



# '23-'24 Season Proposal Form

**Production Title:** \_\_\_\_\_

**Type of Production** (circle one): Musical \_\_\_\_\_ Play \_\_\_\_\_  
Dinner Theater \_\_\_\_\_

**Time Slot Requested** (check one):  
 Fall '23 (September-November)  Winter (December-February)  
 Spring '24 (March-May)  Summer '24 (June-August)

**Director:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Please attach the following:**

- A statement describing your vision for production and any creative elements that may be required.
- A list of staff already identified to assist with the production (see attached forms). Please note that proposals **WILL** be considered without a full staff.
- An estimated budget (see attached form)
- A copy of the script, if available.
- Resumes of all staff as indicated on production team page.

**All directors should be available to possibly discuss their proposals with the Season Planning Committee either in person or electronically. Details on dates, times and requested information will be shared once proposals are received.**

**All submissions should be mailed to:** Geneva Theatre Guild  
Attention: Season Planning Committee  
P.O. Box 424  
Geneva, New York 14456

or submitted via email to: [seasonplanninggtg@gmail.com](mailto:seasonplanninggtg@gmail.com)

**Deadline for submissions: June 16th, 2023.**

*A separate packet must be completed for each proposal. Directors may submit up to two proposals per time slot. Directors will be notified regarding their proposals mid-July.*

Questions? Contact [seasonplanninggtg@gmail.com](mailto:seasonplanninggtg@gmail.com)

**Estimated Budget for '23-'24 Season Production Proposal Production:**

Preferred Venue: \_\_\_\_\_

Category	Estimated Amount
Sets	
Props	
Costumes	
Make up	
Advertising	
Lights/Sound	
Estimated Total	
Royalties (see note below)	
Theatre Rental (see note below)	

*Note: Royalties, script costs and theatre rental are expenses that will be calculated upon approval of the production by the Season Planning Committee as these estimates often cannot be secured with specific dates and venues. Please be aware that rental of the Smith Opera House is approximately \$5,500 per production and other venues cost approximately \$1,000 per proposal. These costs should be considered when developing a budget.*

**Proposed Production Team****Production:** \_\_\_\_\_

<b>Position</b>	<b>Individual(s)</b>	<b>Status</b>
Director*		
Musical Director*		
Producer	Must be a GTG Board member	
Choreographer*		
Set Designer		
Costume Designer		
Technical Director		
Lighting Designer		
Lighting Operator		
Sound Designer		
Sound Operator		
Stage Manager		
Props Manager		
Publicity		
Program/Poster Design		

Status please indicate the commitment of this persons to the project with the following designations (insert numbers):

1. *Approached and has agreed to commit to the production*
2. *Approached and considering participating in the production*
3. *Not approached but would like to have individual(s) involved in the production*
4. *Need Assistance with Position filling*