

**GATEWAY THEATRE GUILD DIRECTOR & PLAY SELECTION PROCESS**

**2020-2021 SEASON**

Thank you for your interest in directing and/or submitting a play idea for Gateway Theatre Guild (GTG) consideration.

The purpose of this document is to outline the director and play selection process, and to clarify GTG’s director and play selection criteria. All required application forms are also included in this package. If you have any questions, please do not hesitate to contact GTG. We will be glad to answer any question that you might have concerning this process. Please email the President at [presidentgtg@gmail.com](mailto:presidentgtg@gmail.com)

**Application Process – Please r*ead through this entire document.***

There are normally three (3) productions in a typical GTG season: November, February and May.

For priority consideration, complete a *Director & Play Submission Application* (see below) and submit it to GTG’s Board at the email address [presidentgtg@gmail.com](mailto:presidentgtg@gmail.com). **The deadline for submissions for the 2020-21 season is March 14, 2020, but earlier submissions are appreciated and encouraged!** **The deadline for the 2021-22 season is November 14, 2020.** GTG will accept late submissions, but cannot guarantee that they will be considered for production during the upcoming 2020-2021 season. Please note that, although it is not absolutely required, it is best to make your submission a full season in advance to allow for the extensive preplanning efforts that might be required.

Please email your completed package to [presidentgtg@gmail.com](mailto:presidentgtg@gmail.com)

**To download the application form please to go our website at** [www.gatewaytheatreguild.ca](http://www.gatewaytheatreguild.ca)

**To have your application considered by GTG,** please complete and submit the following documents:

1. A **letter of introduction,** outlining the project concept
2. The “Director & Play Submission Application” (see below)
3. A copy of the **script or detailed synopsis** (script preferred)
4. An **estimated budget** (see below)

**To be considered to direct for GTG in the future without proposing a specific play**, and/or to be added to our directors’ contact list, please submit the following:

* 1 copy of a letter of introduction (with your contact information)
* 1 copy of your resume (specifically in relation to directing experience)

GTG will announce the selected plays and directors at the Annual General Meeting (AGM) in August

**Selection Process**

The Board will read each application and each prospective director will be given the opportunity to present their submission to the Board at a monthly Board meeting.

Plays submitted by members of the GTG Board will be given the same consideration as plays submitted by non-members, and will be judged purely on merit. Moreover, when the Board discusses and votes on approving a play submitted by a Board member, that member shall not be present.

After all play proposals have been presented to the GTG Board, and those selected for the new season in question have been approved, the Board will announce the season at the AGM in August, or as soon as possible thereafter.

Prior to announcing the season in question, the Board will notify all prospective directors of the final decision regarding their applications, and will make available on request a summary of all plays submitted, with a brief explanation as to why each was or was not selected.

**Selection Criteria**

(in no particular ranking or order)

The Board will make its decision regarding submissions based on the following criteria:

**Director’s experience in theater**

Like most community theaters, GTG is funded primarily by ticket sales, and every play that GTG produces brings some financial risk. Thus, we must take into consideration a potential director’s previous production experience, such as directing, assistant directing and stage-managing. If you are a potential director with little or no previous production experience, please consider gaining more experience before tackling a production of your own. Directing is NOT a skill that you can expect to learn “on the fly.” That said, if you still feel you are able to meet all of the selection criteria and wish to apply, know that the Board can, in some circumstances, assist a new director by providing periodic mentorship throughout the entire production. Indeed, it is one of GTG’s stated objectives to “provide equal opportunity for members of the community to acquire and develop skills, knowledge and appreciation of the art of theatre.”

**Selection Criteria (Continued)**

**Director’s experience working with Community Theatre**

The more prior experience that you have working with community theatre, the more familiar you will be with our facilities, infrastructure, personnel and resources. Each community theater has its own way of doing things, and each stage has its own unique spatial and technical quirks. Familiarity with GTG would be an asset in producing a successful show but is not a prerequisite to receiving approval.

**Director’s “people skills”**

GTG is a 100% volunteer-­‐operated organization. Folks volunteer to participate in GTG productions because they love theater, and because it is just plain fun to do so. No matter how brilliant your vision, your ability to work with people will determine whether or not those volunteers return to us in the future.

**The Play Submission Package**

The *Play Submission Application* is your chance to “sell” your play to GTG. The level of preparation, organization, and thought that goes into the assembly of your play submission package could also be seen as indicative of how you might run a production.

**Audience appeal of the proposed play**

Given that the sustainability of GTG depends almost entirely on ticket sales, the marketability of your play is crucial. If the play or the playwright is not well known, you might strengthen your submission by discussing what aspects of the play could be emphasized, when marketing it, to “hook” an audience.

**Balance of material and roles for any given season**

GTG strives to offer a variety of productions during any given season. In addition, we would look to balance the number of male and female roles over time. In order to increase your chances of being approved to direct a play, consider submitting both a comedy and a drama, or if you submit a play that has mostly male roles, consider also submitting a play with mostly female roles.

**Ability of GTG to produce the play, given GTG’s resources and budget**

Across seasons, GTG’s financial situation and available resources vary. Please feel free to talk with a member of the Board about what the organization can realistically produce prior to your submission.

