



Box 1313, Pembroke, ON K8A ***

www.streetlight-theatre.org

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Streetlight Theatre Company is a non profit community organization that provides opportunity for community involvement through a diverse range of theatrical experiences.

PRODUCTION PROPOSAL

All directors must submit a proposal for any productions to be considered for inclusion in the Streetlight Theatre Company season. Proposals will be reviewed and considered by the Board of Directors a minimum of six months before Production dates. The Board of Directors may request an interview with the potential director/producer regarding their proposed production.

Proposals will be reviewed in the following areas:

- Fulfillment of the Streetlight Theatre Company Mission Statement
 - Feasibility from a financial, practical and logistical standpoint.
 - Ability to broaden and enhance the theatre's audience base and community image.
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PROPOSALS should include the following:

Please limit the narrative to one page, if at all possible

1. A short synopsis of the production, including character breakdown.
2. A brief statement as to WHY this particular production should be produced by Streetlight Theatre Company.
3. A brief statement as to HOW this particular production will be produced by Streetlight Theatre Company. Consider special effects, scenery, blocking, etc that will be effected by the theatre's design, and how this will be an enhancement to the production, or how

obstacles will be surmounted.

4. A brief statement as to WHAT the marketing plan will be for this particular production Streetlight Theatre Company. Consider special groups or communities that will be attracted to the production. Consider community organizations that may benefit from this production.

5. Complete the attached forms to the BEST of your ability.

6. Please include a copy of the script if possible.

The Board of Directors understands that it is difficult to lock in a production team far in advance of a production, however when making a proposal, the following are required:

- Director
- Producer
- Stage Manager
- Music/Vocal director (for musicals)

The Board also suggests that the **PRODUCTION CREW FORM** be used as a working tool, to begin to consider the other necessary roles to mount a successful production.

The **PRODUCTION BUDGET FORM** should be used to begin to formulate an idea of potential expenses and to determine if particular expenses are excessive, to seek other options. This form can also be used to develop fund raising goals and to budget available financial resources.



PRODUCTION CREW FORM

Name of Production: _____

Playwright: _____

Musical - Book: _____

Musical - Lyricist: _____

Musical - Composer: _____

License Holder: _____

Director: _____

Producer: _____

Assistant Director: _____

Stage Manager: _____

Set Designer: _____

Costumer: _____

Property Manager: _____

Lighting Designer: _____

Sound Designer: _____

Booth Tech (Light Board): _____

Booth Tech (Sound Board): _____

Running Crew: _____

Publicist/Marketing: _____



ESTIMATED PRODUCTION BUDGET FORM

Production: _____

Producer: _____

Production Dates: _____

INCOME	ESTIMATE	ACTUAL
Ticket Sales		
Adult # _____ @ _____		
Child # _____ @ _____		
Program ads		
Canteen/Bar		
Donations		
Fundraising		
Total:		

EXPENSES	ESTIMATE	ACTUAL
Royalties # _____ @ _____ ea.		
Scripts # _____ @ _____ ea.		
Publicity		
Programs		
Tickets		
Rental Space		
Sets		
Props		
Lighting		
Sound		
Costumes		
Makeup		
Misc.		
Total:		

NET INCOME		
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