

Huntsville Community Theatre Play Selection Process

Thank you for your interest in directing and/or submitting a play idea for Huntsville Community Theater's (HCT) consideration. The purpose of this packet is to outline the director and play selection process, as well as clarify HCT's director and play selection criteria. All required applications and forms are also included within this packet. If you have any questions, please do not hesitate to contact HCT, a member of our Play Selection Committee will be glad to answer any questions you might have (contact information on page 4).

Application Process

Read through this entire document.

For priority consideration, complete a *Director's Application* and/or *Play Submission Application*, and submit it/them to HCT's Play Selection Committee. **The deadline for submissions for the 2012-13 seasons is January 31st, 2012 – although earlier submissions are appreciated and encouraged!!.** (*Please note, although not required, please consider making submissions for large musical productions a full season in advance to allow for the extensive pre-planning efforts that might be required.*) HCT's production calendar, for most seasons, begins on September 1st and runs through August 31st of the following calendar year.

To be considered to direct for HCT, with a specific play in mind for you to direct, turn in a completed *Director's Application* and a *Play Submission Application* (pgs 5,7-11 of this packet), as well as the following:

- 1 copy of your resume (specifically in relation to directing experience)
- 1 copy of a letter of introduction (with references)
- 1 copy of the script (or detailed synopsis – script preferred)
- 1 copy of an estimated budget – see pg 11 of this packet.
- 1 copy of a list of personnel needed (including actors, backstage crew, etc.)

To submit a play idea for the Play Selection Committee's consideration (without wanting to direct); turn in a completed *Play Submission Application* (pgs 7-10 of this packet), as well as the following:

- 1 copy of the script (or detailed synopsis – script preferred)
- 1 copy of a letter of introduction, focusing on the play you have submitted and why you believe it should be considered for an HCT production.

To be considered to direct for HCT and/or to be added to our Director's contact list, without turning in a specific play suggestion; please submit the following:

- 1 completed copy of the *Director's Application*, pg 5 of this packet.
- 1 copy of your resume (specifically in relation to directing experience)
- 1 copy of a letter of introduction (with references)

HCT will announce the line up of selected directors and their upcoming season at HCT's annual Board of Directors Meeting in April 2012.

Selection Process

The Play Selection Committee consists of:

Committee Chair

- The Chair of the Play Selection Committee also serves on the HCT Board.

Members from the HCT membership at large

- These may or may not be board members.
- Any play that is submitted by a member of said selection committee, it will be given the same consideration as other plays submitted, and will be judged purely on merit.
- If a submitting member of the selection committee is a board member, they may not vote on the play selection at the board meeting for the specific time slot they are requesting to direct.

The Play Selection Committee will read the submissions and generate a packet of suggested plays for the upcoming season for the HCT Board of Director's to review. The culling of submissions will begin in February and continue into March. The HCT Board of Directors will announce HCT's upcoming season in April, at HCT's annual meeting. The packet of suggested plays will include the following information:

For the plays that the Play Selection Committee suggests for the new season:

Director's *Application* and the *Play Submission Application*.

Brief explanation of why the submission is a good candidate for the upcoming season

For all plays that are not accepted:

Director's *Application* and the *Play Submission Application*.

Brief explanation of why the submission should not be accepted for the upcoming season.

The HCT Board of Directors will approve or disapprove the proposed season. If the HCT Board of Directors rejects one or more of the Selection Committee's recommendations, the Play Selection Committee will provide an alternate choice for each rejection, if one is available, or present additional information as to why an alternate selection is not preferred or not available. The selection committee will have until the March board meeting to actively negotiate with the board on final selections, at which time the season will be set. The board may elect to not produce a show for a particular time slot if an acceptable play submission is not available.

The Play Selection Committee Chair will notify all directors of their final decision regarding their submissions by the first week of April 2012.

