

# Parish Players Production Proposal

Parish Players welcomes your proposal for a community theater production or event. The Parish Players Programming Committee, composed of volunteers familiar with the production process at our theater, reviews proposals on a monthly basis. We encourage you to complete the following Production Proposal form, after which you will be contacted by the Programming Committee to discuss your project further. This is not intended as an "application" for acceptance or rejection, but rather to help communicate your project idea and the team behind it to Parish Players. The Programming Committee and other members of the Parish Players leadership and community are available to support projects that are a good fit with our theater, regardless of previous working relationship with Parish Players. We encourage early expression of interest to allow full development of proposals, as our calendar can fill up more than a year in advance. You may contact the Programming Committee at any time with questions at: [proposals@parishplayers.org](mailto:proposals@parishplayers.org)

This is an editable form. Please fill it out at your convenience and make sure you save it.

*Important: Depending on the version of your pdf application (generally Adobe Reader) you may not be able to save your document while editing but only when you close the document. Blame Adobe, not us. Also, depending on the version of your pdf application, you may not be able to Save a Copy of your document without destroying the ability to edit the copy.*

When you are ready, please email the saved file to [proposals@parishplayers.org](mailto:proposals@parishplayers.org)

## Primary Contact Information (\* required)

\* Name:

\* Role:

\* Email:

\* Phone:

Mailing Address:

## Production Information (\* required)

\* Title of Show/Activity:

Author/Creator:

\* Brief description/  
Summary:

Director's Statement:

Additional specifications:

\* Need to secure rights?    Yes    No

If Yes, from whom?:

*\*e.g. DPS, Samuel French, the author*

## Cast

Character name:

Gender:    M    F    Either

Age range:

Additional specifications:

*\*ethnicity, physical characteristics, etc.*

Actor name (when cast):

[Add another character](#)

## Production Crew (\* required)

\* Producer(s):

\* Director:

Stage manager:

House manager(s):

Set designer:

Set builder:

Light designer:

Light board operator:

Sound designer:

Sound board operator:

Installer:

Costume designer:

Choreographer:

Musicians(s):

Other(s):

## Schedule

Audition dates:

Rehearsal dates (general window):

Proposed performance dates and times:

Specify dates when exclusive use of the Grange will be  
needed:

## Other Details

Benefit?    Yes    No

If Yes, for whom?:

Suitable for children?    Yes    No

Especially for children?    Yes    No

Any other specific information:

## Proposed Budget

Before completing your proposed budget, please read the "Notes for Producers and Directors" that follows this form.

## Projected Income

Seating capacity:  
(depends on how you set up house - maximum 99)  
Estimated size of house:  
(average audience per night) x Number of performances  
= Total estimated audience:  
x Ticket prices:  
= Total projected ticket revenue:  
Ad revenue, if any:

Other income, if any (sponsors, underwriters, etc.):

First source:

[Add another income source](#)

Total projected income:

## Projected Expenses

Scripts:  
Royalties:  
Publicity:  
Posters: (suggested: \$50-75, quantity ~80)  
Postcards: (suggested: \$600, quantity ~800)  
Print ads: (suggested: \$700)  
Radio ads: (up to \$500, not recommended)  
Sandwich board poster: (suggested \$5-50)  
Program: (suggested \$150-350)

Building Expenses: (set by board: \$300 for full production, \$100 for abbreviated show)

Production Expenses: (note: not all of these will be needed for all shows)

Set: (materials & rentals - suggested 0-\$500)

Lighting: (materials & rentals - suggested \$0-500)

Sound: (materials & rentals - suggested 0-\$200)

Costume costs: (suggested \$0-150)

Props: (suggested \$0-50)

Make-up: (suggested 0-\$25)

Photography:

Stipends (if any):

Director:

Producer:

Set designer:

Musicians:

Publicist:

Stage Manager:

Other:

Miscellaneous:

Contingency fund: (suggested up to \$1000, as needed)

TOTAL PROJECTED EXPENSES:

TOTAL PROJECTED PROFIT (LOSS):

\*\*\* Additional Notes to the Producer or Director to prepare your proposal \*\*\*

#### PRODUCTION MANUAL:

The producer and the director are strongly advised to read the Parish Players Production Manual, which contains helpful information about the theater and Parish Players procedures, as well as existing Parish Players equipment and other property available to you to avoid unnecessary expenses (sets, costumes, lighting equipment, etc.). The Parish Players Production Manual is available in the [Producers Headquarters](#) once you have been issued a password by the Program Committee. Please also be sure you have visited the Producers' Page.

#### BUILDING CHARGES:

The Parish Players charges building expenses to each production, which must be included in the proposed budget:

\$300 for a full production

(includes use of the building for rehearsal period and performances, typically up to 6 weeks)

\$100 for an abbreviated show

(such as readings, one-time events, etc. with minimal rehearsal time and few performances)

#### STIPENDS:

Parish Players is a volunteer community organization. As such, we prefer not to pay any stipends. We have done so in the past, and will do so in the future if specific volunteer help is not available for particular jobs. The awarding of stipends will be allowed on a case by case basis, but needs to be discussed with the program committee and with the board before any approval.

All persons who receive stipends will be considered to be independent contractors, and as such will be responsible for any federal or state taxes due. They will need to

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fill out the appropriate tax forms for the organization. If any individual contractor receives over \$600 from the Parish Players in any calendar year, that amount will be reported to the IRS, the contractor will be sent a W2 form at the end of the tax year, and the contractor will be responsible for the payment of any taxes due.

### LOGO:

Parish Players has a policy that all print publicity (postcard, posters, etc) must include "Pancho," the Parish Players logo. Visual ads must also have Pancho on them. Text-based print ads (such as back-page transaction ads in the Valley News) are not required to contain Pancho. Press releases do not need Pancho attached.

### PUBLICITY:

We strongly advise you to read the Publicity Manual for strategies. Publicity is key to the success of your production.

### EXPENDITURES:

All expenditures must be approved by the producer, and all bills should be given to the producer so he/she can keep track of expenditures. The producer must be informed of any bills which are sent directly to the treasurer or to Parish Players (such as for newspaper ads) so he/she can keep track of these also. Any expense which will exceed 10% over the budget MUST be approved by the board BEFORE it is spent. (The producer may have some leeway in using funds for different expenditures if other items are coming in below budget.)

### THEATER ASSETS:

In our attic we have:

\* furniture (note: green room, dressing room, and library furniture can also be used for sets; recommended to replace with seating for cast during shows)

- assorted lumber, window and door units for set-building
- a fairly extensive costume collection, period and contemporary clothing and accessories
- many stage props.

We also can sometimes borrow items from other theater groups to which we loan things (Northern Stage, Old Church Theater, Revels North, North Country Community Theater) or rent them from Northern Stage or the Dartmouth Theater Department. The ReCover Store sometimes loans or rents us large furniture or appliances.

Our stage set-up includes:

- a white cyc., a black scrim, and a number of black velour "legs"
- a red velvet main curtain.

We have many lighting instruments, accessories and a computer-operated light board.

Our community is extensive with many people who can help you figure out what we have that can serve your production. Ask your liaison to direct you to the right people to assist you.