



SHOW PROPOSAL PACKET

Hartford Players Theater Company

147 N. Rural Street
Hartford, WI
53027

www.hartfordplayersltd.com

bod@hartfordplayersltd.com

Thank you for considering proposing a show to the Hartford Players Theater Company (HPTC). We have put together this packet to assist you in providing us with the detailed information we need to make an informed decision regarding show selection. HPTC was founded to bring high quality community theater to the Hartford community and we strive to maintain the high standards set by our founding members. HPTC values the contributions of its membership and those who perform in and produce our shows. While HPTC believes that the director controls the artistic development of the production, it expects that the director, as well as his or her production staff will abide by HPTC's philosophy and policies. The board of directors reserves the right to act in any manner deemed appropriate if the expectations are not met.

The Process

Shows produced by HPTC are selected by the board of directors based on recommendation from a Show Selection Committee. This committee is a sub-committee of the board of directors and is made up of 1-2 board members and other valuable members of HPTC with experience in performance, directing and production design.

The proposal process is divided into three parts

1. Obtain and complete the show proposal packet. Once completed the packet can be returned via email to beierm@hotmail.com or mailed directly to the mailing address on the front of this packet.
2. The Show Selection Committee will review all proposals submitted and determine if the show is appropriate for production by HPTC. *Note: HPTC plans their seasons out, at a minimum, of one year in advance so season selection occurs by May the year prior. If proposing after May it will be considered for the following season.*
3. Once the Show Selection Committee has a slate of shows to present, they will present them to the board of directors for final approval. All individuals who propose shows to HPTC will receive communication regarding selection or decline of show proposal.
- 3a. If your proposal is selected you may be asked to attend a board of directors meeting for further discussion

Proposal Criteria

The following criteria will be used when selecting shows:

1. Financial feasibility
2. Appropriateness of the show for the Hartford Community
3. Requirements placed on HPTC assets (people, sets, music, props, etc.)
4. Strength of show vision

It is beneficial to you as the proposer to paint a very detailed picture of how this production will run and look. The Show Selection Committee has a wealth of theater knowledge but may not envision a production in the way you do.

If you have any questions regarding the process please don't hesitate to contact any of the board members. Thank you and good luck with your proposal. We look forward to hearing from you.

HPTC Show Proposal

Production Name:

Production Author(s):

Show Type:

Comedy, Drama, Musical Review, etc.

Proposed Performance Site:

Schauer Center Main Stage or Pikes Peak,
Hartford Movie Theater, Other

Number of Planned Performances:

Location in HPTC Season:

Spring, Summer, Winter

Note: Performance dates are set by the board of directors

Being Proposed By:

Name, phone and email

Additional Information

**Have you confirmed availability
Of the rights of this production**

Previously performed by

Company/ies, when, where

Target audience

Age, demographics

Suitability for Children

**Reasons we should stage this
at this time**

**Are there any mentoring opportunities
this project could provide please explain:**
For example: Assistant for costumes, lights, sound

Key Roles

(Please fill in as many names as you are able at this time...the more roles filled the stronger the proposal)

Director

Assistant Director

Music Director

Stage Manager

Choreographer

Orchestra Conductor

Rehearsal Pianist

Costumer

Set Designer/Construction

Technical Director

Lighting Operator

Sound Operator

Provide a Synopsis of the Show:

The following questions apply to items you will need to consider before and during the production. Answer to the best of your ability (We are not looking for right or wrong answers, just your vision)

What will Auditions Consist of? (Reading, Singing, Dance)

Who will assist in the casting?

**Are you planning any changes to the current script? If so, reasons why?
(Reminder: Legally, the author must approve changes)**

What will the rehearsal schedule consist of? (days/nights per week, hours per, how many weeks)

Please describe any complicated effects (music, sound, make up, lighting, smoke, etc.) that your technical staff will need to consider, develop, or build.

On a separate piece of paper please provide a description of your set. Please include major set pieces needed, movement of set pieces, etc. (Visuals are strongly encouraged)

Rough Budget Information

Please provide a rough estimate of expenses for your project. *Note – a detailed budget will be set in collaboration with the board of directors and director if selected*

EXPENSE	AMOUNT
Royalties	\$
Set Materials	\$
Lighting Materials	\$
Costumes	\$
Sound	\$
Video	\$
Specialty Make Up	\$
Marketing	\$
Musicians (including rehearsal and conductor)	\$
Facility Rental (rehearsal and performance)	\$
Misc	\$
Total Expenses	\$

Please provide any additional comments you feel will be helpful for the Show Selection Committee to know: