

# Bellingham Theatre Guild Play Proposal Worksheet

This PDF worksheet is editable, and your information can be saved as you prepare your proposal. **Please copy and paste this information into the online submission form to make an official proposal.** After submitting, mail two copies of the script with any supporting materials (set designs, costume sketches, etc.) to

**Bellingham Theatre Guild**  
**Attn: Play Submission Committee**  
**PO Box 636**  
**Bellingham WA 98227-0636**

**All submissions are due by December 1.**

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**Your Name** *(as it should appear in publicity)*

**Your Mailing Address**

**Phone**

**Email**

**Please Indicate Your Availability to Direct** *(select all available slots for this play proposal.)*

**Season Opener**

**Holiday**

**Winter**

**Spring**

**Season Closer**

**Play Title**

**Authors/Lyricists/Composers**

**Publisher**

**Link to show page on publisher's website:**

**Play Genre(s)**

**Brief Show Synopsis**

**Your Concept of the Production** (*mood, setting, tone, production design, etc.*)

**Your Set Concept**

**Explain Any Special Effects**

**Describe the Target Audience** (*all ages, adult, etc.*)

**Are There Any Warnings For Our Audience?** (*language, content, theme, etc.*)

**Cast**

No. of Women	Ages	Notes
No. of Men	Ages	Notes
No. of Children	Ages	Notes

**Audition Statement For Publicity** (*special needs, required talents, preparations, clothing/shoes, etc.*)

**Your Production Staff** (*Add confirmed names for your production team.*)

Co-Director

Stage Manager

Asst. Director

Asst. Stage Manager

Choreographer

Light Operator

Musical Director

Sound Operator

Set Designer

Makeup

Costumer

Hair

Light Designer

Spot Light Operator

Sound Designer

Running Crew

**Budget**

*The BTG Board sets budgets for shows. Please list any unusual needs for the show (costume, set, makeup, effects, props, etc.). The committee will discuss budget needs for these items with you.*

*If you know the amounts for the following, please list:*

Royalties \$

Scores \$

Scripts \$

**Please Add Any Additional Information Regarding Your Submission**