



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 a copy 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: Your ability to find staff will be a heavy consideration as to whether your proposal will be accepted. It is to your advantage to get commitments from staff as early as possible. As this is community theatre, you are encouraged to involve as many people as possible.

Section III: Proposed Budget. *For help with budget, contact the Season Planner*

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 theater rentals and cost of tickets.

To make the season more cohesive, the Board regulates the look of the ticket and content of the program and advertising, therefore the program, ticket, publicity staff will need to meet with Season Planner to see that all requirements are met.

Ticket Prices:

Although SCP's Mission is to promote artistic talent, each production should aim to earn as much as they spend and hopefully more!

Proposed Ticket Prices. Your ticket prices may include reduced rates for seniors and students, although this is not mandatory.

Advance pricing should be at least \$2 less than at door pricing. Ticket prices: \$12 minimum - \$25 maximum unless a special event.

It is not uncommon to include a -\$ off at door coupon in advertising your production to match the advance ticket price.

For assistance with budgeting or other aspects of this form, please contact a member of the Board or email the SCP Season Planner.

info@senecacommunityplayers.org

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



PRODUCTION PROPOSAL EZ-FORM

SECTION 1 - Must be completed fully for Production to be considered.

Please print the following information:

Date: _____

Director: _____ Phone: cell _____ other _____

Address: _____ City/Zip _____

Email: _____ other _____

Show Title: _____

Author/Composer: _____

Proposed Venue: _____

Approx. Production Date(s): _____ 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: _____)

Production Staff

(Must be complete at time of submission for Proposal to be considered):

1. Producer _____ Phone _____

Previous experience if any: _____ Email _____

2. Stage Manager _____ Phone _____

Previous experience if any: _____ Email _____

3. Technical Director _____ Phone _____

Previous experience if any: _____ Email _____

Production Budget

(Must be complete at time of submission for Proposal to be considered):

Costumes \$ _____

Lighting \$ _____

Makeup/Hair \$ _____

Posters/Programs \$ _____

Props/Furnishings \$ _____

Publicity \$ _____

Sets \$ _____

Sound \$ _____

Other _____ \$ _____

Sub-Total: \$ _____

Tickets \$ _____

Scripts \$ _____

Theater Rental \$ _____

Estimated Royalties \$ _____

Rentals: Libretti \$ _____

Orchestra \$ _____

Chorus \$ _____

Previous Sub-Total: \$ _____

TOTAL BUDGET: \$ _____

Ticket Prices. Pre-sale: General \$ _____ Senior \$ _____ Student \$ _____

*At door: General \$ _____ Senior \$ _____ Student \$ _____

*At door pricing should be a minimum of \$2 more than advance pricing.

A copy of the proposed script or full description of your Event together with Section 1 of this form filled out fully must be submitted for your Production Proposal to be considered.

Section 2 must be completed and submitted at least 4 weeks prior to audition dates to avoid cancellation of production.

Submit Proposal to: Seneca Community Players, P.O. Box 45, Seneca Falls, NY 13148

SECTION 2 Additional Production Staff

Must be completed and submitted at least 4 weeks prior to audition dates to avoid cancellation of production.
Not all positions are necessary for every production. If not applicable, please write n/a in the space.

4. Set Designer_____	Phone_____
Previous experience if any:_____	Email_____
5. Lighting Designer_____	Phone_____
Previous experience if any:_____	Email_____
6. Sound Designer_____	Phone_____
Previous experience if any:_____	Email_____
7. Properties/Furnishings_____	Phone_____
Previous experience if any:_____	Email_____
8. Costumer_____	Phone_____
Previous experience if any:_____	Email_____
9. Hair/Makeup_____	Phone_____
Previous experience if any:_____	Email_____
10. Publicity_____	Phone_____
Previous experience if any:_____	Email_____
11. Posters/Programs_____	Phone_____
Previous experience if any:_____	Email_____
12. Tickets_____	Phone_____
Previous experience if any:_____	Email_____
13. Box Office_____	Phone_____
Previous experience if any:_____	Email_____
14. Head of House_____	Phone_____
Previous experience if any:_____	Email_____
15. Lighting Operator_____	Phone_____
Previous experience if any:_____	Email_____
16. Sound Operator_____	Phone_____
Previous experience if any:_____	Email_____
17. Scenic Charge Artist_____	Phone_____
Previous experience if any:_____	Email_____
18. Master Carpenter_____	Phone_____
Previous experience if any:_____	Email_____
19. Other_____	Phone_____
Previous experience if any:_____	Email_____

Additional Musical Production Staff

20. Choreographer_____	Phone_____
Previous experience if any:_____	Email_____
21. Music Director_____	Phone_____
Previous experience if any:_____	Email_____
22. Conductor_____	Phone_____
Previous experience if any:_____	Email_____

This section must be completed and submitted at least 4 weeks prior to audition dates to avoid cancellation of production.