



All directors must submit a proposal for any productions to be considered for inclusion in the Goshen Theatre Project season. Proposals will be reviewed and considered by the Board of GTP. The GTP Board may request an interview with the potential director/producer regarding their proposed production.

Proposals will be reviewed in the following areas:

- Fulfillment of the Goshen Theatre Project Mission Statement
- Feasibility from a financial, practical and logistical standpoint.
- Ability to broaden and enhance the theatre's audience base and community image.

PROPOSALS should include the following:

1. A short synopsis of the production. Please include a copy of the script if possible. (photo copies are acceptable)
2. A brief statement as to WHY this particular production should be produced by GTP.
3. A brief statement as to HOW this particular production will be produced with GTP. 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. 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. Submit form to goshentheatreproject@gmail.com by December 1, 2019. Or by hardcopy to

Goshen Theatre Project
600 Country Club View
Suite 2
Edwardsville IL, 62025

The Board 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 roles necessary to mount a successful production.

The Board 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.

SHOW DETAILS

(If more space is needed please write on separate sheet and attach)

Submitted by: _____ Date: _____

Play Title: _____ Playwright: _____

Musical - Book: _____ Musical - Lyricist: _____

Musical - Composer: _____ License Holder: _____

Production Dates: _____

How many times will this production run?: _____ Estimated Run Time _____

Is there a particular season this production would fit best? _____

1. Show Synopsis: _____

Character Breakdown (number): Men _____ Women _____ Children _____ Ensemble _____

Age span: _____

Special casting Requirements (i.e. age restrictions, ethnicities, etc.): _____

2. WHY should GTP Produce this show:

3. HOW will this production be produced (unusual special effects, Scenery, projections, time period, costume ideas, props, etc.):

Stage Requirements: Proscenium _____ Thrust _____ Blackbox _____

Do you have a specific venue in mind? (list here) _____

Describe any particular difficulties or unusual requirements related to the production:

4. WHAT are your creative marketing ideas (how can you reach the community outside the standard advertising).

PRODUCTION CREW FORM

Director: _____

Assistant Director: _____

Musical Director: _____

Choreographer: _____

Stage Manager: _____

Set Designer/Builder: _____

Costume Designer: _____

Lighting Designer: _____

Booth Tech: _____

Running Crew: _____

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

BUDGET GUIDELINES

These are basic Budget guidelines. Please Budget on the high side. Please note that all positions are volunteer and if enough income is made then stipends may be disbursed.

1. To calculate Ticket sales divide the venue seating by 2 and multiply that by your average ticket price.
2. For production fees please include your expected cast size and multiply by \$125 per performer.
3. Average program ad prices are: Business ads 1/4 page - \$25.00 1/2 page - \$50.00, Full Page - \$100.00. Break a leg ads are 1/4 for \$20.00
4. Approximate ranges for various positions:

Category	Price
Venue	\$1000-\$6500
Royalties/script purchase	Contact licensing companies
Music Tracks	\$500-1000
Music Director	\$900-1200
Pianist (with our without rehearsals)	\$600-800
Musicians	\$250-500 per performer
Choreographer	\$400-600
Stage Manager/Tech Asst	\$200-500
Sound/Lighting - Includes equipment	\$1600-2500
Scene design, Master carpenter, scene crafters	\$500-800 per duty
Costumes	\$35 per costume per performer average (Period costuming may be more)
Set	\$500-1500
Special Effects	Example: if using historic weaponry this could range from \$200-500 If flying could range from \$5000-7000 Special effect machinery such as fog machines could range from \$100-300
Props	\$200-1000
Programs	\$450-1000
Adverstising	\$500-1000

BUDGET FORM

EXPENSES		INCOME	
Venue		Ticket Sales	\$
Performance	\$	$\frac{\quad}{2} \times \quad =$	
Rehearsal	\$		
Licensing		Production Fees	\$
Musical		Cast Size	
Tracks or Orchestra	\$		
Audition/rehearsal accompanist	\$		
Costumes		Program Ads	\$
Rental	\$	Business Ads	
Raw Materials	\$	Break a Leg Ads	
Purchased	\$		
Cleaning Fee	\$		
Set Construction		Sponsorships	\$
Lumber	\$	Organization	
Misc. Material	\$	Organization	
Paint	\$	Organization	
Set Dressing			
Rental	\$		
Purchased	\$		
Special Effects (please specify)	\$	Grants	\$
Props		Organization	
Rental	\$	Organization	
Purchased	\$	Organization	
Sound			
Hire	\$		
Lights			
Hire	\$		
Advertisement			
Yard Signs	\$		
Postcards	\$		
Posters	\$		
Programs	\$		
Misc. (please specify)	\$		
Total	\$		\$