



Play Submission Form

Plays (no more than 2 per director) should be submitted via email to TandGPlaySelection@gmail.com by 11:59 pm on January 31, 2023. No plays submitted after this time will be considered. Attach this form and a digital copy of the script to your email.* For musicals, please include a YouTube Link or Spotify Link to the soundtrack.* You may also provide a resume or any other relevant documentation for consideration in attachments or the body of the email. The Play Selection Committee will reach out to you to schedule an interview once the submission window has closed.

Basic Information

Title of Show: _____ Submitted by: _____

Author: _____ Phone: _____

Publisher: _____ Email: _____

Musical? Yes No City of Residence: _____

Will this be your first show to direct at T&G? Yes No "On the Edge?": Yes No

If this will be your first show to direct at Town & Gown, please indicate a person or persons you would like to serve as a mentor to help you navigate directing at our theatre. This individual may be serving another function in your crew. There is no guarantee that the person you indicate is your mentorship preference will be assigned to be your mentor:

Performance Rights & Royalties

A play during a regular T&G Season consists of 8 total performances spanning two weeks. A musical consists of 10 total performances in two weeks. Audiences are estimated at a maximum of 180 per performance. Please use any rights or royalty estimators available to provide the following answers. "Additional Materials" could include the cost of music tracks, rehearsal tracks, music royalties, required specialty props, required graphics, etc.

Cost of Standard Rights: _____ Cost of Additional Materials: _____

Show Summary

Run Time: _____ As mentioned at the top of this form, please submit a script and any other relevant materials in addition to this form. Please provide a summary of your show below:

* If you need to provide a physical CD or a physical copy of the script, please specify that in the body of your submission email so that a member of the committee can meet you at the theatre and distribute your materials to the rest of the committee.

** More information about "On the Edge" is included in the Appendix

Cast & Crew Breakdown

Primary Crew Roles

Please indicate who, if anyone, you have secured to fill the following roles for your production. These roles are not required for play consideration, but the committee encourages you to consider who will fill these roles for your show *early*. If you plan to take care of one of the roles below on your own, please indicate that in the provided space. Note: Town and Gown does not provide set builders, scenic designers, lighting designers, or sound technicians. A director should secure the full crew of their show by no later than 4 weeks prior to the opening of the show. If you are struggling to find individuals to fill certain roles, you should communicate that to your appointed board liaison so that the board can provide support in finding individuals to fill those roles. There is a brief description of the stage and production manager roles in the Appendix.

Stage Manager: _____ Production Manager: _____

Other crew members already determined (scenic designer/set builders, props master, lighting technician, sound designer, costumer):

Musicals Only

Music Director: _____ Choreographer: _____

Children

If this production includes children under the age of 13, please provide the following information for your kid wrangler or children's director. (If you cannot find a kid wrangler or children's director, the board will help you find one):

Name: _____ Email: _____ Phone: _____

Please list the kid wrangler's/children's director's formal experience working with children:

Please provide 2 references who can speak to your kid wrangler's/children's director's qualifications and experiences as they relate to working with children.

Name: _____ Name: _____

Relationship to Applicant: _____ Relationship to Applicant: _____

Email: _____ Email: _____

Phone: _____ Phone: _____

Cast Breakdown

Please provide a breakdown of cast ages, gender, vocal range (if applicable), and any required special abilities.

Technical Requirements

Please describe any technical requirements for your show, such as sound, lights, music, makeup, special effects, etc.

Director's Notes

Please describe your vision for your show, marketing ideas, or any other additional information you would like to be a part of the play consideration process.

Scheduling

Rank your preference 1-5, using 1 as most preferred. Feel free to include any comments below.

_____ Sept./Oct.

_____ Nov./Dec.

_____ Feb.

_____ Apr.

_____ June

Appendix A – Role Descriptions

Stage Manager:

Stage Managers are responsible for the technical part of the production and should attend auditions and all rehearsals. The Stage Manager oversees the production during the run of the show. In the absence of the Director or Assistant Director (if applicable), the Stage Manager is in charge. Stage managers often record blocking, take line notes, and monitor the crew in all their individual technical roles.

Production Manager:

The Production Manager role is new to our theatre. Production Managers' main role is to enable the director to direct and the stage manager to stage manage without having to worry about paperwork, document tracking, policy enforcement, and communication. Production Managers help directors with budgeting, scheduling, policies, logistics, and serve as a liaison with the Publicity Committee. They can also help ensure the successful execution of publicity.

Appendix B – On the Edge

In the event a director is interested in producing a show that contains content that might be deemed inappropriate or controversial to members of the T&G community, they may also submit their show to be considered for "On the Edge." Shows presented for "On the Edge" have an extremely limited budget and number of performances. Directors submitting a show for "On the Edge" should be prepared to account for an alternative rehearsal space or unusual rehearsal process/schedule, as well as a detailed plan for low-resource costuming, set, and technical requirements.