



Hello!

If you have opened this document, you are interested in proposing a show for Neighborhood Acting Company!! We welcome your suggestions and proposals!

Included in this proposal packet are two sections.

The first is the show selection process that has been adopted for use by the Board. It sets a timeline and paves the way for proposals from both prospective directors and also from any vested NAC member who would like their favorite show considered.

The second half is the show proposal form that helps us (and you) determine the basic parameters of the show in regard to cast size and makeup, content, costume, set, and choreographic requirements and costs. For the royalty and rental fees, if you know ballpark figures, that would be great, but if not, we have the contacts to get quotes for individual shows to do that, as soon as we become aware of the proposal.

On the proposal document, the first page should be filled out as completely as possible by anyone who wished to have their show considered. It helps everyone to think about all of the factors that need to be addressed in choosing the right show for the right company, and for the right time.

The second page of the proposal form needs to be filled out as completely as possible by all potential directors of the shows proposed. This is to give the selection committee additional information regarding what or who might already be in place for that specifically requested show.

All proposals and any accompanying scripts are due by **February 8th, 2024** to:

Neighborhood Acting Company - Selection Committee

P O Box 98

Ontario, NY 14519

Inquiries or electronic submissions can be sent to Morgan Kittleson, Selection Committee – morgan.kittleson2022@gmail.com

Neighborhood Acting Company is a not-for-profit organization with 501C-3 status.

Donations are tax deductible.

Neighborhoodactingcompany.com

**Procedure for proposing a show to Neighborhood Acting
Company Board of Directors**

Process –

1. Board determines a ‘priority wish list’ of parameters for the following season’s show. The “Priority wish list” may contain desired show details as follows: Current budget factors, ease of promotion for specific shows, community appeal, general appeal for cast recruitment, etc.
2. Directors who wish to submit a proposal for a show should submit to the performance committee a completed “Musical Selection Information Sheet.” The Musical Selection Information Sheet can be found as pages 3 and 4 of this document. A copy of the script is helpful, but not necessary.
3. Concurrent to any outside proposals that are submitted, the performance committee will also be researching shows that have been suggested by the full Board of Directors and might be a good fit for the company’s needs as stated in the “priority wish list” for that season.
4. The performance committee will review all proposals and present to the Board at their February meeting a maximum of ten (10) choices for upcoming shows. The selection process may include perusing any scripts that are provided, and interviewing the director whose proposal was submitted. The Board will provide feedback to the committee on these shows
5. Following Board feedback, the Committee will narrow the list to the final three (3) or four (4) which will be presented for a final vote at the March Board Meeting.
6. At the March Board Meeting, the Board will determine which show to be produced by the Company, and with assistance from the performance committee, begin to assemble a director (if necessary) and the production team for that specific show.
7. Directors will be notified that their submission has been received. This notification will include a timeline of the process. Notification that a director’s show has been eliminated from contention will occur when the final show has been selected. If the final selected show was submitted by a potential director, he/she will be notified. If no director was specified, the Board will discuss and invite someone to direct the chosen show, starting with the directors who submitted shows which were not chosen. All communication with the potential directors will be handled by the production committee with assistance from the Board as needed.

Considerations

1. Proposals can be for musicals or straight plays.
2. Proposals can be submitted by potential directors from inside or outside the company. A single director may submit no more than three (3) show proposals for consideration by the committee.
3. All proposals are to be submitted to the production committee by February 8th, 2024 for the fall show.
4. The Production committee will submit to the Board by February Board Meeting, 3-4 proposed shows, along with all supporting materials for each.
5. Final determinations of the show choice will be completed by the Board of Directors no later than the March meeting of said Board.

Musical Selection Information Form – to be filled out by all applicants

Director Contact Information – (Name/Phone/Email)

Title of Show

Writers/Composers

Licensing Organization

Number of Acts and Scenes

Costume Notes (Time Period/Place)

Number of Sets/Unique Locations

General summary of the story line:

Musical Numbers and performers involved:

Solos:

Pit orchestra needs

Small ensembles:

Chorus:

Dance Numbers and Choreography required

Special FX/drops/equipment

Lead Roles: Male/female #/info

Supporting characters

Chorus Size

Child Roles? How Many? Ages?

Recent Area Productions?

Notes (use back)

If you are a director/producer, please provide additional information.

1. Contact information:

Name - _____ Phone - _____

2. What is the position that you would be considered for in this production?

3. What qualifies you for this position? (a resume MAY be attached for this purpose)

4. Who do you have secured or suggested for staff positions for this production?

- a. Artistic director –
- b. Vocal director -
- c. Accompanist/rehearsal accompanist -
- d. Choreographer -
- e. Pit director -
- f. Producer -
- g. Stage manager -

5. What are the expected budget figures for this show?

- a. Royalty/Rental
- b. Costumes
- c. Set design and construction
- d. Musicians (over and above a standard pit) -

6. How do you see that this production fits the capabilities and overall purpose of NAC to provide community theatre opportunities and experiences for a wide range of audiences?

7. Please add any other thoughts or aspects of this show that the Board should consider in its consideration of this production? Please include why you have a passion for this show. *Use reverse side if necessary*