

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 (director, performer, writer, etc.): _____
If Applicable, Number/Name(s) of Director(s): _____
PROJECT IS INTENDED FOR (PLEASE CIRCLE):
<div>Showcase (November 16th – 17th, 2012)</div> <div>Other (Please Specify)</div>

IF NOT INTENDED AS PART OF THE SHOWCASE:
Tentative Dates: _____
Outside Sources of Funding: _____

Explain why you think your project should be in a Theatre Rice Production:
_____ _____ _____ _____ _____ _____ _____

I understand that the copy of the project submitted to Theatre Rice becomes property 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 property of the artist(s) of the submitted project and will not duplicate, recreate, or disseminate the content of the submitted project without the author's consent.		
Print Name _____	Signature _____	Date _____

-Please see submission rules-

1. Please read through all the directions below. (Initial below)
2. Please direct questions to Kelly Ngai 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

a. Showcase Submission Deadline

- i. The deadline for projects that want to appear in the **SHOWCASE** is **Sunday, October 14th, 2010 at 12:00pm.**
- ii. Production of Showcase is scheduled for Friday, November 16th and Saturday, November 17th, 2012.
- iii. Rehearsals for Showcase are scheduled for Saturday, November 10th through Thursday, November 15th, 2012.

b. Submission Time

- i. All projects must be submitted digitally via email to producer@theatrerice.com by **Sunday, October 14th, 2010 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