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Director & Play Submission Application**  **Please complete the following for each play/production that you submit.**  Please attach the following documents to your submission of this application form (whether in hard copy or digital):   1. A **letter of introduction,** outlining the project concept 2. **This application form** 3. A copy of the **script or detailed synopsis** (script preferred) 4. An **estimated budget** (see below)   **Name:** | | | | |
| **Address:** |  | | | |
| **Primary Contact Number:** |  | | | |
| **Email Address:** |  | | | |
| **ACTRA/Equity Status** |  | | | |
| **Submission**  **for:** | Winter 2021 or 2022 | Spring 2021  or 2022 | Fall 2021  or 2022 | Any Time During Season |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Play Title:** |  | | | | | | |
| **Author:** |  | | | | | | |
| **Play Service:** |  | | | | | | |
| **Publisher Fee** |  | | | | | | |
| **Genre:**  **(check all that apply)** | Drama | Comedy | Musical | Mystery | | Other | |
| **Are you willing to submit this production to the QUONTA Festival (normally in the Winter-March break)?** | | | | | Yes | | No |

**Cast Demographics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Men** | **Women** | **Boys** | **Girls** |
| **Number** |  |  |  |  |
| **Age Range** |  |  |  |  |

**Why would this play appeal to the GTG audience? What age groups would this play have the greatest appeal to?**

**Does this play contain any elements that may be “controversial”, such as strong language, mature content, smoking, or violence? If so, how will you handle this?**

**Technical** **Requirements**

**Set:** Describe the set for this play. How many scene changes? Are there any aspects of the set that may be especially challenging or expensive to construct? How much flexibility is there in your vision of the set design? (If large, could it be modified if need be to accommodate stage size?).

**Costumes:** In what period is your play set? Describe the costume changes required. Are you planning on making or renting costumes? Please note any special costuming needs. (Please check with GTG costumes as some may be already available for use).

**Props:** Give an overview of the props needed for this production. Are any props particularly challenging or expensive to find or build? (Please check with GTG props as some may be already available for use)

**Other Production Challenges:** If there are any other production challenges that you foresee, please address them here.

**Production** **Team**

GTG is strictly a volunteer organization. While the Board’s position is to be as supportive as possible for each production, it is the director’s responsibility to gather as many of his or her production crew as possible. Please recruit as many key production team members as you can before submitting your play. If you need help finding someone to fill a position, GTG can provide a list of potential team members from past productions that you may contact.

Please list your team, below, indicating which staff members have already tentatively committed to the production.

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Tentative/ Committed (yes/no)** |
| **Assistant Director** |  |  |
| **Stage Manager** |  |  |
| **Musical Director (if applicable)** |  |  |
| **Producer** |  |  |
| **Choreographer (if applicable)** |  |  |
| **Costume Designer** |  |  |
| **Lighting Designer** |  |  |
| **Make-­‐up & Hair Designer** |  |  |
| **Prop Master** |  |  |
| **Set Designer** |  |  |
| **Sound Designer** |  |  |

**Is there anything else that you would like us to consider when we are making our decision?**

**Your Theatre Experience**

**Please list productions that you have directed and where produced (GTG, or another theatre) – please give theater name, City and Province. Be sure to indicate the production date for each play.** *(Example: “Romeo and Juliet” by William Shakespeare, 2007, GTG)*

**Please list your other experience working on other productions, and the theatre company. Include information about your role, the title of the play, production date, and director of the play. You may include information about shows that you will be working on during the current season.** (*Example: Stage Manager, “Romeo and Juliet”, 2001-­‐2002 Season; Director – Jane Doe)*

**Please list other theatrical experience and training.**

**Copies of this form** can be downloaded from the GTG website [www.gatewaytheatreguild.ca](http://www.gatewaytheatreguild.ca). If you have any questions, please contact the President at [presidentgtg@gmail.com](mailto:Presidentgtg@gmail.com)

**Please remember to Include:**

1. A **letter of introduction,** outlining the project concept
2. This “Director & Play Submission Application”
3. A copy of the **script or detailed synopsis** (script preferred)
4. An **estimated budget** (see below)

**Proposed Production Budget Template**

*Please complete the following budget based on the play you’re proposing – if you need to add to the totals already listed, please indicate in the notes section what the additional expenses would cover.*

|  |  |  |
| --- | --- | --- |
| **Expense** | **Budget** | **Notes/Comments** |
| Rights & Royalties |  |  |
| Scripts |  | Figuring an average cast & crew size |
| **Public Relations - Fixed** |  | **Based on previous seasons costs** |
| Complementary Tickets | $400.00 |  |
| Nugget Ad (contract) | $500.00 |  |
| Ticket Printing | $100.00 |  |
| Poster Printing | $450.00 |  |
| Program Printing | $350.00 |  |
| Graphic Designer (For Program) | $200.00 |  |
| **Play Operating costs** |  |  |
| Venue Rental | $700.00 | Four Show Days, 1-day load in, 1-day Dress Rehearsal, 1 day load out. |
| Rehearsal Space |  | Depending on locations |
| Costumes |  | We try to keep costs down; folks can wear their own clothes, find items from GTG’s costumes or Value Village. |
| Props |  | Again, we try to keep this cost down by borrowing or using what we have at Rock Street. |
| Set - build, dress, paint etc. |  | GTG sets must be simple yet creative. We cannot afford to build a "house", therefore every effort should be made to spend less than is budgeted here, if possible |
| Lighting Cost (if applicable) |  |  |
| Truck Rental Move In/Out (Contract) | $75.00 | Based on previous seasons cost |
| FOH Expense (Photos) |  |  |
| FOH Expense (Water) | $20.00 |  |
|  |  |  |
| Cast Party | $150.00 |  |
| Misc. Expenses |  | Misc. Expenses |
| **Equity Fees (If Applicable)** |  |  |
| Director's Fee |  |  |
| Equity Actor fees |  |  |
| Equity Insurance Fees |  |  |
| **Honorariums (If Applicable)** |  |  |
| Photographer's Honorarium | $100 |  |
| Set Design Honorarium |  |  |
| Composer's Honorarium |  |  |
| Director’s Honorarium | $300 |  |
|  |  |  |
| **Total** |  |  |