

HCT PLAY SELECTION PROCESS – 2015-16 SEASON

Thank you for your interest in directing and/or submitting a play idea for Huntsville Community Theatre'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 require applications and forms are also included within this packet. If you have any questions, please do not hesitate to contact HCT, or a member of our Play Selection Committee – we will be glad to answer any question that you might have concerning this process (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 2015-16 season is January 31, 2015 – although earlier submissions are appreciated and encouraged!!** HCT will accept late submissions, but cannot guarantee that they will be considered for production during the upcoming calendar season. *Please note that although it is not required, when submitting large musical productions – it is best to make your submission a full season in advance to allow for the extensive pre-planning efforts that might be required.*

HCT's production calendar, for most regular season productions begins in September and runs through April or May of the following calendar year (although HCT fiscal calendar runs from May – Apr).

To be considered to direct for HCT, with a specific play in mind, 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 a 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 a your resume (specifically in relation to directing experience)
- 1 copy of a letter of introduction (with references)

Although play selection for the upcoming regular season will be completed as early as is possible, HCT will officially announced the selected plays and directors at HCT's annual Board of Directors Meeting in April 2015 – *although promotion of the “new” season will most likely already have begun.*

Selection Process

The Play Selection Committee consists of:

- **A Committee Chair** -- the Chair of the Play Selection Committee defaults to HCT's current **VP of Production**.
- **Members** of HCT Board of Directors, former Guest HCT Directors and any interested HCT Patron or member.

The Play Selection Committee will read the submissions and generate a report of suggested plays for the upcoming season to be presented to the HCT Board of Directors for review. The culling of submissions will begin in late summer, early fall and continue into November and/or December.

Please note, any plays submitted by members of said selection committee will be given the same consideration as plays submitted by individuals not on the Selection Committee, and will be judged purely on merit.

HCT Board members submitting a play for consideration cannot vote on the submitted play at the time that the Board of Directors is voting on plays to be produced (they are able to vote on plays that they did not submit).

The Committee will present a review of ALL plays submitted, summarizing the suggested plays and giving a brief explanation as to why a play was suggested and/or why a play was not suggested.

After the Committee has presented submitted play proposals to the HCT Board of Directors will review an the plays they have approved for the proposed season. If the HCT Board of Directors rejects one or more of the Selection Committee's recommendations, the Play Selection Committee will need to provide alternative choice(s) for each rejection. It may be necessary for the Committee to submit requests for submission to Patrons and/or supporters at large with the skill set needed to direct.

The selection committee will have until the January board meeting to actively negotiate with the board on final selections, at which time submissions will no longer be accepted. ***The board may elect not to fill a particular “performance” 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 second week of March 2015.

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, 2015:** 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.
- Feb/Mar 2015:** Play Selection Committee submits a Proposed Season prior to the HCT Board meeting
- Mid Mar 2015:** 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

HCT DIRECTOR APPLICATION – 2015-16 SEASON

Your Name: _____

Address: _____

Primary Phone: _____ Secondary 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, 2007, 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", 2001-2003 Season; Director – Jane Doe*)

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

HCT PLAY SUGGESTION OR SUBMISSION PROCESS – 2015-16 SEASON

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, 2015 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.

HCT PLAY SUGGESTION OR SUBMISSION FORM – 2015-16 SEASON

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		
Prop Master		
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 preference. 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>By number, w/ 1 being first choice & 0 – being 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 (outdoor, 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 back-side 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 _____

Your Name _____

Your Contact Info

Expense	Budget- ed	Notes
Rights & Royalties	\$450.00	Based on average going rate for a Comedy or Drama 6 @ \$75 a performance – MUSICALS would be substantially more.
Scripts	\$150.00	Figuring an average cast & crew size is 15 Scripts, \$10 per script (w/ shipping)
Sound FX / CDs / Scores	\$0.00	
PROMOTIONAL: Paid Ads	\$1000.00	Huntsville Item: \$261; Polk Co. Publishing (includes: San Jacinto Times, Polk Co. Enterprise; Trinity Standard & Penny Saver): \$165.28; Madisonville Meteor: \$40; KSAM/KHVL: \$360; and KSTAR: \$140.
PROMOTIONAL: Mass Mailing	\$400.00	Postage on about 1500; PR Letters Printing \$10; Legal Envelopes: \$15; Labels for PR Lttrs; Ink for labels: USPS Box Fees (1/5 th share).
PROMOTIONAL: Flyers / Postcards	\$200.00	Postcards, color, double-sided: 2500; Flyers 8x10, color 1000. Rates via zooprinting.com
PROMOTIONAL: Photographer	\$150.00	\$150 for average show; \$250 for larger casts.
PRINTING: Programs, applications, hand-outs, audition pics, etc.	\$300.00	Programs, misc. printed materials, audition pics (non-promotional printing). AVERAGE PROGRAM cost 30-35¢ @ (IF we staple and fold them). Estimate based on 100 house average per performance (600 programs), plus other misc..
Costumes	\$150.00	We try to keep costs down - folks can wear their own clothes or find items in our costume room.
Props	\$100.00	Again, we try to keep this cost down by borrowing or using what we have.
Set	\$300.00	HCT sets must be simple - yet creative. We cannot afford to build a "house," there for everyone should target trying to spend much less than is budgeted here - if possible.
Concessions	\$150.00	Based on average of 500-700 attendance. Even though we do take donations to help cover concession cost - we are never sure if they will be covered.
Misc. Expenses	\$100.00	Misc. Expenses
Cast Party	\$100.00	Cast of 1-10 actors: \$100; Cast of 11-20 actors: \$150; Cast 21 plus: \$200. HCT contribution maxs out at \$200; suggest potluck for larger casts. HCT DOES NOT BUY ALCOHOLIC BEVERAGES FOR CAST PARTIES BECAUSE OF LIABILITY ISSUES.
Total Budgeted	\$3,550.00	