

DRAMA ASSOCIATION OF ROSSMOOR

“CURTAIN UP!” PROJECT PROPOSAL COVER SHEET

Curtain Up! projects are presentations of original plays, published plays, demonstrations or lectures, about an hour in length, that are produced by DAOR members. The producer(s) is responsible for obtaining rights (if applicable) and recruiting a production team. (The producer may not also act as the director.) The production team is responsible for casting, rehearsals, props, and costumes. Casting may be done by open audition or invitation. If the project is a lecture or demonstration the producer will be responsible to act as the liaison with the presenter(s).

DAOR will provide rehearsal space, curtains, sometimes lights, publicity and programs. Projects will be presented one or two times on a Friday and/or Saturday afternoon.

The Artistic Committee will decide which submissions will be *Curtain Up!* presentations based on quality, suitability (can we do this given our resources), financial considerations and general interest.

Please fill out this cover sheet and the *CURTAIN UP!* PROJECT PROPOSAL FORM. Place it and a copy of the play or a project outline in the DAOR box at the Gateway Administration Building. Copies of plays will be returned.

NAME OF PROJECT _____

PRODUCER INFORMATION

Name _____

Phone # _____

Email _____

DIRECTOR INFORMATION

Name _____

Phone # _____

Email _____

PRODUCTION JOB DESCRIPTIONS

PRODUCER

- Pulls together production Team (director, design staff, technical staff, support staff)
- Facilitates creating the production concept
- Establishes and monitors budget
- Secures royalty rights
- Establishes timeline
- Arranges rehearsal and performance space
- Facilitates regular meetings of the Production Team
- Monitors and supports publicity, ticket sales and house management
- Is available to troubleshoot problems that may arise
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DIRECTOR

- Chooses play
- Helps create Production Team, concept design, needs, timeline, rehearsal schedule
- Meets with Production Team on regular basis
- Prepares prompt book
- Holds auditions and casts show
- Rehearses cast from "read-through" through "dress"

ASSISTANT DIRECTOR

- Provides input to Director when asked
- Attends auditions
- Attends rehearsals and takes notes
- Keeps prompt book current
- Runs lines with actors, if asked
- Sets stage for rehearsals with rehearsal props, set pieces

STAGE MANAGER

- Attends read-through rehearsal so knows scope of play
- Organizes backstage space
- Writes cues and rehearses stage crew for prop placement, set changes, actor calls
- Calls the show

TECHNICAL DIRECTOR

- Sits in on design meetings to offer advice on what is and isn't possible
- Identifies crew heads and timeline for set building, costumes, props, lights, sound; and assigns tasks
- Supervises technical work as it progresses
- Attends Production Team Meetings
- Organizes and runs technical rehearsals
- Turns running of technical work to Stage Manager for show run

PROP MASTER

- Provides rehearsal props
- Finds or makes rehearsal props
- Sets for props for performance
- Maintains and stores the props

SET, COSTUME, LIGHTING, SOUND DESIGNERS

- Presents design ideas to the director for approval
- Prepares set, costumes, lights and sounds for the production under supervision of Technical Director

STAGE CREW

- Rehearses set changes
- Attends technical and dress rehearsals
- Runs the show under the direction of the Stage Manager

DRAMA ASSOCIATION OF ROSSMOOR
***CURTAIN UP!* PROJECT PROPOSAL FORM**

NAME OF PROJECT:

PROJECT DESCRIPTION:

PROJECT OBJECTIVES (what do you hope to accomplish with this project):

PRODUCTION TEAM MEMBERS AND ACTORS REQUIRED (numbers and positions)

TIMELINE : How many weeks to prepare? How many rehearsals planned?

PRODUCTION NEEDS (performance/rehearsal space, scripts, costumes, set pieces/design, props, additional staff, royalties, etc.):

ESTIMATED BUDGET : which expenses would be incurred?

- Scripts**
- Royalties**
- Music**
- Royalties**
- Set building expenses**
- Costume expenses**
- Prop expenses**
- Makeup expenses**
- Promotional expenses**
- Other**

ANY COMMENTS YOU WISH TO MAKE: