

Yuma Community Theater Production Proposal

Note: The Board of Directors for Yuma Community Theater slates productions and projects largely on the merits of the information provided by the prospective Director. Please give careful consideration to the information you submit. Staff signatures are subject to verification.

PRODUCTION STAFFING - See attached forms which must be complete for the proposal

Director: _____
Assistant Director: _____
Producer: _____
Musical Director: _____
Set Construction: _____
Stage Manager: _____
Technical Director _____
Choreographer _____
Costumer: _____
Prop Master: _____
Other (please list) _____
Other (please list) _____

The individuals listed above MUST be committed to this project. The Director and Producer MAY NOT be the same individual and may not have any other major function for this production.

BASIC SHOW INFORMATION

Desired Date Range: _____
Production Title: _____
Type of Production (Musical, Comedy, Drama, etc) _____
Production Author(s): _____
Publisher Information : Name _____
Publisher Information : Address _____
Publisher Information : Phone _____
Character Requirements: Male: _____ Age Range _____
 Female: _____ Age Range _____

Description of the Plot or Storyline

Description of the Time Period or Style

Description of the Lighting and/or Sound effects required

Description of Major Set, Scenic and Stage Props required

Explain how this production will promote and benefit the Yuma Community at large and Yuma Community Theater in particular.

Budget Estimate for this Production

ROYALTIES (# of Performances)	_____	@ cost each	_____	_____
SCRIPTS				_____
SCRIPTS (number required)	_____	@ cost each	_____	_____
MUSICAL SCORES (number required)	_____	@ cost each	_____	_____
SHIPPING AND HANDLING				_____
VENUE RENTAL (AUDITORIUM / THEATER / ETC)				_____
TECHNICAL ASSISTANCE (student workers, etc)				_____
LIGHTS				_____
'FLYING'				_____
ADVERTISING				_____
PRINT / OTHER			_____	
RADIO			_____	
PRINTING				_____
POSTERS			_____	
FLYERS			_____	
PROGRAMS			_____	
SET				_____
PROPS				_____
COSTUMES				_____
MAKEUP				_____
MUSICIAN FEES				_____
RENTED INSTRUMENTAL (REHEARSASCORE/MUSIC IN A BOX, ETC)				_____
CAPTIONING				_____
MISCELLANEOUS				_____

GRAND TOTAL _____

The following are Production Positions.

All participants must sign these contracts for their positions prior to proposing a production, and must be attached to proposal. Any changes require board approval. If someone is not meeting their contracted responsibilities or is overstepping, this must be brought to the attention of the Vice President (production liaison), who will, with the Board, create a plan to advise or replace said person.

POSITION TITLE: Director

EXPECTATIONS:

- Must be in good standing with Yuma Community Theater (YCT) and comply with all by-laws, policies and other rules established by YCT.
- Works together with the producer to comply with listed responsibilities.
- Has served as an Assistant Director for an YCT production (or equivalent experience).
- If unable to fulfill duties, the YCT board reserves the right to replace the person in this position.

DESCRIPTION OF RESPONSIBILITIES:

- Responsible for overall practical and creative interpretation of an accepted script or musical, to include:
 - Design and Tech
 - Casting/creative decisions
- Oversees and communicates with:
 - Design team (creative needs and production schedule)
 - Performers
 - Production team (Assistant director, stage manager, technical director, etc)
- Conducts auditions, selects designers, musicians, and production staff as needed
- Sets a rehearsal schedule in advance and books rehearsal space (provide to board)
- Manages adherence to schedule, providing advance notice (24 hours) of changes to producer, cast, and production team
- Attends all production meetings
- Attends all board meetings during rehearsal/production period, or sends notes with a representative (preferably the Producer)
 - Updates board following "Director/Producer Checklist" (see attached)
- Attends preview performance and prepares detailed notes for cast, creative, and production teams.
- Must submit all receipts with Cash Disbursement forms to producer within 30 days of close of production.

POSITION TERMS: Acceptance of production proposal to close of show.

PRINT NAME : _____

SIGNATURE : _____

Board Member Witness Signature: _____

Date : _____

POSITION TITLE: Producer

EXPECTATIONS:

- Be a member in good standing
- Attend Board Meetings during the run of the production
- Be in direct communication with Director
- Needs to have had a mentor or a shadow for training
- Attend all production team meetings
- Must have proven past experience Producing or shadowing a Producer with YCT.

DESCRIPTION OF RESPONSIBILITIES:

- Responsible for the overall financial and advertising needs of a production, to include:
 - Administers and controls production budget as approved by the board
 - All financial transactions must go through producer
 - Ensures adequate publicity of auditions and performances in written, radio, and social media
- Coordinates administrative functions for production through YCT Treasurer
 - *YCT policy is ALL contractual and financial transactions will be routed through the YCT Treasurer.*
- Arranges for an adequate facility to hold performance (i.e., attend meetings concerning venue possibilities for the seasonal shows) both for season and non-season shows
- Will assist in recruitment efforts to fill production crew positions under director's discretion
- Will assist in negotiations of contractual agreements with organizations providing facilities and/or services for the production
- Ensures production payments are made in a timely fashion (*royalties, facilities, etc.*)
- Will ensure all participants (*cast & crew*) are members of YCT prior to first rehearsal
- Along with director, creates a production schedule and calendar
- Arranges printing of:
 - Programs
 - Flyers/Posters
 - Tickets (non-season shows)
- Ensures historian receives programs, pictures, and other materials related to the show for YCT archive.
- Ensures distribution of programs to House Manager
- Attends all board meetings and presents progress of show, particularly adherence to budget
 - (see director/producer checklist)
- Collects and returns all rented rehearsal material (*scripts, music scores, etc.*)
- Collects receipts for approved purchases, fills out a cash disbursement for each expenditure, and gives to Treasurer for reimbursement

POSITION TERMS: pre-show through post-show meetings

PRINT NAME :

SIGNATURE :

Board Member Witness Signature:

Date :

POSITION TITLE: Assistant Director

EXPECTATIONS:

- Must be in good standing with Yuma Community Theater (YCT) and comply with all by-laws, policies and other rules established by YCT.
- Has served as a Stage Manager for an YCT production (or equivalent experience).
- If unable to fulfill duties, the YCT board reserves the right to replace the person in this position.

DESCRIPTION OF RESPONSIBILITIES:

- Acts as director, assuming all associated responsibilities, when director is absent.
- When required, will lead secondary rehearsals
- Attends all production meetings
- When required by director, documents all blocking, property movement, scene changes, design requirements/ notes
- Will follow dialogue and cue lines when needed or requested when cast is off-book
- Will take notes (last two weeks of rehearsal or as needed) of missed lines, missed entrances/exits, scene change errors or delays, prop misuse, and technical errors. Following the rehearsal, will present these notes to cast and crew
- Provides advice and input to director and cast as needed
- In certain circumstances, may act as stage manager for production, assuming all associated duties.
- Along with Stage Manager, oversees training of interns

POSITION TERMS: From acceptance of proposal to close of show.

PRINT NAME : _____

SIGNATURE : _____

Board Member Witness Signature: _____

Date : _____

POSITION TITLE: Stage Manager

EXPECTATIONS:

- Be a member in good standing
- Attend Board Meetings during the run of the production
- Be in direct communication with Director
- Needs to have had a mentor or a shadow for training
- Attend most rehearsals to take notes in blocking
- Attend all production team meetings

DESCRIPTION OF RESPONSIBILITIES:

- Assumes command of the physical stage area and backstage
- Manages various technical crews, such as lighting, sound, props and scenery changes
- Remains in constant communication with the director
- During rehearsal, he/she records all the blocking, lighting cues, prop usage, costume changes, and entrances of all the performers
- Creates a prop script for use during performances
- Assists in creating a lighting and sound script for use during performances
- Counts down the time until the curtain rises
- Issues the familiar call of "Places Everyone!"
- Responsible for tracking down a performer who forgets an entrance or has a wardrobe malfunction
- Should be the most visible person backstage
- Along with Assistant Director, oversees interns

POSITION TERMS: pre-show through post-show meetings

PRINT NAME :

SIGNATURE :

Board Member Witness Signature:

Date :

POSITION TITLE: Designer

EXPECTATIONS:

- Be a member in good standing
- Remain in communication with Director and Producer
- Attend all production team meetings

DESCRIPTION OF RESPONSIBILITIES:

- Will attend all read-throughs and enough rehearsals (*in the beginning*) to get a feel for the characters, scene changes, and any requirements the director blocks into the play
- Plans and scripts design; researches settings and time periods
- Communicates creative choices to director for collaboration and approval
- Shall purchase needed items from secondhand stores, specific items from stores, or online
- Arranges for rentals, including pick up and return
- Keeps track of budget and is responsible for the bottom line
- Turn in all receipts with a Cash Disbursement form to the Producer

POSITION TERMS: pre-show through post-show

Costumer:

Initial: _____

- Will pull costumes from costume closet, if available
- Will ask players if they can contribute items from their own personal wardrobe
- Pulls together final wardrobes, oversees fittings and final touches (*hats, belts, jewelry, etc.*)
- Coordinates with Props Master/Mistress on any overlap between costumes and props
- Organizes costume in dressing rooms by players
- Coordinates/plans quick changes
- Acts as a Dressing Room Coordinator and arranges for additional dressers needed for performances
- Checks that the dressing rooms are left cleaned and the costumes are collected, neatly organized, and ready to go for the next performance
- Will be responsible for leaving the dressing rooms in a neat condition after the run of a show and that all costumes are removed
- Returns all rented costumes and make sure all personal items are returned
- Cleans and returns YCT costumes to the costume closet in their appropriate locations

****Depending on the size of the cast, this can be a sizable job and is much easier done with two people. It is recommended that a costumer choose a partner to assist in this role.*

Set Design/Construction

Initial: _____

- Collaborates with Director on build/paint schedule for set
- Sources materials primarily from YCT stock, and elsewhere as needed and within budget
- Maintains cleanliness and organization of YCT stock and building space
- Assists with load-in as necessary

Lighting Design

Initial: _____

- Responsible for safe transportation and quality maintenance of all YCT lighting equipment
- Along with Technical Director, oversees light hang and focus for production tech rehearsals

Props Master/Mistress

- Pulls props primarily from YCT stock and then purchases as needed from secondhand stores or online.
- Constructs any props that cannot be purchased but are needed for the show
- Maintains storage and organization of props during rehearsal and performance
- Cleans and returns all props to appropriate YCT storage space

Technical Director:

Initial: _____

- Ensures all technical equipment is maintained, clean, and safe
- Oversees load-in and strike of lights and sound equipment
- trains light and sound board operators

Musical Director

Initial: _____

- collaborates with stage director on creative and technical aspects of production
- provides/arranges accompaniment for rehearsals and performances

COSTUMER:

Please also initial next to your position duties

PRINT NAME : _____
SIGNATURE : _____
Date : _____

SET DESIGN/CONSTRUCTION:

Please also initial next to your position duties

PRINT NAME : _____
SIGNATURE : _____
Date : _____

LIGHTING DESIGN:

Please also initial next to your position duties

PRINT NAME : _____
SIGNATURE : _____
Date : _____

PROPS MASTER/MISTRESS:

Please also initial next to your position duties

PRINT NAME : _____
SIGNATURE : _____
Date : _____

TECHNICAL DIRECTOR:

Please also initial next to your position duties

PRINT NAME : _____
SIGNATURE : _____
Date : _____

MUSICAL DIRECTOR (As Needed):

Please also initial next to your position duties

PRINT NAME : _____
SIGNATURE : _____
Date : _____