



Fall 2014 Proposal Guidelines

The following is the proposal procedure we would like everyone to adhere to for this year. Please follow these instructions carefully and be sure to answer each question thoroughly. Also, please note that there are no restrictions on who may propose a show - undergraduates and graduates in all majors are welcome to make a submission.

Proposals will be due **Saturday April 19 by 11:59pm** to Kimberly Yeoman. Each producer/director will be required to sign up for a 15 minute slot to talk about their proposal with the Production Selection Committee. The expected date for these interviews is **Saturday April 26**. As that date gets closer, a sign-up sheet with the specific time slots will be posted on the Florida Players board in the theatre building.

The third time slot of the semester is reserved for the **New Works Festival** - where we produce various student written works with a full set, lights, costumes, etc. Please note that all designers will be shared between the New Works shows. Meaning that there will only be one scenic/lighting/sound/props/costume designer for the entire New Works Festival.

You can either submit your proposals via email or hard copy - if you choose the latter, we will need to submit **eight** copies of your proposal and **eight** copies of the script. If you do so via email, only one of each is necessary, and I will ensure that they are distributed to the members of the Selection Committee.

****NOTE: You must also submit an estimate on the cost of the rights for your show along with the link for where to find them. If the pricing is not listed, PLEASE CALL THE COMPANY AND ASK FOR AN ESTIMATE. If selected, we will want to secure the rights immediately after the committee in order to ensure that our season will run as smoothly as possible.**

Please submit your proposal in this format, and in each section accordingly:

1. Director contact information
2. Title - Please specify if the proposal is for the New Works Festival
3. Character Breakdown - specific roles, male-to-female ratios
4. Brief Synopsis
5. Main themes or ideas you hope to express

6. Budget Breakdown, including but not limited to:
 - Cost of Rights
 - Set Design Budget
 - Costume Budget (if applicable; many costumes can be pulled)
 - Props Budget (if applicable; many props can be pulled)
 - Accompanist/Musicians (if applicable)
7. Time Slot Preference/Any known conflicts with one of the show slots
8. Personnel
 - By the time you submit your proposal, you must have both a director and producer; all other positions (ex. designers, stage management) will be filled with the help of the Production Manager if your show is selected, and should only be included if designers have already committed to the project.
 - The producer must stay with the show through the end. This person is responsible for making sure all personnel complete their respective duties and to serve as a source of funding for designers (this is due to the Student Government reimbursement process). The producer CANNOT also be the director and MUST BE A STUDENT currently in Gainesville.
9. Unusual Technical Requirements (If applicable)
10. What is your concept and how do you plan to execute it?

NOTE: Directors and Producers are NOT permitted to act in their own show. Open casting is *mandatory*.

Fall 2014 Season Time Slots

Show 1: October 2014 Squiteri Black Box - Phillips Center

Show 2: November 2014 Squiteri Black Box - Phillips Center

Show 3 (New Works Festival Slot): November 2014 - Nadine McGuire Black Box

If you have any questions, please feel free to contact Kim Yeoman at productionmanager@floridaplayers.org or kimyeoman55@gmail.com.

Thank you! I look forward to receiving your proposals!

**Kimberly Yeoman
Production Management
Florida Players**