



2019 Season Proposal Cover Sheet

Production Title: _____

Type of Production (circle one): Musical Play
Dinner Theater One Act Festival (see pg. 4)

Time Slot Requested (check one):
 Winter (January-March) Spring (April-June)
 Summer (July 11-14, 2019) Fall (September-December)

Director: _____

Address: _____

Phone: _____ Email: _____

Please attach the following:

- A statement describing your vision for production and any creative elements that may be required.
- A list of staff already identified to assist with the production (see attached forms). Please note that proposals **WILL** be considered without a full staff.
- An estimated budget (see attached form)
- A copy of the script
- Resumes of all staff as indicated on production team page.

All directors should be available on Sunday, August 26 between 1:00pm to 3:00pm to discuss their proposals with the Season Planning Committee either in person or electronically. Details on times and requested information will be shared once proposals are received.

All submissions should be mailed to: Geneva Theatre Guild
Attention: Season Planning Committee
P.O. Box 424
Geneva, New York 14456

or submitted via email to: genevatheatreguild@gmail.com

Deadline for submissions: August 1, 2018.

A separate packet must be completed for each proposal. Directors may submit up to two proposals per time slot. Directors will be notified regarding their proposals by October 1, 2018. Questions? Contact Jennifer Mitchell at jhmitchell13@yahoo.com

Estimated Budget for 2019 Production Proposal
Production: _____

Preferred Venue: _____

Category	Estimated Amount
Sets	
Props	
Costumes	
Make up	
Advertising	
Lights/Sound	
Estimated Total	
Royalties (see note below)	
Theatre Rental (see note below)	

Note: Royalties, script costs and theatre rental are expenses that will be calculated upon approval of the production by the Season Planning Committee as these estimates often cannot be secured with specific dates and venues. Please be aware that rental of the Smith Opera House is approximately \$5,500 per production and other venues cost approximately \$1,000 per proposal. These costs should be considered when developing a budget.

Proposed Production Team**Production:** _____

Position	Individual(s)	Status
Director*		
Musical Director*		
Producer	Must be a GTG Board member	
Choreographer*		
Set Designer		
Costume Designer		
Technical Director		
Lighting Designer		
Lighting Operator		
Sound Designer		
Sound Operator		
Stage Manager		
Props Manager		
Publicity		
Program/Poster Design		

Status please indicate the commitment of this persons to the project with the following designations (insert numbers):

1. *Approached and has agreed to commit to the production*
2. *Approached and considering participating in the production*
3. *Not approached but would like to have individual(s) involved in the production*
4. *Seeking input as to appropriate personnel for this position*

Notes:

*A resume is required to be submitted for these positions when the position is proposed or accepted.

All staff positions are subject to Board approval.



2019 One Act Festival Proposal

The Geneva Theatre Guild is excited to announce that we will be adding a One Act Festival to our season in 2019. This program is designed to give individuals with little or no directing experience an opportunity to direct a short production under the guidance of an experienced mentor. We also invite experienced directors to submit proposals for our Festival. If selected, you may be asked to mentor a first time director.

Time Slot Requested (please check all time slots that will work for you):

- Winter (January-March) Spring (April-June) Fall (September-December)

Director: _____

Address: _____

Phone: _____ Email: _____

Please indicate your level of experience

First Time (or limited experience) Director

Experienced Director

Would you be willing to mentor? Y or N

Please attach the following:

First Time (or Limited Experience) Director	Experienced Director
A list of productions you have been involved in (including roles on stage, back stage and production team)	Resume including all relevant theatre experience
Proposed One Act or list of One Acts you may be interested in directing (include script if possible) <i>NOTE: If you do not have a particular play in mind, we can assist you in choosing one after selection</i>	Proposed Play (include script) & vision statement

Budget and staff for the One Act Festival will be determined by Geneva Theatre Guild Board of Directors upon consultation with all Directors.

All directors should be available on Sunday, August 26 between 1:00pm to 3:00pm to discuss their proposals with the Season Planning Committee. Details on times and requested information will be shared once proposals are received.

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Geneva Theatre Guild
Attention: Season Planning Committee
P.O. Box 424
Geneva, New York 14456

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Deadline for submissions: August 1, 2018.

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