



'24-'25 Season Proposal Form

Production Title: _____

Type of Production (circle one): Musical _____ Play _____
Dinner Theater _____

Time Slot Requested (check one):
 Fall '24 (September-November) Winter (December-February)
 Spring '25 (March-May) Summer '25 (June-August)

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, if available.
- Resumes of all staff as indicated on production team page.

All directors should be available to possibly discuss their proposals with the Season Planning Committee either in person or electronically. Details on dates, times and requested information will be shared once proposals are received.

All submissions should be emailed to: seasonplanninggtg@gmail.com

OR submitted via mail to:

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

Deadline for submissions: June 21st, 2024.

A separate packet must be completed for each proposal. Directors will be notified regarding their proposals mid-July. Questions? Contact seasonplanninggtg@gmail.com

Estimated Budget for '24-'25 Season 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		
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. *Need Assistance with Position filling*