



SENECA COMMUNITY PLAYERS

P.O. BOX 45, SENECA FALLS, NEW YORK 13148

PRODUCTION PROPOSAL FORM

Please print the following information:

Date: _____

Director: _____ Phone: day _____ eve _____

Address: _____ City/Zip _____

Show Title: _____

Author/Composer: _____

Approximate Production Date(s): _____

Proposed Venue: _____

Audition Date(s): _____ Load-in Date: _____

Check all that apply:

- Play:** One Act Full Length Drama Comedy
Musical: Full Orchestra Combo Piano Only
 Other: _____
 Youth Play/Musical First Time Director (Mentor Director: _____)

Proposed Staff: * Positions 1-16 must be filled in order for Board to review proposal. Positions 4-6 are required for musical productions only. Some people may fill more than one position, as appropriate.

- | | | | |
|-----------------------|-------|------------------------------|-------|
| 1. Producer | _____ | 9. Sound Design | _____ |
| 2. Stage Manager | _____ | 10. Lighting Design | _____ |
| 3. Technical Director | _____ | 11. Props | _____ |
| 4. Choreographer | _____ | 12. Master Carpenter | _____ |
| 5. Music Director | _____ | 13. Scenic Charge Artist | _____ |
| 6. Conductor | _____ | 14. Publicity | _____ |
| 7. Set Designer | _____ | 15. Posters/Programs/Tickets | _____ |
| 8. Costumer | _____ | 16. Head of House | _____ |

***It is recommended that the following positions be filled prior to submitting a proposal. The Play Reading Committee may require a specific position to be filled.*

17. Assistant Director _____
 18. Hair/Makeup _____
 19. Light Board Operator _____
 20. Sound Operator _____
 21. Stage Crew _____

Proposed Budget: ***See attached Proposal Guide for hints in filling out this section.

- | | | | |
|-------------------|-------|---------------------|-------|
| Costumes | _____ | Estimated Royalties | _____ |
| Lighting | _____ | Rentals: Libretti | _____ |
| Makeup/Hair | _____ | Orchestra | _____ |
| Posters/Programs | _____ | Chorus | _____ |
| Props | _____ | Theatre Rental | _____ |
| Publicity | _____ | Tickets | _____ |
| Sets | _____ | Sub-Total: | _____ |
| Sound | _____ | | |
| Sub-Total: | _____ | | |

TOTAL BUDGET: _____

Proposed Ticket Price(s)**:** Pre-Sale General Adm: _____ Senior Cit: _____ (must not be less than \$6)
Door Sale General Adm: _____ Senior Cit: _____ (must be \$2 more than Pre-Sale price and not exceed \$15)
(****see Proposal Guide on page 2 for formula)

Please send this completed form with supporting material to Seneca Community Players, PO Box 45, Seneca Falls, NY 13148, or present to any Board member. Proposals are accepted June 15- September 1 for the season following (January - December). Decisions on the completed season will be made no later than the October Board meeting. All applicants will be notified.



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PROPOSAL GUIDE

Thank you for your interest in working with Seneca Community Players! This Proposal Guide is designed to help guide you through the proposal process. Please use the hints from this guide to strengthen your proposal.

Section I: Information.

Please fill out all information about your proposal. Please provide three copies of the script for the Season Planning Committee. Copies will be returned at your request.

If you are new to the Players, or you have never directed a production with the Players, please provide one copy of your resume, including many or all productions you have held a title in and any references.

Section II: Proposed Staff.

Hint: The more staff you have committed to your proposal, the more the Board will view it as a solid and credible request.

Section III: Proposed Budget.

Sample Budget:

Costumes	\$100	Estimated Royalties	\$200
Lighting	\$50	Rentals: Libretti	\$200
Makeup/Hair	\$50	Orchestra	0
Posters/Programs	\$250	Chorus	0
Props	\$100	Theatre Rental	\$500
Publicity	\$700	Tickets	\$75
Sets	\$500	Sub-Total:	\$975
Sound	\$50		

Sub-Total: \$1800

TOTAL BUDGET: \$2750

The column on the left can vary, depending on the needs of the production. However, the right column is dependant on the royalties, script and theatre rentals and cost of tickets. To make the season more cohesive, the Board regulates the look and quality of the ticket, therefore the price of the ticket will depend on the number of seats in the house and the number of performances.

Ticket Prices:

Although SCP's Mission is to promote artistic talent, each production should aim to earn as much as they spend. Our policy states tickets shall not exceed \$15 and not sell for any less than \$6. Door sale tickets should sell for \$2 more than pre-sale, yet adhering to the previous policy. Below is a formula to figure out the cost of tickets.

Step 1. Divide the Total Budget by Number of Performances = X (How much spent per performance)

Step 2. Divide X by Half of what the house will hold. Round this answer to the nearest dollar, and this is your presale cost.

Example: Budget: \$2750 Performances: 3 House: 340
 1. $\$2750/3 = \916.67
 2. $\$916.67/170 = \5.39 , rounded to nearest dollar: \$5.00
 Minimum Ticket Price: \$6.00
Ticket Prices: \$6 Presale, \$8 Door Sale

For assistance with budgeting or other aspects of this form, please contact a member of the Board or email SCP at scpwebster@flare.net.