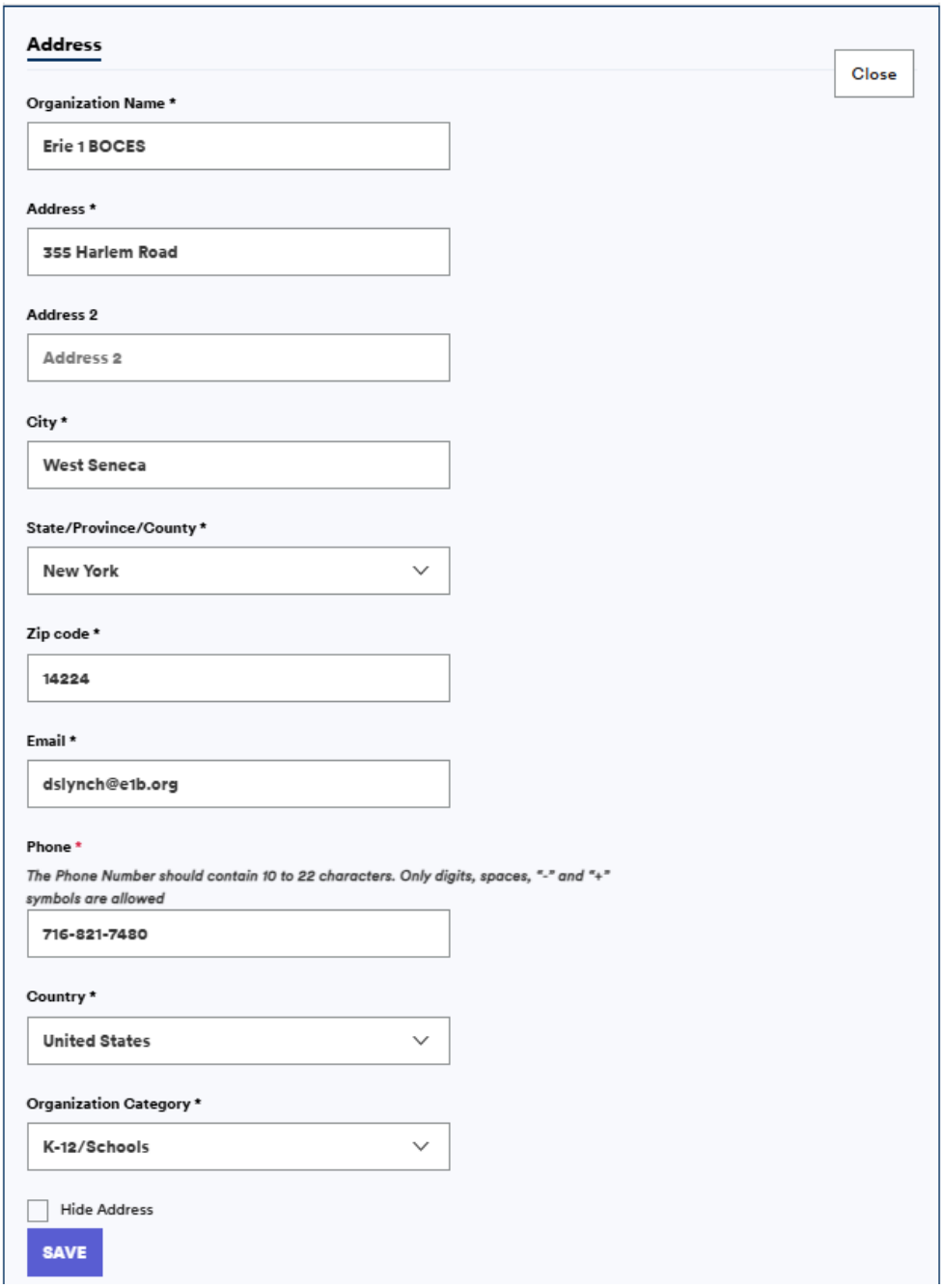
CONCORD THEATRICALS LICENSE BOOKING DIRECTIONS

If you are submitting your Concord Theatricals Musical License as a request through Erie 1 BOCES Arts in Education, please follow the steps below. These steps must be followed to ensure all booking and billing is managed correctly. Failure to follow these steps may result in a longer processing time.

STEP 1: BEFORE APPLYING FOR YOUR LICENSE

1. Login to your Account at https://www.concordtheatricals.com/.
2. On your Dashboard, navigate to MY ACCOUNT > Organizations.
3. PRODUCING ORGANIZATION(S) should be listed as your school.
4. Click *Add New Organization* under BILLING ORGANIZATION(S). Update the form to match the screenshot below:



5. Click SAVE. Please note that this will be PENDING APPROVAL and could take up to 5 days to complete. You will be notified via email once approved. Do not move forward until after approval.

NOTE: If you have applied for a license before completing the steps above, please contact Concord Theatricals at info@concordtheatricals.com to request Erie 1 BOCES to be added as your Billing Organization.

STEP 2: APPLYING FOR YOUR LICENSE

1. Apply for your license at https://www.concordtheatricals.com/. License approvals/denials may take some time to arrive, so be sure to apply early.
2. Ensure that you select your school for the PRODUCING ORGANIZATION and Erie 1 BOCES for the BILLING ORGANIZATION.
3. Once you complete and submit your license application, you will need to wait for approval from Concord Theatricals before moving on to the next step. You will receive invoices along with your contract.

STEP 3: SUBMIT ARTS IN EDUCATION REQUEST

1. Your license is now ready to submit as an E1B Arts in Education request at https://artsined.e1b.org/service-resources/request-forms. When completing the form, please pay close attention to the following fields:
    a. **Total Fees for program –** Be sure that your total fee request does not include the Security Deposit (if applicable) or Tax.
    b. **Does this require prepayment?** - Include your contract expiration date here.
    c. **Preparation –** Be sure to include a detailed description of learning experiences that students will engage in as part of this licensed production.
    d. **Learning Targets/Outcomes -** Be sure to include a detailed description of the learning targets/outcomes as they relate to the NYS Arts Standards.
    e. **Attachments –** Be sure to include a signed and completed copy of your full contract and invoice(s). Your itemized total on this attachment should not include your security deposit (if applicable) or tax. Requestors can NOT add attachments. AIE Administrators can add attachments, or they can be sent directly to Dan Lynch at dslynch@e1b.org.

STEP 4: AFTER SUBMITTING

1. District AIE Administrators will be updated on the progress of the request.

2. When a PO is processed, it will be sent to Concord Theatricals at info@concordtheatricals.com and the educator listed on the AIE Request. Per Concord Theatrical, a PO does not execute your license. This is a step required by Erie 1 BOCES.
    a. Upon receipt of the PO, the educator will need to access their Concord Theatricals account. Click on LICENSES > MY ACCOUNT (accessed by clickin on your name) > PAY NOW. Select PURCHASE ORDER and enter the PO number in the field provided. A new invoice with today's day will be generated. Send that invoice to Debbie Schweigert at dschweigert@e1b.org and CC Dan Lynch as dslynch@e1b.org.
3. Once an updated invoice is received, it will be sent for processing. Concord Theatricals may take several weeks to process the payment. Once approved, your license is executed. You may now announce your show!

If you have any questions, reach out to Dan Lynch at dslynch@e1b.org.

If you have questions related to your license, reach out to Concord Theatricals.