

Proposal Form

Spring 2016

Fringe Season

Introduction

This form must be emailed to fringe@newtheatre.org.uk by midnight on Sunday 7th February. Handwritten forms will not be accepted. All questions must be answered.

The slots for this season will be:

* Slot 1: 7th and 8th March
* Slot 2: 14th and 15th March
* Slot 3: 18th and 19th April
* Slot 4: 25th and 26th April
* Slot 5: 9th and 10th May
* Slot 6: 6th and 7th June

For published scripts, a photocopied 4 pages, 2 double-page spreads, extract must be attached to the form and for student-written scripts, all that has been written so far must be attached. This is to allow for the committee to get a better feel for the play and the style of the writing. For student-written scripts that are not yet finished, this also gives committee an opportunity to see at what stage the play is at.

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.

If you have any questions regarding any of the information in this form, feel free to contact me at the subsequent addresses:

Niamh Caines

Fringe Co-Ordinator

fringe@newtheatre.org.uk

General

1. Name of director and phone number:

2. Name of producer and phone number:

3. Title of Play:

4. Playwright (please include translator if applicable):

5. Are the performance rights available? (please delete as appropriate)

Yes No Waiting to hear back Student written

6. Proposed performance space:

7. Approximate running time (please include interval time):

8. Cast Breakdown - Male/Female/Gender Neutral (please give the breakdown as the script specifies):

9. Can any of the roles be made gender neutral?

10. Preferred slots – in order of preference:

11. 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 season programme.

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?)

Design and Creative Process

This is your chance to justify why you wish to put on this particular play and how you are going to interpret it. If you wish to propose a Shakespeare set on a spaceship, that’s great! … but why? Why do you think the play will benefit from this interpretation? How will it work in our performance space? Why do you want to put this particular production on at the New Theatre?

If you would like to include drawing or images with your proposal, please insert them at the end of this document in a .jpeg format. If there are any issues with this, please email the images before the proposal deadline to [fringe@newtheatre.org.uk](mailto:fringe@newtheatre.org.uk)

1. Why did you choose this play to propose?

2. What is your interpretation of the play?

3. Why does this specific interpretation work for the Nottingham New Theatre?

4. Why did you choose your slot preferences?

5. Are there any slots you absolutely cannot do?

Yes No

6. If yes, which slots and why?

7. Set Design

8. Please explain why you have chosen the venue that you have and whether you have sought permission for use of the space

9. Costume Design

10. Lighting Design

11. Sound/Music Design

12. Make-up Design

13. Icon design idea for the Season Programme

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 cost of performance rights must include VAT. When making an enquiry for rights, you need to specify that the show will have 3 performances.

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. Extra Publicity Budget (excludes posters)

10. Miscellaneous

11. Any fundraiser ideas?

12. How much do you intend to raise from the fundraiser?

Production Team

1. Have you recruited anyone to be part of your creative team? Please include name and intended position. Do not worry if you do not have any other members yet, they are not essential at this stage.

2. Are any of your team an associate member of the Nottingham New Theatre?

Yes No

3. If yes, why do they want to be part of your team?

4. Would you like to be assigned a Design Assistant?

Yes No

Script Extract and Set Design

As stated at the beginning of the form, we now request that each team submits an extract from the script they wish to propose. If you are proposing a published script, we request 4 pages (2 double pages) of your chosen extract. You may choose any part of the script, but it must 4 sequential pages. If you are proposing student or new writing, we request a full script, or the full amount that has been written by the date of proposals.

For set design plans, there are floor plans of each of the theatre spaces in the Productions Pack. If you are proposing to use an alternative venue please carry out sufficient research to enable a detailed plan for the set. If there are any questions please contact Niamh at [fringe@newtheatre.org.uk](mailto:fringe@newtheatre.org.uk)