

## Cottage Theatre Play Selection Process 2011 Season

Thank you for your interest in submitting a play for Cottage Theatre's 2011 Season. The purpose of this document is to outline the application and selection process, as well as clarify our selection criteria. If you have any questions, please contact Heidi Eldridge, Artistic Committee Chair ([heidi@cottagetheatre.org](mailto:heidi@cottagetheatre.org)).

### Application Process

- Read through this document and the *Play Submission Form*.
- Complete the *Play Submission Form* and submit it to the Artistic Committee with all necessary material by **March 1<sup>st</sup>, 2010**.
  - **Remember to include with your *Play Submission Form*:**
    - 1 copy of the script
    - 1 copy of a CD or tape of the music (if submitting a musical)

\*\*The Committee understands that scripts for musicals can be difficult to obtain. Please email [heidi@cottagetheatre.org](mailto:heidi@cottagetheatre.org) if you need assistance.\*\*

- You will be notified about CT's decision regarding your submission by **July 1<sup>st</sup>, 2010**. Scripts and CDs/tapes will be returned.

### Selection Process

- The Play Selection Committee will read the submissions and present a season proposal to the CT Board. The proposal will include the following information:
  - For the six plays and one CT Extra show that the Artistic Committee suggests for the new season:
    - Director's *Play Submission Form*.
    - Brief explanation of why the submission is a good candidate for the upcoming season.
    - Rough budget.
  - For all plays that are not accepted:
    - Director's *Play Submission Form*.
    - Brief explanation of why the submission should not be accepted for the upcoming season.
    - If applicable, recommendations for how the director could improve his/her chances of directing in the future (e.g., more experience, assistance choosing plays that are more feasible given CT's budget and resources, etc.).

- The CT Board of Directors will approve or disapprove the proposed season at the June meeting. If the Board of Directors rejects the Committee's proposed choices, the Artistic Committee will have one week to revise and resubmit a new schedule, based on recommendations from the CT Board of Directors.
- The Artistic Committee Chair will notify all directors about the final decision regarding their submissions by **July 1<sup>st</sup>, 2010**.

### **Selection Criteria (in no particular ranking or order)**

- For the 2011 Season, the Artistic Committee will be looking to select six shows for our subscription season, and one show for our CT Extra program. Typically, the subscription season contains three musicals and three plays, with a mix of comedies and dramas. The CT Extra program is a place where we may try out shows that are a little more experimental in nature, appeal less to a wide market, or may be written by local or unknown playwrights. If submitting a show for consideration as a CT Extra production, please keep in mind that these shows typically have a much smaller budget, and a much shorter run (generally two weekends only) than our mainstage productions and choose your submission accordingly. If we receive a submission for the subscription season that we feel is more appropriately placed as a CT Extra show, we may contact you about your willingness to be considered for this slot.

The Artistic Committee will make its decision based on the following criteria:

- **Director's Experience in Theatre**
  - Directing is not a skill that you want to learn "on the fly." If you are a potential director with no previous experience such as directing, assistant directing, or stage managing, please consider gaining more experience before tackling a show of your own.
- **Director's People Skills**
  - CT is a 100% volunteer-operated organization. People volunteer to participate in productions because they love theatre. No matter how brilliant your vision, your ability to work with people will determine whether or not those volunteers return in the future.
- **The Play Submission Form**
  - The *Play Submission Form* is your chance to "sell" your play to CT. The level of preparation, organization and thought that goes into the assembly of your packet could be seen as indicative of how you might run a production.
- **Appeal of Play to Audience**
  - Given that the sustainability of CT depends heavily on ticket sales, the marketability of your play is crucial. If your play is not especially well-known or is not written by a well-known author, you might strengthen your submission by discussing what aspects of the play could be emphasized in publicity to "hook" an audience.
- **Balance of Material and Roles**

- CT strives to offer a variety of comedy, drama and musicals during any given season. Furthermore, we try to balance the number of male and female roles. You may want to think about submitting both a comedy and a drama, or if submitting a male heavy show, consider submitting a show that has mostly female roles as well.
- **Ability of CT to Produce the Play**
  - Across seasons, CT's financial situation and available resources vary. Please feel free to talk to the Artistic Committee Chair (or Artistic Director) about what can be realistically produced.

