Edinburgh Fringe Proposal Form 2016

This form must be emailed to [fringe@newtheatre.org.uk](mailto:fringe@newtheatre.org.uk) by midnight on **Wednesday 24th February**. Handwritten forms will not be accepted and all questions must be answered.

**This season, to try and promote fairness between all proposals, we would like to ask each team if they would mind their proposal form being shared with other proposing teams. This is to try and negate any committee advantage that may be achieved by being able to see other team’s forms in advance of the questions from committee. Please do not feel pressured to disclose your form if there is personal information within it; this is a trial run and your proposal will not be viewed differently either way.**

Once the form has been submitted, you will be contacted by the Fringe Coordinator who will assign you a 15 minute time slot for the afternoon of Wednesday 10th February. If you are unable to do a certain time, please let the Fringe Coordinator know as soon as possible.

**General**

1. **Name of director and phone number:**
2. **Name of producer and phone number:**
3. **Title of Play:**
4. **Playwright (please include translation if applicable):**
5. **Are the performance rights available? (please delete as appropriate)  
   Yes No Waiting to hear back Student written**
6. **Approximate running time:**
7. **Cast Breakdown - Male/Female/Gender Neutral (please give the breakdown as the script specifies):**
8. **Can any of the roles be made gender neutral?**
9. **Would you be happy for your form to be shared with other proposing teams?**

**The Play**

1. **About the Author- A brief background to the author, and why they wrote the play:**
2. **Synopsis- A 100-150 word blurb for your show to be used at on the audition handout and potentially on your flyers**
3. **Plot summary- Please give a brief scene-by-scene breakdown of your play.**
4. **Characters- Please give the name, a brief description, and percentage stage time for each listed character.**
5. **Does your play contain any scenes of a violent, sexual or adult nature? ( If yes, please briefly outline what happens?)**
6. **Why have you picked this play for the Edinburgh Fringe Festival? What makes it Edinburgh-appropriate?**

**Design/Venue Ideas**

1. **Have you researched or found any venues you like?**
2. **What type of space would you like, ideally, and why?**
3. **Please talk through any/all of the following elements: (Please keep in mind the limitations of the Edinburgh Festival Fringe i.e. there are not always dressing room spaces, the 15 minute get in/out period. Please include any images which you feel will help us to visualise your set/costume etc)**

**A) Set design**

**B) Costume and makeup design**

**C) Lighting design**

**D) Sound and Music design**

1. **What time of day would you like to perform and why?**

**Marketing Ideas**

1. **How do you plan on advertising your show to the public? Who is your target audience? What will make you show stand out on the Mile amongst thousands of others?**
2. **Please outline any ideas you have for the poster design or images for your production?**
3. **Do you have a social media plan? Please give details**
4. **Have you got any other advertising ideas? We will try and accommodate any reasonable plans so get creative!**

**Budget Breakdown**

**Put time into researching how much items and materials will cost. We base how much budget to assign each show on the basis of the budget breakdown in the proposals form, so please make sure these prices are not just estimates or guesses.**

**We encourage all proposing teams to talk to the appropriate committee member, and they will help you with costing and prices. The budget is extremely important to the Edinburgh proposal and if this element is lacking the appropriate detail, your proposal will be significantly disadvantaged.**

**The cost of performance rights must include VAT. When making an enquiry for rights, you need to specify that the show will be running on alternate days for the entirety of the festival.**

1. **Proposed Total Budget- This must match the budget breakdown later in the form exactly.**
2. **Performance Rights inc. VAT**
3. **Set Budget**
4. **Technical Budget**
5. **Costume Budget - breakdown per character**
6. **If you are intending to hire costumes, what company do you intend to use?**
7. **Props Budget**
8. **Make-Up Budget**
9. **Publicity Budget (unlike In-House or Fringe season productions, posters and flyers need to be accounted for in your Edinburgh budget)**
10. **Miscellaneous**
11. **Any fundraiser ideas? As Edinburgh is so far away it is perfectly possible to raise a significant amount of money if thought is put into the fundraisers.**
12. **How much do you intend to raise from the fundraiser?**

**Script Extract**

**Please now attach four double-page spreads of a published script or as much as exists of any student-written piece. If this is easier to send in a separate email please send to edinburgh@newtheatre.org.uk**