

# Bellingham Theatre Guild Play Proposal Worksheet

This PDF worksheet is editable, and your information can be saved as you prepare your proposal. Download or save to your computer to use this function. **This is not a proposal submission form**—you must copy and paste this information into the online submission form to make an official proposal. After submitting the official proposal via the online form, follow the procedures described on the website for submitting scripts or supporting materials. If mailing scripts and materials, send to:

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

All submissions, along with scripts and any supporting materials, are due by December 1.

Contact Sean Walbeck, Play Selection Chair, at 360-647-9242 or sean@gigglewax.com if you have any questions about anything on this form.

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

**Your Mailing Address**

**Phone**

**Email**

**Please Indicate Appropriate Slots for Your Proposal**

**Review 2019-2020 Calendar Dates**

**Opener**

**Holiday**

**Small**

**Medium**

**Closer**

**Play Title**

**Authors/Lyricists/Composers** (*exactly as credited on script*)

**Publisher**

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

**Play Genre(s)**

**Brief Show Synopsis** (*60-100 words; to be used as basis of publicity blurbs, ads, etc.*)

**Your Concept of the Production** (*A director's concept is an overall unifying vision of the visual and performance elements of a script and is a necessary tool to help the Play Selection Committee understand how you'll successfully bring this show to our volunteer amateur stage.*)

**Describe the Set**

**Describe the Costumes**

**Describe the Lighting and Sound**

**Explain Any Extraordinary Elements of This Production** (*props, special effects, unique demands, etc.*)

**Are There Any Content Warnings For Your Show?** (*A content warning lets an audience know of any challenging material or effects that may concern them. Typical warnings might be the following:*

*adult language, gunshots, mature subject matter, sexually suggestive material, not appropriate for children, strobe lights, etc.)*

**Cast**

No. of Women                      Age Range

Special Skills Needed

No. of Men                         Age Range

Special Skills Needed

How many included above are Preteen Children

Special Skills Needed

How many included above are Teens

Special Skills Needed

Chorus?     Yes     No    If yes, how many people

**Audition Statement For Publicity** *(We will use this copy for auditions publicity. List special needs, required talents, preparations, clothing/shoes, etc.)*

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

Co-Director

Assistant Director

Choreographer

Musical Director

Set Designer

Costumer

Light Designer

Sound Designer

Props Master

Stage Manager

Assistant Stage Manager

Light Operator

Sound Operator

Makeup

Hair

Other Staff Not Listed

### **Budget**

*The BTG Board sets the budgets for shows. Straight plays tend to run \$3-6K; Musicals \$7-\$10K. Please list any unusual costs you think your show may require. Do you know the following costs?*

Royalties \$

Scores \$

Scripts \$

Rentals \$

Other costs for the Board to consider:

### **An Important Note about Submitting Scripts**

The Play Selection Committee needs to read the official Acting Edition of the production you are proposing. No photocopies, digital copies, or different versions of the same play will be accepted. Submit any supporting materials when you submit scripts.

On the online submission form, you will need to check the most appropriate box before you submit your proposal.

I (or an associate) will deliver two (2) Acting Editions of my proposed play, either through the mail or in person to Sean Walbeck at the Bellingham Theatre Guild between 4:00 and 6:00 pm on December 1, 2018. At the end of the review process, my scripts will be returned to me.

The play I am proposing is available only through perusal at the Publisher's website. I will confirm with Sean Walbeck which precise edition of this play I am proposing, so the Play Selection Committee can procure the correct script.

I do not understand the above two options. I will ask Sean Walbeck for more information.