



Florida Players Proposal Guidelines Spring 2008 Season

The following is the proposal procedure we would like everyone to adhere to this semester. Please follow these instructions carefully and be sure to answer each question thoroughly. Also, please note that there are no restrictions on who may propose a show—undergraduates and graduates in all majors are welcome and encouraged to make a submission.

Proposals will be due **Thursday, November 2nd** to Michelle Karst. Each producer will be required to sign up for a ten-minute slot to talk about their proposal with the showcase committee. The expected date for these interviews is **Saturday, November 17th**. As that date gets closer, the sign-up sheet with the specific time slots will be posted on the Florida Players board in the Nadine McGuire Pavilion.

You will need to submit **seven** copies of your proposal and **seven** copies of your show's script. This is so the showcase committee can read them thoroughly prior to the interviews. If you are proposing a musical, you will also need to submit **seven** copies of your show's cast recording.

Please submit your proposal in this format, and number each section accordingly:

- 1) Your name and complete contact information
- 2) Title and playwright (composer/lyricist if applicable)
- 3) Genre
- 4) Character Breakdown—specific roles, male-to-female ratio
- 5) Brief synopsis
- 6) Main themes or ideas you hope to present
- 7) Rights information (company, price per performance, etc.)
- 8) Budget Breakdown, including but not limited to:
 - Cost of rights
 - Set Design budget
 - Costume budget (if applicable; many costumes can be pulled)

- Props budget (if applicable; many props can be pulled)
- Accompanist/Musicians (if applicable)

Note: It's best to keep costs down. If you have specific questions about budgetary allowances, feel free to ask the Production Manager.

9) Space Request

Spaces utilized in the past:

- Phillips Center Black Box**
- Nadine McGuire Black Box**
- Unified Training Center
- Baughman Center
- Santa Fe Black Box
- P.K. Yonge Mainstage

**These are the spaces typically used.

10) Personnel

- By the time you submit your proposal, you **must** have a director, an assistant director (if you plan on having one), and a producer. These positions may not be changed once a proposal has been submitted. All other positions (e.g. designers, stage management team) will be filled with the help of the Production Manager if your show is selected, and should only be included if designers have committed to the project.
- The producer must stay with the show through the end. This person is responsible for making sure all personnel complete their respective duties. **Additionally, the producer must be willing to either front the money for the show, or seek out sponsors. This is due to Student Government's reimbursement process.**
- Please do not include a Stage Manager in your proposal unless they are not involved in any department shows.

11) Unusual technical requirements

12) What are the benefits of your show to Florida Players, its members, the school, and the community?

13) Why do you want to do this show? What do you hope to get out of the experience?

14) What is your concept, and how do you plan to execute it?

Notes: Directors and Producers are not permitted to act in their own show. Open casting is *highly* recommended.

If you have any questions, feel free to call Michelle Karst (772-696-3371), or Juliet Fixel (904-349-2945). Thank you! We look forward to receiving your proposals.

Michelle Karst

Juliet Fixel

Student Production and Administration Managers

Florida Players