**UT Fall 2021 Proposal Form**

Hello! We are delighted that you are considering proposing mainstage work through University Theater at UChicago. This form is intended to guide you through the proposal process, and it will become the completed proposal that you submit to UT Committee for consideration. Completing the items in this document will help you to submit the strongest proposal of work possible.

We can’t guarantee what the next few quarters are going to look like for UT. That being said, we’ve seen enough over the last year to give us an idea of what to expect. We’ve tried to communicate these possible restrictions and opportunities in this document so proposers can keep this in mind while planning. **If you have any questions about what resources are available to you and your show or how to navigate theater in a shifting-environment, please reach out!** More than anything, UT Committee and TAPS Pro Staff are committed to supporting you and your team with access to resources in whatever in-person, virtual, or socially-distanced format you need. We want to make every resource available that we can. Great theater can happen during Covid-19! We want to work with you to support your idea.

**Please begin your proposal with the required Mainstage Proposal Checklist below.**

UT PROPOSAL CHECKLIST

Complete the following items in the order they are listed. You are **required** to check them off as you complete them. If you cannot complete an item, please explain why in the Supplemental Information section of the proposal form before you submit your proposal.

1. ☐ If you are not proposing an original piece or a work in the public domain, **email Neel McNeill, TAPS Managing Director** (nmcneill@uchicago.edu), to discuss the production rights for your project.
2. ☐ **Zoom with Tiffany Trent, Interim Director of Performance Programs,**  (ttrent@uchicago.edu) to discuss the logistics of your project, access to resources, and well as any in-person elements you are hoping to execute.
3. ☐ **Complete the “UT Mainstage Proposal Notice” section** of this document (including selecting a Proposal Liaison) and submit to the UT Committee Chair.
4. ☐ **Meet with your UT Committee proposal liaison and the UT Committee Chair** regarding proposal logistics.
5. ☐ **Complete the “Basic Proposal and Vision” section** of this document.
6. ☐ **Fill out the “Meet with Pro Staff” section** of this document. If you’re not sure where to begin, both Tiffany and your liaison can help refer you to other helpful members of Pro Staff!
7. ☐ **Complete the “COVID-19 Guidelines”** section of this document.
8. ☐ **Acquire Staff Statements** from everyone who is listed as a team member on the proposal for the “Staff Statement” section of this document
9. ☐ **Complete the “Supplemental Information” section** of this document, if applicable.
10. ☐ **Submit your proposal to UT Committee** for consideration by emailing it to Committee Chair Mary Mouton ([mmouton@uchicago.edu](mailto:mmouton@uchicago.edu)) alongside a copy of the script.

The completed proposal document is due at 5pm CDT on **Friday of Fifth Week (April 30)** **to the** **UT Committee Chair’s email**.

UT Mainstage Proposal Notice

**Name/Pronouns:**

**Email address:**

**Phone number:**

**What show are you proposing?:**

Before submitting this form to UT Committee, you must have already emailed Neel McNeill (nmcneill@uchicago.edu) about obtaining rights for producing your show. UT Committee will not consider proposal notices that do not provide evidence of this contact with this form.

**Please provide a screenshot of your email to Neel McNeill (nmcneill@uchicago.edu) requesting the production rights for your show.**

You are required to select a UT Committee proposal liaison before submitting this form. Your proposal liaison is a member of UT Committee who will be a resource to you throughout the proposal process in capacities such as:

* Answering any questions about the proposal process
* Helping you navigate any Covid-related questions, concerns, and resources
* Connecting you with relevant Pro Staff members and the UT Committee chair
* Connecting you with potential production team members
* Flagging concerns about your proposal that should be addressed

You should reach out to one or more the following members of Committee to inquire about their availability as proposal liaison and select one who has agreed to be your proposal liaison:

**Jo Blankson** (jblankson@uchicago.edu)

**Liam Flanigan** (lflanigan@uchicago.edu)

**Zander Galluppi** (agalluppi@uchicago.edu)

**Gabi Garcia** (gcgarcia@uchicago.edu)

**Gigi Hancock** (ghancock@uchicago.edu)

**Allegra Jordan Hatem** (ahatem@uchicago.edu)

**Reese Klemm** (klemm@uchicago.edu)

**Lauren E Melton** (lemelton@uchicago.edu)

**Spencer Ng** (spencerng@uchicago.edu)

**Emily O’Heir** (egoheir@uchicago.edu)

**Michael Schuhler** (schuhler@uchicago.edu)

**Brandon Zang** (brandonzang@uchicago.edu)

**My UT Committee proposal liaison is:**

Please email this completed form to the UT Committee Chair Mary Mouton at mmouton@uchicago.edu

Basic Proposal and Vision Information

Please answer **all** questions within this section: **Committee will not consider proposals without this section filled out in its entirety.**

**What is the proposed medium of your project (e.g. a live Zoom event, recorded and edited video, in-person performance, etc.)?** Keep in mind that as health situations evolve, our ability to produce in-person may as well. If your show relies on a robust in-person element, make sure to consider how it could be adapted if regulations were to limit that interaction (see the COVID-19 Guidelines” section of this document.)

**Where is the audience during your performances?** (e.g. in-person, at home watching a live stream, tuned in to a pre-recorded YouTube video, etc.)

**Name(s)/ Pronoun(s)/Role(s) of Proposer(s):**

**Proposer Phone Number(s):**

**Proposer Email Address(es):**

**Title and Author of Proposed Show:**

**Cast Size: \_\_\_\_ Men \_\_\_\_ Women \_\_\_\_ Non-binary \_\_\_\_ Any** (Please ask Neel McNeill for stipulations on casting in your rights agreement when listing these numbers)

**\_\_\_ Please check this box if your show contributes to UT’s commitment to hold space for stories by communities historically underrepresented and underproduced in the arts.** UT is committed to holding space for at least one show per quarter that falls under [Bylaw 1.D.2](https://ut.uchicago.edu/bylaws#I-d-diversity-representation-and-inclusion-statement). **If you checked yes, please explain why you think your proposal engages with the spirit of this bylaw.**

**What is the running time of the work you are proposing?** (DO NOT guess—read it aloud with friends):

\*Note: It is typically recommended that professional shows schedule 2 hours of total rehearsal time for every 1 minute of performance run time. While UT shows are not professional and you are welcome to schedule rehearsals as you see fit for your specific show, you might find this guideline helpful when considering the length of your production.

**Please list all team members who have agreed to work on this production with you and their role(s) below:**

**What role(s) are you hoping to get Committee’s assistance in filling?**

**Please check off your preferred spaces(s) [if applicable] and week(s) below:**

If you’re interested in a cross-quarter show opportunity, this is your time to indicate this. This is not your only opportunity to propose for Winter 2022. Rather, this is an opportunity to tackle a longer-form show that stretches across multiple quarters.

**Fall 2021**

☐ Theater East

☐ Theater West

☐ FXK

☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Winter 2022**

☐ Theater East

☐ Theater West

☐ FXK

☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Sixth Week

☐ Seventh Week

☐ Eighth Week

☐ Ninth Week

☐ First Week

☐ Second Week

☐ Third Week

☐ Fourth Week

☐ Fifth Week

☐ Sixth Week

☐ Seventh Week

☐ Eighth Week

☐ Ninth Week

**Please check off all space(s) [if applicable] and week(s) you feel you would be able to work with:**

Note: If Committee cannot schedule you for any space/week you have checked here, the show will not be produced. Not checking a line means you would rather not produce the show than produce at that time.

**Fall 2021**

☐ Theater East

☐ Theater West

☐ FXK

☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Sixth Week

☐ Seventh Week

☐ Eighth Week

☐ Ninth Week

**Winter 2022**

☐ Theater East

☐ Theater West

☐ FXK

☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ First Week

☐ Second Week

☐ Third Week

☐ Fourth Week

☐ Fifth Week

☐ Sixth Week

☐ Seventh Week

☐ Eighth Week

☐ Ninth Week

**Please list your previous UT and/or directing experience**

Note: UT Committee veryseriously considers prior collegiate-level directing experience and overall UT experience as factors when selecting mainstage proposals for production.

**Briefly, what is the driving question that your production seeks an answer to? What themes in the play have led you to this question?**

**Please describe or sketch stage pictures for 3 pivotal moments in the play. It is not necessary to explain with words why they are important moments; your images should illustrate this on their own.**

**What design elements does your project have– if any? What does the design aesthetic entail?** It is important to list details you feel are most essential to your visionso that you may discuss their feasibility and execution with Committee and Pro Staff.

**If you’re choosing to pursue a cross-quarter opportunity, why do you think the extra time is necessary for your project?**

If you are proposing for Winter 2022, your proposal should demonstrate more thorough planning and indicate how it is a longer-form or larger-scale show.

**Budget:**

Shows have different budgetary needs. This statement is true in all years, though it takes on a new meaning when considering the different projects, mediums, scales, and design needs we expect to see during this proposal cycle. **In light of this, Committee is prepared to provide shows with between $2,000 and $3,000 depending on their expressed need.**

**Please include a rough budget below that speaks to the amount of money you expect to need to realize your project.** Feel free to focus on your ideal project form (i.e. if you plan on doing in-person work, what will it take to put on your performance in that medium?). However, if your proposal is passed, productions may be asked to present alternative budgets to Committee in case regulations change in a way that impacts the scope of the project.

Meet With Pro Staff

Before meeting with Pro Staff, you are required to have a meeting with the UT Committee Chair and your proposal liaison (see the Mainstage Proposal Checklist). Only continue the proposal if you have done this.

