Theatre Rice Project Submission Form



CONTACT INFORMATION

NAME	
PHONE NUMBER	
E-MAIL ADDRESS	
MAILING ADDRESS	

PROJECT DESCRIPTION (If needed, you may attach 1 additional page)

Type of Submission:			
Title:			
Summary:			
Projected Costs:			
Number of Participants:			
Estimated Length:			
Your Role in Project (directo	r, performer, writer, etc	e.);	
If Applicable, Number/Name	(s) of Director(s):		
PROJECT IS INTENDED F	OR (PLEASE CIRCLE)	:	
Midsemester Show (O	etaher 18 & 19 2013)	Other (Please Specify)	
Wildsemester Show (O	(tobel 10 & 17, 2013)	other (rease speeny)	
IF <i>NOT</i> INTENDED AS PAF	RT OF THE MIDSEME	STER:	
Outside Sources of Funding:			
		n n n n	
Explain why you think your	project should be in a Ti	neatre Rice Production:	
Lunderstand that the conv of the project sul	omitted to Theatre Rice becomes pro	perty of Theatre Rice. I hereby release Theatre Rice from all	
responsibility to any loss or damage that may occur to the copy of the project submitted. I acknowledge that acceptance and production of the			
project is not guaranteed and is subject to review by the Theatre Rice Committee. If Theatre Rice accepts the project for production, Theatre Rice reserves the right to abridge, cancel, or withdraw the submitted project from production at any given time. Theatre Rice respects the intellectual			
		or disseminate the content of the submitted project without the	
Print Name	Signature	Date	
Time reame	Signature 1'		

-Please see submission rules-

Theatre Rice Project Submission Guidelines

- 1. Please read through all the directions below. (Initial below)
- 2. Please direct questions to Jess Ju at: producer@theatrerice.com

I. Terms

- **a.** "Project" refers to the work being submitted by the artist(s) to Theatre Rice.
- **b.** "Artist(s)" refers to the person(s) submitting a project to Theatre Rice.

II. Deadlines s

a. Showcase Submission Deadline

- i. The deadline for projects that want to appear in the MIDSEMESTER is FRIDAY, SEPTEMBER 13th, 2013 at 12:00pm.
- ii. Production of Midsemester is tentatively scheduled for Friday, October 18th and Saturday, October 19th, 2013.
- iii. Rehearsals for Midsemester are tentatively cheduled for Saturday, October 12th through Thursday, October 17, 2013.

b. Submission Time

i. All projects must be submitted digitally via email to producer@theatrerice.com by Sunday, September 13^h, 2013 at 12:00PM. Starting Spring 2009, we are no longer accepting non-digital submissions. We recommend that scripts, films, music and all artistic projects be in digital form. If you have any questions or if your digital file is too large to be emailed, please email producer@theatrerice.com.

c. Theatre Rice Meetings

- i. The artist(s) for all projects accepted by Theatre Rice for production are required to attend a meeting with all cast members from Theatre Rice on the evening of Thursday, October 18th, 2012. The artist(s) will be notified via email about the exact times and location of this meeting upon acceptance of the project.
- ii. The artist(s) for all projects accepted by Theatre Rice for production are also required to attend semiweekly Theatre Rice meetings. These meetings are held on Tuesday and Thursday Evenings. The artist(s) will be notified via email about the exact times and location of these meetings upon acceptance of the project.

III. Guidelines

- a. All projects submitted to Theatre Rice must be in completed or close to completed form. Ideas and incomplete projects WILL NOT be accepted, and will be returned to the respective artist. Pages MUST BE NUMBERED, or they will be not be accepted. Your NAME SHOULD NOT APPEAR within the submission itself and should only be written on the submission form and the front page of your submission. Examples of completed or close to completed projects include:
 - i. Plays, Scenes, and/or Skits: A fully revised, completed script. The script may or may not contain technical cues and blocking.
 - **ii. Films:** A finished version of film must be submitted on preferably DVD or as an MPEG, but VHS will also be accepted. A fully edited, finished version of the film and a script are highly preferred. If the film is silent or was shot not using a script, a finished version of the film is also acceptable. If the film has been shot and is in postproduction, scenes from the film and a script are preferred. If the film is in need of funding and has not been shot, a script and planned schedule is mandatory; an idea alone will not suffice.

- iii. **Spoken Word/Music:** A recording of the artist's piece must be submitted on either Compact Disc (CD) to audiocassettes (tape) and may also be accompanied by their project in writing (i.e. lyrics).
- iv. **Dance Routine:** A video of the dance routine (either on VHS or in digital format) must be submitted and must already be choreographed.
- v. **Other Projects**: Any other performance projects not mentioned here can be submitted, so long as they have been completed or are close to completion. The more aspects of the project the artist can convey to Theatre Rice, the better understanding that Theatre Rice will have of the artist's project.
- b. Incomplete projects may or may not be considered, or may be considered provisionally.

IV. What to Submit

a. Scripts

A complete version of your script, attached together.

b. Films

A complete version of the film on DVD, as a digital file, or in an analog (VHS) format.

--OR--

Clips from the unedited version of the film in digital or analog (VHS) format.

--OR--

Planned schedule for filming and editing the film.

--AND--

A script for the film, if applicable; attached together.

c. Spoken Word/Music

An audio recording of the piece in digital or analog (audiocassette) format.

--AND--

Written lyrics of the piece.

d. Dance Routine

A video recording of the routine in digital or analog (VHS) format.

--OR--

A detailed, written description of the routine.

e. Other Projects (Stand-Up, Improv, Performance Piece, etc.)

Any type of written, audio, and/or visual representation of the project.

--AND/OR--

A written, detailed description of the project.

I have read, reviewed, and understand the Theatre Rice Submission Guidelines.	
	Initial