## This form must be emailed to inhouse@newtheatre.org.uk by midnight on Wednesday 2nd October. Handwritten forms will not be accepted. If you have any questions about this form, email the relevant committee members (their emails can be found at <http://newtheatre.org.uk/about-us/committee/>) or consult the Proposals Pack (which can be found at <http://newtheatre.org.uk/get-involved/direct/>). Additionally, if you would like to see an example proposal form, email the In-House Coordinator.

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| --- | --- |
| **KEY INFORMATION** | *Fill your answers in here* |
| **Name of Director** |  |
| **Director’s Phone Number** |  |
| **Name of Producer** |  |
| **Producer’s Phone Number** |  |
| **Title of Play** |  |
| **Playwright** |  |
| **Are the Performance Rights available? Y/N** |  |
| **Approximate Running Time** |  |
| **Cast Breakdown – M/F/GN (as specified in script)** |  |
| **Do you plan to cast any of these roles as gender-bent/gender neutral? (if so please outline the new cast breakdown)** |  |
| **If YES to above, has permission been granted?** |  |
| **Preferred Slots (in order of preference)** |  |
| **Total Budget (including rights)** |  |
| **Are you happy for your form to be shared with other teams? If NO, why?** |  |

**Synopsis:**

*A 100-150 word blurb for your show to be used on the audition handout and box office website.*

**Plot Summary:**

*Please give a brief scene-by-scene breakdown of your play.*

**Characters:**

*Please give the name, a brief description, an approximate percentage stage time AND an approximate percentage speaking time (i.e. the percentage of the whole play this character speaks for) for each listed character. If you are planning to gender-bend characters or cast as gender neutral, please specify this here*.

**CONTENT WARNINGS AND WELFARE CONSIDERATIONS**

**Does your play contain any scenes of a violent, sexual or adult nature, or have any other associated content warnings? Please detail what happens in each relevant scene, and how you plan to combat these elements for both the team involved and the audience watching them.**

**AGE CERTIFICATION**

**Due to the theatre’s new community outreach programme, an approximate age guideline needs to be given for each show. Please use the below grid to identify the most appropriate age guideline for your show. In the final column, use the information to identify for each category whether your show is appropriate for ‘Under 12s’, 12+, 15+ or 18+.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **12** | **15** | **18** | **Your Show’s Certification** |
| **Dangerous behaviour e.g. self-harm, suicide, asphyxiation.** | No promotion of behaviour which may be imitated by children.  No glamorisation of accessible weapons.  No endorsement of anti-social behaviour. | Do not dwell on explicit details that can be copied.  Do not depict easily accessible weapons in a realistic or graphic context. | Anything beyond this. |  |
| **Discrimination** | No endorsement of any form of discrimination.  Any mild discrimination depicted must be condemned. | No endorsement of any form of discrimination.  Themes of discrimination i.e. racism or homophobia are permitted. | Anything beyond this. |  |
| **Drugs and smoking**  **(Including alcohol misuse)** | No glamorisation or frequent explicit depictions of drug misuse or smoking. | Drug use may be depicted but not promoted.  Smoking may be depicted abstractly or mimed. It cannot be promoted.  The misuse of easily accessible substances, e.g. aerosols is not permitted. | Anything beyond this.  Live smoking, herbal or otherwise, is limited to 18+. This is non-negotiable. |  |
| **Language** | Moderate bad language is permitted.  Strong language may be permitted infrequently and non-aggressively. | Strong language is permitted.  Very strong language may be permitted infrequently and non-aggressively. | Anything beyond this. |  |
| **Nudity** | There may be nudity and partial nudity but in sexual contexts it must be brief and discreet.  Coerced nudity is not permitted. | Nudity is fully permitted in a non-sexual context or non-violent/coerced context.  Sexual nudity is permitted in brief or comedic contexts. | Anything beyond this. |  |
| **Sex** | Sexual activity may be briefly and discreetly portrayed.  Moderate, non-crude sexual references are permitted. | Sexual activity is permitted without strong detail.  Strong verbal references to sexual behaviour are permitted.  Repeated or strong references or use of pornographic language is not permitted. | Anything beyond this. |  |
| **Threat and horror** | Moderate physical and psychological threat and horror sequences are permitted.  Although some scenes may be disturbing, the overall tone should not be. | Strong threat and horror is permitted.  Sustained sadistic threat is not permitted. | Anything beyond this. |  |
| **Violence and sexual violence** | Moderate violence is permitted although explicit detail is not.  Sexual violence is not permitted.  No emphasis on gore. Mild gore is permitted if in an appropriate and necessary context e.g. medical. | References to sexual violence and mild depictions are permitted. Graphic discussions or depictions of rape are not.  Strong and sustained focus on sexual threat is not permitted.  Other strong violence may be depicted as long as the infliction of pain is not dwelled upon.  Extreme gore and sadistic violence is not permitted. | Anything beyond this. |  |

**INTERPRETATION**

**What is your interpretation of the play? Why does this specific interpretation work at The Nottingham New Theatre?**

*300 – 500 words*

**What are some of the key challenges you think you will face, and how do you plan on dealing with them?**

*300 words MAX*

**Why did you choose your slot preferences? Are there any slots you absolutely cannot do? (If yes, which slots and why?)**

**BACKSTAGE**

**Set Design**

*A clear, labelled and to scale diagram (with measurements where appropriate) should be inserted into the document here. Mention here if you plan on hanging any set pieces from the lighting rig or using the stage extenders. Please also include an explanation of how you will construct any complicated set pieces. The floor plans of each of the theatre spaces can be found in the Proposals Pack. Technical language is not required.*