**Other factors not listed here also go into our choice. Think of the above as guidelines, not a guarantee that your show will be accepted.**

**\*\* In the event that not enough appropriate submissions are received, the Committee reserves the right to solicit other submissions.\*\***

### **Contact Information**

#### **Snail Mail or Drop-Off**

700 Village Drive  
Cottage Grove, OR 97424

#### **E-Mail ( Heidi Eldridge, Artistic Committee Chair)**

heidi@cottagetheatre.org

#### **Website**

[www.cottagetheatre.org](http://www.cottagetheatre.org)

#### **Phone**

(541) 942-8001

<b>Cottage Theatre Play Submission Form</b>
---

2011 Season
-------------

**Please complete this form for each play that you submit. You may attach additional pages as needed. Copies of this form can be downloaded from the CT website ([www.cottagetheatre.org](http://www.cottagetheatre.org)), or you can obtain hardcopies from the Cottage Theatre main office (700 Village Drive; Cottage Grove, Oregon).**

**In addition to this form, you must submit a copy of the script. If you are submitting a musical, you must also include a CD or tape of the music (if available). We apologize, but CT does not pay for CDs, tapes, or photocopying, or perusal copies of scripts and librettos.**

**All play submission materials are due on March 1<sup>st</sup>, 2010. Materials may be dropped off at Cottage Theatre or mailed to:**

**Cottage Theatre  
Attn: Artistic Committee  
700 Village Drive  
Cottage Grove, OR 97424.**

You will be notified about our final decision by July 1<sup>st</sup>, 2010.

**If you have any questions, please contact Heidi Eldridge, Artistic Committee Chair ([heidi@cottagetheatre.org](mailto:heidi@cottagetheatre.org)).**

## Part 1: Cover Sheet

Director's Name:

Play Title and Author:

Remember to Include:

- **Play Submission Form**
- **Copy of Script**
- **CD or Tape of Music (if submission is a musical)**

## **Part 2: Director Information**

Name:

Address:

Daytime Phone:

Evening Phone:

E-mail:

### **Theater Experience**

*Attach additional sheets, as needed.*

**Please list productions that you have directed at CT. Be sure to indicate the production date for each play. (Example: "Romeo and Juliet" by William Shakespeare, 1998 Season)**

**Please list your other experience working on productions at CT. 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", 1998 Season; Director – Jane Doe)**

**If you have NOT directed a CT production before, do you have an experienced CT stage manager, assistant director or music director lined up for your show? If so, who?**

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

**Part 3: Play Information**  
*Attach additional sheets, as needed*

**Play Title:**

Author:

Genre & Brief Synopsis:

**Cast Demographics**

	Men	Women	Boys	Girls
Number				
Age Range				

Why would this play appeal to the CT audience? Given that the sustainability of CT depends almost entirely on ticket sales, the marketability of your play is crucial.

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. Is it a unit set? How many locations, thus scene changes? Are there any aspects of the set that may be especially challenging or expensive to construct?

### **Costumes:**

In what period is your play set? Are there many costume changes required? Are you planning on making or borrowing costumes?

### **Props:**

Give a general estimate of how many props are involved in this production. Can most of them be readily found in the CT Prop Room? If not, how do you plan to obtain these props? Are any props particularly challenging or expensive to find or build?

### **Other Production Challenges:**

If there are any other production challenges that you foresee, please address them here.

## Production Staff

CT is strictly a volunteer organization. While the theatre's position is to be as supportive as possible for each production, please understand that it is the director's responsibility to gather his or her production crew. If you have production staff in mind for your show, please include their names and positions (stage manager, musical director, set designer, costume designer, etc.) below:

## Timeslots

Please indicate which timeslots you would prefer for your play, and which timeslots you absolutely do NOT want for your play.

Date of Show (Approximate)	Would you be willing to direct during this timeslot? (circle one)	
<b>Late January - Early February 2011</b>	<b>Yes</b>	<b>No</b>
<b>March 2100 (CT Extra?)</b>	<b>Yes</b>	<b>No</b>
<b>April 2011</b>	<b>Yes</b>	<b>No</b>
<b>June 2011</b>	<b>Yes</b>	<b>No</b>
<b>August 2011</b>	<b>Yes</b>	<b>No</b>
<b>September 2011 (CT Extra?)</b>	<b>Yes</b>	<b>No</b>
<b>October 2011</b>	<b>Yes</b>	<b>No</b>
<b>Late November-December 2011</b>	<b>Yes</b>	<b>No</b>

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