

**Narberth Community Theatre**  
**Production Proposal Form**  
**2021-2022 Season**

Welcome to the Narberth Community Theater! Currently in our 61st Season, NCT is one of the most exciting and successful theaters in greater Philadelphia region with a long tradition of high quality productions of both musicals and plays. We are excited to have you offer your talents and time to the theater. The following provides the basic instructions and forms for submission of a proposal to direct here at NCT. While we believe these directions should answer the majority of questions you may have, please feel free to contact the Play Reading Committee at [prc@narberthcommunitytheatre.org](mailto:prc@narberthcommunitytheatre.org) with any further questions or concerns. The Play Reading Committee looks forward to your submission, and thank you again for your support of NCT.

**Liz Brennan**  
Chair, NCT Play Reading Committee

The **deadline for submissions for the 2021-2022 season is March 15, 2020**. The committee would like to share with you our goals for picking this season in the hope we inspire you to want to direct a show that will bring Narberth some of its greatest performances in our new space.

We hope this season:

1. Keeps our current audience
2. Brings in a new audience
3. Motivates our past actors to continue to lend their talents to NCT
4. Brings in new actors
5. Builds a strong relationship with members of the church

With that said, we created a list based on a poll taken from audience members as to what kind of shows we're looking for. This list certainly does not mean we won't entertain other submissions, and selecting a show from this list does not guarantee you a directing chair.

Musicals: Hairspray, Thoroughly Modern Millie, Catch Me If You Can, Anything Goes, 9 to 5, Dirty Rotten Scoundrels, Guys & Dolls, Damn Yankees, The Pajama Game, Legally Blonde, Bat Boy, The Producers

**Directing Qualifications:**

- All directors submitting proposals for the 2021-2022 season must have performed the role of director, assistant director, and/or choreographer in at least one previous NCT production before being appointed as Director.
- If you have not previously directed, assistant directed, or choreographed at NCT you have to be approved by the Board of Directors before your submission will be

considered. For the Board to consider providing this approval, please provide with this submission form a résumé containing your directing and choreographic credits.

- If you are interested in assistant directing in the 2021-2022 season to meet this requirement, please indicate that in the comments section of the submission form.

### **Location of Rehearsals and Performances:**

All performances and rehearsals will be held at the Overbrook Presbyterian Church at the corner of Route 30 and City Ave. (6376 City Ave, Philadelphia, PA 19151)

### **Casting Guidelines**

- Open auditions are required for all productions. Directors are not permitted to precast any role.
- Directors are required to assemble a casting committee for each production. At least one member of the board of directors must be a part of the casting committee for each production.

### **Rehearsal Guidelines**

- NCT Productions typically rehearse 2-3 days per week (with the exception of Tech Week) starting about 10 weeks prior to opening, resulting in approximately 30 rehearsals.
- Rehearsal space at OPC is generally available: Sundays [afternoons & evenings], Monday and Tuesday evenings. Saturday afternoons are occasionally available as well.
- Directors are requested to develop rehearsal schedules within these guidelines.

### **Script & Royalty Guidelines**

- The NCT Board of Directors will be responsible for obtaining rights to proposed productions approximately one year prior to the opening of each production.
- Royalty costs are not included in the budget guidelines described below.
- Directors are responsible for ensuring that all copyright laws are followed within each production. This includes copying and digital publication of scripts and the use of show logos.
- Any proposed changes to any script must be submitted by directors in the proposal and approved by the Board of Directors prior to auditions, as copyright considerations must be considered.

### **Budget Requirements**

- The production proposal form requires directors to submit an estimated budget. We recognize that writing a budget can be difficult at this early stage of the process. If you

require assistance in determining budget information please contact a member of the Play Reading Committee for assistance.

- The total budget of our musical productions is typically \$2,000-\$5,000 (exclusive of royalties).
- The total budget of our plays is typically \$1,000 - \$2,000 (exclusive of royalties).
- The producers of each show will work with the director to determine a final firm budget prior to the beginning of rehearsals.