Selection Criteria

(in no particular ranking or order)

The Play Selection Committee will make its decision regarding submissions based on the following criteria:

Director's experience in theater

Like most community theaters, HCT is funded primarily by ticket sales, and every play that HCT produces is a financial risk. Thus, we must take into consideration a potential director's previous production experience, such as directing, assistant directing, and stage-managing. If you are a potential director with no previous production staff experience, please consider gaining more experience before tackling a production of your own. Directing is NOT a skill that you want to learn "on the fly."

Director's experience working with HCT

The more prior experience that you have working with HCT, the more familiar you will be with our facilities, infrastructure, and resources. Each community theater has its own way of doing things, and each stage has its own unique spatial and technical quirks. Familiarity with HCT and the Old Town Theatre greatly increases your chances of producing a successful show. Furthermore, a director who is a familiar face to the HCT membership is more likely to attract potential production staff and actors than a director who is unfamiliar.

Director's "people skills"

HCT is a 100% volunteer-operated organization. Folks volunteer to participate in HCT productions because they love theater, and because it is just plain fun to do so. No matter how brilliant your vision, your ability to work with people will determine whether or not those volunteers return to us in the future.

The Play Submission Packet

The *Play Submission Application* is your chance to "sell" your play to HCT. The level of preparation, organization, and thought that goes into the assembly of your Play Submission Packet could be seen as indicative of how you might run a production, as well.

Appeal of play to audience

Given that the sustainability of HCT depends almost entirely on ticket sales, the marketability of your play is crucial. If your play is not especially well known, or it is not written by a well known author, you might strengthen your submission by discussing what aspects of the play could be emphasized in publicity to "hook" an audience.

Balance of material and roles for any given season

HCT strives to offer a variety of comedy, drama, and musicals during any given season. Furthermore, we try to balance the number of male and female roles. In order to increase your chances of getting a play to direct, consider submitting both a comedy and a drama, or if you submit a play that has mostly male roles, consider also submitting a play with mostly female roles.

Ability of HCT to produce the play, given HCT's resources and budget

Across seasons, HCT's financial situation and available resources vary. Please feel free to talk with the Play Selection Committee Chair about what the organization can realistically produce.

Deadlines

- Jan 31, 2012:** Priority date for directors to turn in full Play Submission Packet. While submissions will be accepted beyond this date, priority will be given those submitted by this date if they fulfill the vision and needs for the season.
- Mid March:** Play Selection Committee submits a Proposed Season prior to the HCT Board meeting
- 1st Wk of Apr:** Play Selection Committee contacts all directors who submitted plays regarding the final decision.

Contact Information

Submit your completed packet by one of the following two methods:

U.S Mail

HCT Board of Directors
Play Selection Committee
PO Box 6817
Huntsville, TX 77342

***Drop-off**

Old Town Theatre
1023 11th St.
Huntsville, TX 77340
(Through box office window opening)

*Any play submission materials dropped off at the Old Town Theatre must be in a sealed 8 ½ X 11 envelope and must be clearly labeled "HCT Play Selection Committee."

E-mail (Att: Play Selection Committee Chair)

hct.board@gmail.com

Phone (HCT Message Line)

(936) 291-7933

Website

www.huntsvillecommunitytheatre.org

**Huntsville Community Theatre
Director Application**

Your Name: _____

Address: _____

Daytime Phone: _____ **Evening Phone:** _____

E-mail: _____

Submitting for: _____ Fall/Winter _____ Winter/Spring _____ Summer _____ Any Time during Season

Your Theatre Experience

Use backside or extra paper if needed

Please list productions that you have directed and where produced (HCT, or another theatre – please give theater name, City and State. Be sure to indicate the production date for each play. (*Example: “Romeo and Juliet” by William Shakespeare, 1998 HCT*)

Please list your other experience working on other productions, and the theatre company. Include information about your role, the title of the play, production date, and director of the play. You may include information about shows that you will be working on during the current season. (*Example: Stage Manager, “Romeo and Juliet”, 1998-99 Season; Director – Jane Doe*)

Please list other theatrical experience and training (please use backside of page).

<p style="text-align: center;">Huntsville Community Theatre Play Suggestion / Submission Application Instructions</p>

Please complete a copy of the following form for each play that you submit. You may attach additional pages as needed. Copies of this form can be downloaded from the HCT website (<http://www.huntsvillecommunitytheatre.org/>), or you can obtain a hard copy by written request to Huntsville Community Theatre, PO Box 6817, Huntsville, TX 77320.

In addition to this form, it is desirable that you submit a copy of the script. We apologize, but HCT cannot pay for perusal copies of scripts or any other cost incurred in the preparation of submissions.

All play submission materials are due on or before January, 31 2012 for priority consideration. Materials may be dropped off at The Old Town Theatre or mailed to: HCT Board of Directors, Attn: Play Selection Committee: P.O. Box 6817, Huntsville, TX 77342. You will be notified about our final decision after the HCT Board of Directors regular meeting, or at HCT's Annual Meeting.

If you have any questions, please contact the Play Selection Committee Chair (hct.board@gmail.com).

Remember to Include:

Play Submission Form

Copy of Script (if at all possible)

As well as any other materials cited in the Play Selection Process Instructions.

Huntsville Community Theatre Play Suggestion / Submission Application
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Use backside or extra paper if needed

Play Title: _____

Author: _____

Play Service: _____ **Royalty Fee Per Show:** _____

Are you interested in directing this play? Yes _____ No _____

Genre: Comedy ___ Drama ___ Mystery ___ Musical ___ Classic ___ Other
(Check all that apply)

HCT is looking at possible alternate venues. Please check those where your play would work and you would be willing to direct it. (Check all that apply)

___ Smaller Setting ___ Readers' Theatre ___ Dinner Theatre ___ Outdoors

Cast Demographics

	Men	Women	Boys	Girls
Number				
Age Range				

Why would this play appeal to the HCT audience? What age groups would this play have the greatest appeal to?

Does this play contain any elements that may be “controversial”, such as strong language, mature content, smoking, or violence? If so, how will you handle this?

Technical Requirements

Set:

Describe the set for this play. How many scene changes? Are there any aspects of the set that may be especially challenging or expensive to construct? How much flexibility is there in your vision of the set design? (If large, could it be modified if need be to accommodate OTT's stage size?)

Costumes:

In what period is your play set? Describe the costume changes required. Are you planning on making or renting costumes? Please note any special costuming needs.

Props:

Give an overview of the props needed for this production. Can most of them be readily found in the HCT Prop Room? If not, how do you plan to obtain these props? Are any props particularly challenging or expensive to find or build?

Other Production Challenges:

If there are any other production challenges that you foresee, please address them here.

Production Staff

HCT is strictly a volunteer organization. While the board's position is to be as supportive as possible for each production, it is the director's responsibility to gather his or her production crew. Please recruit as many key production staff members as you can BEFORE submitting your play. If you need help finding someone to fill a position, HCT can provide a list of potential staff members from past productions that you may contact.

Please list your staff below, indicating which staff members have already tentatively committed to the production.

Staff Position	Name of Staff Member	Tentative/ Committed (yes/no)
Assistant Director		
Stage Manager		
Musical Director (if applicable)		
Choreographer (if applicable)		
Costume Designer		
Lighting Designer		
Make-up & Hair Designer		
Propmaster		
Set Designer		
Sound Designer		

Following you will see some potential time frames for shows and the related periods of time that would relate to the total production (auditions, rehearsals, staging). These are broad strokes and are intended to aid in the planning process. Please look carefully at the potential show dates, and the related total production times involved and mark all that would be applicable for your show and for which you would be available to direct.

