



Spring 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 **Friday November 15 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 **Sunday, November 24**. 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.

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. If you are proposing a musical, you will also need to submit **eight** copies of your show's cast recording.

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

1. Director contact information
2. Title (composer/lyricist if applicable)
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*.

Spring 2014 Season Time Slots

Show 1: Feb 21-23 Squiteri Black Box - Phillips Center

Show 2: March 14-16 Squiteri Black Box - Phillips Center

Show 3 (Musical Slot): April (dates TBD) - 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**