

Perry Players Production Proposal

All directors must submit a proposal for any production by 31 January of the current season to be considered for inclusion in the upcoming Perry Players Community Theatre season. Proposals received after 31 January will be considered in the following year's season. Proposals will be reviewed and considered by the Perry Players Board of Governors with final decisions being made by 1 April of the current season. The Board of Governors may request an interview with the potential director regarding their proposed production. Proposals will be reviewed in the following areas: Feasibility from a financial, practical and logistical standpoint and the ability to broaden and enhance the theatre's audience base and community image.

Proposals must include the following:

1. Cover letter detailing who you are, contact info, your theatrical experience along with a short synopsis of the production.
2. A brief statement as to WHY this particular production should be produced by Perry Players Community Theatre.
3. A brief statement as to HOW this particular production will be produced at Perry Players Community Theatre.
4. A brief statement as to WHAT the marketing plan will be for this particular production at Perry Players Community Theatre. Describe your target audience and how this production will appeal to them. 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. 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. Proposed dates for auditions, rehearsals, and other significant dates.
6. Include Production Crew Form to consider the roles necessary to mount a successful production.
7. Include Production Budget Form 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.

PRODUCTION CREW FORM

Perry Players Community Theatre maintains a listing of potential staff, and can assist a director in securing production staff if needed. Perry Players Community Theatre may also provide interns or other production staff to a production to gain needed experience and skills.

Name of Production	
Playwright	
Musical – Book	
License Holder	
Director	
Musical Director	
Choreographer	
Stage Manager	
Set Designer / Builder	
Costume Designer	
Booth Technician	
Publicist / Marketer	
Other	

PRODUCTION BUDGET FORM

Perry Players Community Theatre provides a minimal budget for all productions. Perry Players Community Theatre understands that these amounts are bare-bones and minimal, but these basics are within the financial parameters of the theatre's financial operating structure. Perry Players Community Theatre owns a great deal of materials (set pieces, props, costumes, equipment); duplicate purchases will not be reimbursed. These budgets may be augmented through fund raising, the selling of program ads, donations and sponsorships. It is the responsibility of the Director and production staff to accomplish this goal.

	Cost	Description
Rights		
Show Rights		
Music Rights		
Scripts / Librettos		
Overhead		
Director		
Music Director		
Choreographer		
Technical Staff		
Show		
Costumes		
Makeup / Hair		
Miscellaneous		
Themed Merchandise		
Set		
Construction		
Materials		
Backdrops		
Props		
Furnishings		
Set Pieces		
Lighting / Sound		

Other		
Marketing		
Themed Merchandise		
Miscellaneous		
TOTAL		