

the Audrey Herman

# Spotlighters

817 Saint Paul Street  
Baltimore, MD 21202-2472

theatre

Our Mission: To provide the Baltimore community with exceptional, creative, diverse and affordable theatrical productions which stimulate and entertain both audience and artist. Spotlighters strives to increase and enhance the community's appreciation for and participation in the experience that is live theatre .

410-752-1225 ~ 410-752-1299 FAX  
www.spotlighters.org ~ fuzz@spotlighters.org

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## PRODUCTION PROPOSAL

All directors must submit a proposal for any productions to be considered for inclusion in the SPOTLIGHTERS Theatre season. Proposals will be reviewed and considered by the Production Committee with final decisions being made by April of the current season. The Production Committee may request an interview with the potential director/producer regarding their proposed production.

Proposals will be reviewed in the following areas:

- ◆ Fulfillment of the SPOTLIGHTERS Theatre Mission Statement
  - ◆ Feasibility from a financial, practical and logistical standpoint.
  - ◆ Ability to broaden and enhance the theatre's audience base and community image.
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PROPOSALS should include the following:

*Please limit the narrative to one page, if at all possible*

1. A short synopsis of the production, including character breakdown.
2. A brief statement as to WHY this particular production should be produced at SPOTLIGHTERS Theatre.
3. A brief statement as to HOW this particular production will be produced at SPOTLIGHTERS Theatre. Consider special effects, scenery, blocking, etc that will be effected by the theatre's design, and how this will be an enhancement to the production, or how obstacles will be surmounted.
4. A brief statement as to WHAT the marketing plan will be for this particular production at SPOTLIGHTERS Theatre. Consider special groups or communities that will be attracted to the production. Consider community organizations that may benefit from this production. Consider special projects or "tag items" that may be included with the production if a substantial budget is needed above the theatre's baseline production budgets.
5. Complete the attached forms to the BEST of your ability.
6. Please include a copy of the script.

The Committee understands that no one is able to lock in a production team far in advance of a production, but suggests that the **PRODUCTION CREW FORM** be used as a working tool, to begin to consider the necessary roles to mount a successful production.

The Committee also understands that budgeting a show far in advance of actually beginning the show, is difficult. The **PRODUCTION BUDGET FORM** should be used to begin to formulate an idea of potential expenses and to determine if particular expenses are excessive, to seek other options. This form can also be used to develop fund raising goals and to budget available financial resources.

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## PRODUCTION CREW FORM

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Name of Production: \_\_\_\_\_

Playwright: \_\_\_\_\_

Musical - Book: \_\_\_\_\_

Musical - Lyricist: \_\_\_\_\_

Musical - Composer: \_\_\_\_\_

License Holder: \_\_\_\_\_

Director: \_\_\_\_\_

Producer: \_\_\_\_\_

Assist Director: \_\_\_\_\_

Stage Manager: \_\_\_\_\_

Set Designer: \_\_\_\_\_

Costumer: \_\_\_\_\_

Property Manager: \_\_\_\_\_

Lighting Designer: \_\_\_\_\_

Sound Designer: \_\_\_\_\_

Booth Tech (Light Board): \_\_\_\_\_

Booth Tech (Sound Board): \_\_\_\_\_

Running Crew: \_\_\_\_\_

Publicist/Marketing: \_\_\_\_\_

SPOTLIGHTERS Theatre maintains a listing of potential staff, and can assist a director or producer in securing production staff if needed. SPOTLIGHTERS Theatre may also provide INTERNS or other production staff to a production to gain needed experience and skills.

## PRODUCTION BUDGET FORM

SPOTLIGHTERS Theatre provides a minimal budget for all productions. SPOTLIGHTERS Theatre covers the cost of royalties for the production above the standard budget amount.

**Musicals Budget: \$500**  
**(plus negotiation for musicians)**

**Non-Musicals Budget: \$500**

SPOTLIGHTERS understands that these amounts are bare-bones and minimal, but these basics are within the financial parameters of the theatre's financial operating structure.

These budgets may be augmented through fund raising, the selling of program ads, donations and sponsorships. It is the responsibility of the Director and Producer to accomplish this goal.

**BUDGET FORM**

**Costumes**

- Rental
- Materials to Build Costumes
- Purchased Costumes

**Set Construction**

- Lumber
- Materials
- Paint

**Set Pieces**

- Furnishings (Chairs, Tables, etc)
- Decoration (Pictures, Decor Items, etc)

**Lighting**

- Additional Lighting Equipment  
(Gels, Lighting Instruments, etc)

**Props**

- Rental
- Purchase

**Musical**

- Audition/Rehearsal Accompanist
- Rehearsal Tracks/Materials
- Production Accompanist/Band/Orchestra
- Production Tracks

<b>COSTUMES</b>	
Rental	\$
Materials	\$
Purchased	\$
<b>SET CONSTRUCTION</b>	
Lumber	\$
Material	\$
Paint	\$
<b>SET PIECES</b>	
Furnishings	\$
Decorations	\$
<b>LIGHTING</b>	
Additional Equipment/Materials	\$
<b>PROPS</b>	
Rental	\$
Purchase	\$
<b>MUSICAL</b>	
Audition/Rehearsal Accompanist	\$
Rehearsal Tracks	\$
Production Accompanist/Band	\$
Production Tracks	\$