### **Production Team Guidelines**

- The production proposal form requires directors to propose a tentative production staff. While we realize that some directors may want to take on more responsibility in the production (such as actually want building his own set or designing her own lighting), this is a lot of responsibility for one individual.
- NCT requires a director submitting a musical to identify his or her musical director prior to finalizing that submission.
- Accordingly, NCT will provide as much assistance a specific director needs. Please provide details where assistance will be required or where you have already identified staff.
- If your proposed team members have never worked with NCT, please provide a short description of their experience in each specific role.

### **Timing of the Production Selection Process:**

- Submissions are due no later than March 15, 2020 for the 2021-22 season.
- Interviews with directors that have been shortlisted will be held shortly thereafter, if needed.
- Once the interview process is complete, the Play Reading Committee will make recommendations of selections for the 2020-21 season to the NCT Board of Directors and directors may be asked to meet the board.
- Final selections will be announced at the June All Member Meeting.

### **How to Submit Form to NCT**

- Please attach your completed form to an email addressed to [prc@narberthcommunitytheatre.org](mailto:prc@narberthcommunitytheatre.org). This will ensure that the submission is received. If you have additional pages to submit, please simply attach them in .pdf format to the email as well.
- When emailing your submission, please include "NCT PRC" as the subject line to ensure your email is received

- If you would prefer to send the packet via U.S. Mail, please contact the Play Reading Committee at [prc@narberthcommunitytheatre.org](mailto:prc@narberthcommunitytheatre.org) for more information. You will receive an email upon receipt of the packet. If you do not receive this email within 30 days of submission, please contact us to ensure it has been received.

We very much look forward to receiving your submissions and potentially working with you in the future. If you have any questions, please email us at [prc@narberthcommunitytheatre.org](mailto:prc@narberthcommunitytheatre.org).

**The 2020-21 Season**

**Play Reading Committee**

Liz Brennan, Chair  
 Justin Hewitt  
 Maria Leonetti  
 Jessica Ramos  
 Ginny Swann

**Contact Information**

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Show Information (please fill out to the best of your ability)**

Title of show: \_\_\_\_\_  
 Playwright/Composer: \_\_\_\_\_  
 Musical or Play: \_\_\_\_\_

Number of Characters in Production

# of Principal Female Characters: \_\_\_\_\_  
 # of Principal Male Characters: \_\_\_\_\_  
 # of Supporting Roles: \_\_\_\_\_  
 # of Chorus Members (provide range: \_\_\_\_\_  
 \_\_\_\_\_)

Please describe any unique casting necessities (including but not limited to gender, age range, ethnicities, and physical characteristics that may create a challenge in casting) \_\_\_\_\_

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Please provide a brief description of the show:

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Do you anticipate any changes to the script? If so, please describe them in detail here (Please note that all changes to the script must be approved by the Board prior to approval of the show by the Play Reading Committee)

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Please describe your vision for Show, including your concepts of sets, costumes, and production.

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Do you anticipate that your proposed production will have any unique technical demands (i.e. elaborate or movable sets, elaborate or difficult costumes)? If so, describe them here.

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Please list up to three other shows you may be interested in directing if your show is not selected: \_\_\_\_\_

If your show is not selected for this season, would you be interested in directing next season?

Yes No

## **Production Information**



## **Attachments**

Please list any attachments you are including. Requested attachments:

- Directing Resumé (required if new Director to NCT)
- Copy of script (if possible). Copy will be returned to you if requested.

## **Sending Your Submission**

All submissions **MUST** be received in **WRITING** on or before **March 15, 2020** via email to the following address. Email is preferred; if you need to send your submission via U.S. mail please contact the Play Reading Committee at [prc@narberthcommunitytheatre.org](mailto:prc@narberthcommunitytheatre.org) to make arrangements.