**Please schedule a meeting with Tiffany Trent, the Interim Director of Performance Programs (**[**ttrent@uchicago.edu**](mailto:ttrent@uchicago.edu)**) to discuss the logistics of your proposal and any in-person elements you are hoping to execute.**

**Did Tiffany suggest you meet with any other members of Pro Staff?** If so, please check off the left space next to their name. If you have met with them already, please also check off the right space.

☐ / ☐ Kurtis Boetcher (Director of Design,

[kboetcher@uchicago.edu](mailto:kboetcher@uchicago.edu))   
☐ / ☐ Ben Caracello (Technical Director,

[benc@uchicago.edu](mailto:benc@uchicago.edu))  
☐ / ☐ Joyce Murphy (Audio Manager,

[joycemurphy@uchicago.edu](mailto:joycemurphy@uchicago.edu))  
☐ / ☐ Brian Maschka (Production

Manager, [bmaschka@uchicago.edu](mailto:bmaschka@uchicago.edu))  
☐ / ☐ Neel McNeill (Managing Director,

[nmcneill@uchicago.edu](mailto:nmcneill@uchicago.edu))

☐ / ☐ Jenny Pinson (Props Manager,

[jpinson@uchicago.edu](mailto:jpinson@uchicago.edu))  
☐ / ☐ Sam Rausch (TAPS North Theater

Manager, [rausch@uchicago.edu](mailto:rausch@uchicago.edu))  
☐ / ☐ Nathan R. Rohrer (Costume Shop

Manager, [nrohrer@uchicago.edu](mailto:nrohrer@uchicago.edu))

☐ / ☐ Heather Sparling (Lighting

Manager, [hsparling@uchicago.edu](mailto:hsparling@uchicago.edu))

☐ / ☐ Ian Young (Graphic Designer, [ianyoung@uchicago.edu](mailto:ianyoung@uchicago.edu))

You are highly encouraged to speak with any of the above members of Pro Staff even without an outside recommendation. Pro Staff members are a crucial resource and can help with proposing an in-person element, ensuring safe access to resources, and/or for understanding and adapting to the limitations of remote art and COVID-19.

Please reach out to Tiffany, the UT Committee Chair (Mary Mouton, [mmouton@uchicago.edu](mailto:mmouton@uchicago.edu)), or your proposal liaison at any time if you would like to be connected with any Pro Staff member

**Please briefly summarize your meetings with Pro Staff. What were the major elements you discussed? Did Pro Staff flag any concerns for you to look out for? Did any of their suggestions particularly excite you?**

**If your project has an in-person element, did Pro Staff flag any concerns regarding COVID safety?**

COVID-19 Guidelines

As regulations change, our ability to produce in-person work may as well. These changes are difficult to predict, and we ask for your continued patience as we learn what’s possible during the upcoming quarters.

**Below are some proposal considerations to plan for Fall and Winter projects:**

* 5 actors or less
* Up to 75 – 90 minutes in length
* No intermission
* Rehearsal room staff, builds, hangs, and run crew needs must accommodate capacity limits of 5 people in a space
* Singing and dancing could be prohibited or limited
* Masks, quarantine, sanitizing props, socially distanced staging, and limited or no audience
* Plan for the following scenarios

1. In person with no restrictions;
2. In person with social distancing; or
3. Virtual stream with some in person work, plus adhere to any University COVID policies at that time which could include masks, socially distanced staging, and limited or no audience

**Please specify any proposed in-person elements for your project.**

**Given the possible restrictions given above, please elaborate on how you would adjust these elements in order to accommodate restricted in-person or virtual programming.**

Staff Statements

**Please append an individual statement from all team members who have been listed on this proposal document (including yourself). These statements must describe:**

1. Relevant prior theater experience
2. What drew the team member to this show and this proposal
3. Their current contributions to the proposal, vision, and/or team (general is okay)
4. Any future contributions they expect to make if the show passes (general is okay)

**These statements may also include any supplementary information that aid the proposal. Selected examples include:**

1. Visual or auditory stimuli such as mood boards or videos that inspire the proposal or vision
2. Initial sketches of set, costumes, lighting grids, etc. that guide understanding of the proposal or vision
3. Dramaturgical research that contributes to the proposal or vision
4. Initial budget estimates and outlines
5. Sample production calendars
6. Production/design meeting minutes
7. Projected challenges for the show and how the team plans to address them

**Note that only elements a-d are required for each member, and you are not limited by the above suggestions.**

Supplemental Information

This is an optional space to elaborate on any elements of your proposal, vision, show, or process that have not already been addressed in the proposal document. If you feel you still have anything more to say about your proposed work, please add it here.

**Please also explain why any section of this proposal document is incomplete.**

If you have completed your thoughts in the document already, you may also leave this space blank.