Typically a non-musical production would hold auditions 7 - 8 weeks prior to the opening week, and have a minimum of 6 - 7 weeks of rehearsals prior to opening. Musicals might hold auditions as early as 12-16 weeks prior to opening. Keep in mind that these are potential times and not necessarily a specific time. If your play were selected, further discussion would be held with you based on available performance and rehearsal space.

Please indicate which timeslots you would prefer for your play and number them in your order of prefer-

ence. If you would not be willing or available for a particular time slot, please mark it with a value of zero.

Possible Performance Months	Possible Production Time <i>(HCT will not produce a production for ALL possible times listed)</i>	Preferences <i>(1 - 1st choice; 0 - not an option)</i>
Early Fall Sept. Show	Summer through September	
Mid Fall Oct/ Nov Show	September through October September through November (musical)	
Winter December	We try to avoid major productions during the month of December – allowing for possible fundraiser events.	
Late Winter Feb Show	January through February	
Early Spring April Show	February through March	
Spring Musical May Show	January through May	
Alternate Spring Musical	January through April	
Early Summer	May through June	
Late Summer	July through August	
Alternate venues (out-door, reader’s theatre, dinner theatre, etc.)	Describe your ideal time slot here	

Is there anything else that you would like us to consider when we are making our decision? Use backside or extra paper if needed

Your Name *Date*

Address

City / State/ Zip

Phone

Email

PROPOSED PRODUCTION / EVENT BUDGET

PLEASE COMPLETE THE FOLLOWING BUDGET BASED ON THE PLAY YOU'RE PROPOSING – IF YOU HAVE NEED TO ADD THE TOTALS ALREADY LISTED, PLEASE MAKE NOTE IN THE NOTES SECTION AS TO WHAT THE ADDITIONAL EXPENSES WOULD COVER.

NAME OF PLAY & AUTHOR [TITLE OF PLAY GOES HERE]

YOUR NAME _____

YOUR CONTACT INFO

EXPENSE		BUDGETED	NOTES
RIGHTS & ROYALTIES	COMBINED CATEGORY ON EXP. RPRT		
SCRIPTS			
SOUND FX / CDS / SCORES			
PR - ADS / PD PROMOTIONS		\$725.00	HUNTSVILLE ITEM ADS (SUN & WED BEFORE OPENING): \$300; RADIO SPOTS: \$300; BIO BOARD(S) W/ PHOTOS: \$40; FLAIR MAG. \$75 (PARTIAL COST) PLUS:???
PRINTING - FLYERS	COMBINED CATEGORY ON EXP. RPRT	\$50.00	AVERAGE PRINTS: 11x17 COLOR INK FLYERS (6 @ 58¢ @); (ALL FOLLOWING IN BNW) 300 LG SZ ON COLOR PAPER - 5¢ @ PRINT; MINI-FLYERS: 300 8x11 ON COLOR PAPER - 5¢ @ PRINT (1200 CUT FLYERS). PLUS????
PRINTING - POSTCARD / PR-HAC MAILING		\$150.00	POSTCARDS: ON COLORED CARDSTOCK 8¢ - ABOUT 1300 - \$105.; 300 PR/HAC LIST MAILING 12¢ @ (4¢ ENVELOPES, 5¢ FLYER, 3¢ LETTER) - \$36.
PRINTING - PROGRAM		\$200.00	PROGRAM COLOR PAPER COVER 8¢ EACH; INSERT PAGES (RECYCLED WHT) 6\$ EACH, PLUS 6¢ FOR FOLDING AND STAPLING. ABT. 32¢ EACH - BASED ON AN ORDER OF 600. PLUS????.
PRINTING - MISC.		\$25.00	AUDITION APS, EXP REPORTS, Misc., ETC...
POSTAGE		\$275.00	SEE POSTCARD / PR HAC MAILING: ABT. 1600 BULK RATE POSTAGE @ 17¢ EACH.
COSTUMES			
PROPS			
SET			
MISC. EXPENSES			
DONATIONS			

TOTAL