

# SHOW PROPOSAL GUIDELINES



## 94<sup>th</sup> SEASON 2023/24

The Theater Arts Committee of Footlighters is now accepting proposals for our 94th season.

Submissions can be sent to **[footlighterstheater@gmail.com](mailto:footlighterstheater@gmail.com)**

Footlighters Theater usually puts on a combination of plays and musicals that span from September through May. Our goal at Footlighters is to produce great quality productions for both adults and children that love the arts. In addition, we would like to appeal to a broad audience and expand our memberships and audiences. We are committed to inclusion and diversity in our show selection and casting.

We look forward to your submission and thank you for your interest in directing a production at Footlighters Theater.

### **QUALIFICATIONS:**

- All directors must be at least 21 years old.
- All directors must submit a resume including all directorial and other theatre related experience.
- If the director is new to Footlighters, a member of the board will be appointed as a Producer for their production.
- Open auditions are required for every production. No director should precast any role without board approval.

**REHEARSAL GUIDELINE:** The theater has a very jam packed schedule due to the amount of productions we do. Directors should be flexible in scheduling rehearsals. The rehearsal schedule will be finalized at the first director and producers meeting with the Technical Director of the theater.

**BUDGETING REQUIREMENTS:** The Budget will be contingent on the production. When submitting for a show, you will be required to provide as much information for your production. For example, cast size, costuming requirements, set ideas, and pit bands. The Theater Arts Committee in addition to the board will determine the exact budget that each production will be allotted. It will be individual for each production excluding the cost of royalties.

**PRODUCTION TEAM GUIDELINES:** When submitting your proposal, please consider the production team needed in order to put on a successful production. All positions are not required when submitting a show but it is strongly recommended to have a team in place, especially for the positions of Stage Manager, Music Director and Choreographer. Shows with a full production team will receive higher consideration. Please advise the theater if particular roles will be needed.

**The application Deadline is December 1.** Directors are able to submit up to three productions per season. The committee will review and conduct interviews with potential directors and will make their recommendation to the board. A final decision will be made in early 2023 and directors will be notified. Footlighters will choose the shows that best fit within our season as a whole. If not chosen this season, we encourage you to submit again next year!

**Please review and submit the following document no later than December 1. Submissions can be sent to [footlighterstheater@gmail.com](mailto:footlighterstheater@gmail.com).**



**Show NAME:** \_\_\_\_\_.

<b>CONTACT INFORMATION</b>	
Name	
Street Address	
City, State, Zip	
Phone Number	
Email Address	

<b>PRODUCTION SLOT</b>	
Which Slot do you prefer?	
Please Rate the slot. 1 being your first choice 5 being the last choice	September____.    October-November____.    December-January____. February-March____.                    April-May____.

<b>PRODUCTION INFORMATION (Please fill in the best you can)</b>	
Author/Composer	
Type (Musical or Play)	
Number of Female Principals Characters	
Number of Male Principals Characters	
Number of Supporting Roles	
Number of Chorus Members	
Age Range of Characters	
Please provide any extra technical requirements or special requests.	
If not selected for this season would you be interested in directing next season?	



Please fill out the following information. If you do not have the specific role, please indicate that Footlighters will need to provide. All technical staff is subject to approval from the board and the Technical Director. Stage Managers, Musical Directors, and Choreographers are strongly encouraged to be in place before submitting.

PRODUCTION STAFF	
Producer	
Assistant Director	
Set Design	
Stage Manager	
Costumer	
Prop Master	
<i>Sound Design</i>	
<i>Sound Operator</i>	
<i>Light Design</i>	
<i>Light Operator</i>	
Music Director	
Choreographer	