying programming. Naturally, the necessary information for these events will vary, but submitters will still be required to send the following as it applies:

- Title of the event
- Location of the event
- Theatre sponsoring or putting on the event
- Summary of the event
- Detailed dates & times
- Any cost of attending event

Not entirely necessary, but can be included:

- Contact information
- An image to be featured with the calendar posting

ACCEPTABLE SHOW & EVENT TYPES

To honor TAG’s mission to *raise awareness of and participation in Live Theatre*, we are limiting the events posted on our website to those that are primarily theatrical in nature. This typically means the following event types do not qualify:

- Musical Concerts (vocal or instrument)—excluding cabaret events
- Slam Poetry / Spoken Word
- Simple Oral Storytelling

Of course, exceptions can be made, but such events will likely only be posted on the [Other Events](#) listing of our website along with fundraisers and other events.

SUBMISSION & PUBLICATION TIMELINE EXPECTATIONS

As TAG is a non-profit comprised of theatre enthusiasts volunteering their time, it is best if information for shows, auditions, and other events are sent well in advance. Information submitted to us for next-day publication will likely not be met. We recommend sending your information **at least 14 calendar days** before your event. Events that require some consideration before attending, like auditions, should be sent even earlier. There is no restriction on how far in advance your event can be submitted.

Please allow TAG 10 calendar days to publish your event. If 10 calendar days have passed and your event is still not published on our website, please reach out to president@theatreartsguild.com or the website committee chairperson(s) directly at their personal email address(es).