**Foyer Design (optional)**

*A production is not required to decorate the foyer, however if you believe it would increase the quality of the production aesthetic you are more than welcome to do so. It is advised that you include pictures/sketches/etc.*

*200 words MAX*

**Costume Design**

*It is advised that you include pictures/sketches/etc.*

*200 words MAX*

**Make-up Design**

*It is advised that you include pictures/sketches/etc.*

*200 words MAX*

**TECH**

**Lighting Design**

*Be clear with your ideas for specific colours, spotlights etc. Feel free to include pictures/sketches/etc. Technical language is not required.*

*200 words MAX*

**Sound/Music Design**

*This can be referring to music, sound effects or live on-stage sounds. Feel free to include links to sounds or music. In non-end-on staging arrangements, please consider speaker placements. Technical language is not required.*

*200 words MAX*

**Video Design (optional)**

*Include notes here if you are using TVs on-stage, or projection of any sort. Feel free to include pictures/sketches/links to videos that inspire you or you would like to use etc. If you are planning on creating videos for the show, make clear what you would like to do. Technical language is not required.*

*200 words MAX*

**PUBLICITY**

**Poster Design**

*You do not need a finished poster for proposals, merely an idea or concept to inspire it. It is advised that you include pictures/sketches/etc.*

*200 words MAX*

**Marketing Strategy**

*Who are you going to target with your publicity, and how will you attract them to your show? Please consider both internal and external marketing strategies. How will you attract audiences beyond the membership?*

*200-400 words*

**BUDGET BREAKDOWN**

*Please mention all items that you will have to buy as well as elements that you will not have to pay for, for instance items the theatre already owns. Make sure you speak to the relevant committee member to ascertain which resources you will not have to pay for. We encourage you to make the most of the theatre’s resources as we are striving to be a sustainable theatre. It is advised that you include links to items that you will be buying (if available) and pictures of items sourced from the theatre. Please note that shows which do not require rights have a budget limit of £500. Shows that do require rights have a maximum budget of £750.*

**Proposed Total Budget *£0***

**Performance Rights inc. VAT *£0***

*Please also note if you have negotiated a reduction in the cost of rights.*

**How many people will be required to attend your production for you to break even?**

*Please note how you reached this figure. Ticket prices are £4 for NNT members, £5 for University students and staff, and concessions, and £6 for members of the public. Use the most appropriate figure for your marketing strategy.*

**Set Budget *£0***

*Be more specific in this section as to where you will be spending this money – remember to source your items so your budget is as accurate as possible. Speak to our company Master Carpenter if you have any questions.*

**Foyer Decoration Budget (optional) *£0***

*This can include decorations, specially made tickets, extra stock for the bar or snacks relating to your show etc. Speak to our Front of House Manager if you have any questions about these things.*

**Technical Budget  *£0***

*Be more specific in this section as to where you will be spending this money – remember to source your items so your budget is as accurate as possible. Speak to our Company Technical Director or Technical Manager if you are uncertain about what your lighting/sound designs require.*

**Costume Budget – breakdown per character *£0***

*Be more specific in this section as to where you will be spending this money – remember to source your items so your budget is as accurate as possible. Speak to our Costume, Props and Make-Up Manager if you wish to see a piece from the inventory upon request.*

**If you are intending to hire costumes, what company do you intend to use?**

*Be specific as to which costumes you will be looking to hire.*

**Props Budget *£0***

*Be more specific in this section as to where you will be spending this money – remember to source your items so your budget is as accurate as possible. See the props inventory for items you wish to borrow from the NNT.*

**Make-Up Budget *£0***

*Be more specific in this section as to where you will be spending this money – remember to source your items so your budget is as accurate as possible.*

**Extra Publicity Budget (excludes posters) (optional) *£0***

*If you are looking to purchase extra publicity materials, e.g. social media targeted advertisements or banners include these here. It is worth noting that we have increased the ability for shows to publicise off-campus to two weeks before opening night.*

**Miscellaneous *£0***

*This can include a small ‘buffer-fund’ if properly justified.*

**PRODUCTION TEAM**

**Have you recruited anyone to be part of your creative team? Please include name and intended position. Please note that all In-House shows are required to have a Stage Manager. You may pre-assign this role, otherwise the Co-ordinator will assign you one as soon as possible.**

*Don’t worry if you haven’t yet – we can help you recruit people.*

**Are any of your team an associate member of the Nottingham New Theatre? (If yes, why do they want to be part of your team?)Please note that set designers not based in Nottingham are not permitted to be a part of your team. Stage managers are also not permitted as associate members.**

**In order to increase opportunity you may be assigned an assistant team member. How will you utilise this extra help? (Shadow directing, production assistant, design assistant, etc.)**

*Note that shadow team members are there to learn about the production team roles. They tend to want a more passive, observer role in rehearsals and during show week. Assistant team members take a more active role in the putting on of the show and can be used to help develop the show. Note that due to high demand, assistant roles are chosen at random and organised by the In-House Coordinator after proposals.*

**We request that each team submits an extract from the script they wish to propose. We ask for 4 pages (2 double pages) of your chosen script. You may choose any part of the script, but it must be 4 sequential pages.**

**If you are proposing student or new writing, in addition to the 4-page extract here, we request a full script to be submitted separately to the form, or the full amount to be written by the date of proposals, unless it is to be devised within rehearsals. If you are devising, please provide a devising schedule.**

*The script extract can be inserted into the proposals form as a scan or typed up. If it is typed it* ***must*** *be equivalent to four pages in the hard-copy version. If the play is available to read online, either in the public domain or on dramaonline feel free to include a link to the script.*