



CRITERIA FOR A DIRECTOR'S PROPOSAL

The following is a guide as to the areas that must be addressed if you would like to propose a production for the Acting Factory. We welcome proposals, but please note that all cast and crew must be members before they will be permitted to work on a show. If you are not a director but would still like to propose a production, it would be helpful if you have already approached a director who would be interested in backing your show. Please remember that the committee has limited resources and the more people you are able to recruit for your production, the better chance that the committee will be able to support it. If you have any questions, please do not hesitate to contact the Acting Factory President at sariehickey2016@gmail.com.

OUTLINE

A plot summary of the play, and a short description of themes.

CONCEPT

Your vision for the production including a basic design brief, the elements of the production you consider most important and what impact you are trying to achieve for the audience.

VENUE and DATE

Where and when would you like the production staged?

BUDGET

This is a basic breakdown of what you think the production would cost. Costs might include:

- Performance Rights
- Venue Hire
- Set
- Costume
- Props
- Technical (Lights and Sound)
- Marketing
- Administration (photocopying, AF Phone, Ticketing)

Specific productions may have other costs. If your proposal is for one of our annual events (Children's shows or Shakespeare By The River), your total budget must not exceed \$6,000. Previous budgets are available by request.

CAST

Who are they, how many, what is the gender division. You may want to double some roles to be played by a single actor.

AUDITIONS

Will they be run singly or in groups? Do you have a specific format in mind? What venue would you like to use? Please note that the committee reserves the right to have a representative present during all auditions.

REHEARSALS

A rough rehearsal schedule and venue. We understand that rehearsal schedules will change according to actor availability.

CREW

What crew will you require? Some venues will provide crew, other venues are run completely by the company. The following are common crew requirements. If you have specific people in mind, please let us know in your proposal.

- a Stage Manager
- a lighting designer/rigger
- a lighting/sound operator
- a location Manager (to supervise access to toilets, supervise set-up and provide a security eye during the performance)
- a front-of-house manager (supervises volunteers for programme distribution, audience management, surveys and - most important!- collection of donations)
- minimum of 3 FOH volunteer staff per night
- ASM's for set changes etc

SELECTION CRITERIA

The following are the main criteria determining whether or not your proposal may be accepted.

- Audience entertainment
- Directorial experience
- Strength of artistic vision
- Appropriate budget breakdown
- Resources that the proposer/director can bring to the project
- Suitability or topicality of text.

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