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## Season Production Proposal

Directors must submit a Season Production 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. Directors who have not directed at Spotlighters previously, should include a resume of recent directing credits.

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, enhance, and engage the theatre's audience base and community image.
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PROPOSALS should include the following:

Please limit the narrative to no more than two pages, if possible

1. A short synopsis of the production, including character breakdown. Please include gender breakdown as well as addressing opportunities for diversity (gender, ethnicity, etc.) in casting.
2. Please include a copy of the script. If a copy is not readily available email Info@spotlighters.org, since Spotlighters has a large library of scripts on hand. (photo copies are acceptable)
3. A brief statement as to WHY this particular production should be produced by Spotlighters Theatre.
4. 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.
5. 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.
6. Complete the attached forms to the best of your ability.
7. Please include when you would like this production to run, or any conflicts for performance dates. If there are local events or holidays that would coincide with the production, please note.

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

The Committee also understands that budgeting a show far in advance 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. This form CAN NOT be left Blank.

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

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

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

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

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

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

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

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

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

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

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

Set Designer/Builder/Scenic Artist: \_\_\_\_\_

Costume Coordinator/Designer: \_\_\_\_\_

Property Designer/Manager: \_\_\_\_\_

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

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

Booth Tech: \_\_\_\_\_

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 assign INTERNS or other production staff to a production to gain needed experience and skills.

# Season Production Proposal - 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.

All shows have a basic budget of \$750. For Musicals there is also a small stipend for pit musicians.

Spotlighters understands that these amounts are bare-bones and minimal, but these amounts are within the financial parameters of the theatre's financial operating structure. Spotlighters owns a great deal of materials (set pieces, props, costumes, equipment). Please check with someone at the theatre before purchasing any items. Duplicate purchases will not be reimbursed.

These budgets may be augmented through fund raising, the selling of program ads, donations and sponsorships. Directors should coordinate with the theatre about how to accomplish fund raising. ALL additional marketing must be approved by the theatre.

## BUDGET FORM

Costumes	Please review Costume Stock before renting or buying any items
• Rental	\$
• Built Costumes	\$
• Purchased Costumes	\$
Set Construction	Paint is included in Theatre Operations Budget
• Lumber	\$
• Other Materials	\$
Set Pieces	Please review items in stock before renting or buying additional pieces
• Furnishings (Chairs, Tables, etc)	\$
• Decoration/Dressing	\$
Lighting	
• Additional Lighting Equipment	\$
Props	Please review items in stock before renting or buying additional items
• Rental	\$
• Purchase	\$
Musical	Pit Musicians are budgeted in Theatre Production Budget
• Audition/Rehearsal Accompanist	\$
• Rehearsal Tracks/Materials	\$
• Production Tracks	\$