



MCCT Production Proposal Form

Proposals will be reviewed by MCCT's Board of Directors, concerning the following areas:

- Fulfillment of the MCCT's Mission Statement
- Financial, practical, and logistical feasibility
- Ability to broaden and enhance the MCCT's audience base and community image

Please include the following. Limit the narrative to no more than two pages:

1. A **short synopsis** of the production, including character breakdown. Please include a copy of the script (photo copies are acceptable).
2. A brief statement as to **why** this particular production should be produced by MCCT. Consider our organization's mission statement and role as a "civic theater" company.
3. A brief statement on the **logistics** of your proposed production. Address concerns related to your intended venue (scenery, blocking, etc.), how they will be an enhancement to the production, and how obstacles will be surmounted.
4. A brief statement regarding the **marketing plan** for this particular production. Consider special groups or communities that will be attracted to the production, and community organizations that may benefit from this production.
5. Complete the **Personnel Worksheet** and **Budget Worksheet** to the best of your ability.
6. Tells us **when** you would like this production to run, or any conflicts for rehearsals or performance dates. If there are local events or holidays that would coincide with the production, please note.

The Board of Directors understands that no one is able to lock in a production team far in advance of a production, but suggests that the PERSONNEL WORKSHEET be used as a working tool, to begin to consider the roles necessary to mount a successful production. MCCT maintains a list of potential volunteers and can assist a director or producer in securing production staff if needed.

The Board of Directors also understands that budgeting a show far in advance is difficult. The BUDGET

WORKSHEET should be used to begin to formulate an idea of potential expenses and to determine if particular expenses are excessive, to seek other options. This form can also be used to develop fund raising goals and to budget available financial resources. This form cannot be left blank.

Personnel Worksheet

| | |
|----------------------------|--|
| Name of Production: | |
| Venue & Date: | |

| | |
|----------------------------|--|
| Playwright: | |
| Book (Musical): | |
| Lyricist (Musical): | |
| Composer (Musical): | |
| License Holder: | |

| | |
|------------------------------|--|
| Director: | |
| Assistant Director: | |
| Musical Director: | |
| Stage Manager: | |
| Publicist / Marketer: | |

| | |
|------------------------------|--|
| Set Designer/Builder: | |
| Costume Designer: | |
| Lighting Designer: | |
| Lighting Booth Tech: | |
| Sound Designer: | |
| Sound Booth Tech: | |

| | |
|----------------------|--|
| Running Crew: | |
| Cast: | |

| | |
|--|--|
| | |
|--|--|

Budget Worksheet

| COSTUMES | | SET CONSTRUCTION | |
|---------------------|----|------------------|----|
| Rental: | \$ | Lumber: | \$ |
| Materials | \$ | Materials: | \$ |
| Purchased: | \$ | Paint: | \$ |
| PROPS | | SET PIECES | |
| Rental: | \$ | Furnishing: | \$ |
| Purchase: | \$ | Decorations: | \$ |
| Misc. Materials: | \$ | Lighting: | \$ |
| MUSIC | | OTHER | |
| Accompanists/Band: | \$ | Rights: | \$ |
| Recorded Materials: | \$ | Printing: | \$ |

| | | | |
|------------------|----|----------------------|----|
| | | | |
| Audio Equipment: | \$ | Venue-related Costs: | \$ |
| TOTAL: | | | \$ |