



MUSIC THEATRE  
INTERNATIONAL

To our valued MTI customers,

Action is required on behalf of your organization if:

- A. your organization had a production planned in 2020 or 2021 that would normally have taken place by now, and you previously informed MTI that you needed to postpone your production but could not or did not supply revised performance dates; or
- B. your organization's production was cancelled, but MTI was not apprised of the cancellation; or
- C. your production currently has a placeholder date of 12/2/2021, which means that while we have information that you have postponed your show, we have not received any actual dates for your postponed performances. This placeholder date was also assigned to those performances for which we have not been able to contact you regarding the production.

**This notification is to inform you that we must hear from you prior to May 14, 2021 regarding the status of your production.**

Please let us know if your show was cancelled entirely OR if you are planning on future performance(s), please let us know what those future performance dates are.

*\*(Please note that all future performance dates you provide for your production will be subject to any current restrictions that may be in place for those titles due to upcoming National Tours or Professional/Regional productions in your area.)*

If we have not heard from your organization prior to **May 14, 2021** regarding your performances, we will conclude that the performances have already taken place and MTI will proceed accordingly.

If you are unsure as to whether you have provided us with a cancellation notice, or postponed with later dates, or postponed indefinitely, please log into your MyMTI account ([account.mtishows.com](http://account.mtishows.com)) and check the booking information for your production(s).

If you have further questions regarding your canceled or postponed production, please contact your MTI representative directly via email or phone. **Please provide your account number and/or contract number in your response.**

**Please be aware that our Materials Library is open and has been accepting material returns since June of 2020.**

If you have cancelled your production and have not returned your materials, we encourage you to do so as soon as possible to avoid Missing Materials fees.

If materials have not been returned prior to June 7<sup>th</sup>, 2021, Missing Materials fees will be charged as outlined in your Production Contract and License.