



Project Proposal

SECTION 1 - GENERAL INFORMATION

Name: _____ Date: _____

Phone Number: _____ Email: _____

Project Title: _____

Playwright/Composer: _____

Please write a brief biography and include why you want to work with RTC:

Please attach statement about your vision/concept for the project to the form as well as a copy of the script/music.

SECTION 2 - SCHEDULING

1. *Year: _____ Desired Start Date: _____ Desired End Date: _____

* Note: this is the year/season you'd like to rehearse and perform, not the current year/season.

2. Type of Project (Select One): _____

Straight Plays	
Weeks of Rehearsal	7
Performances	9 (three weekends)
Total Weeks	10

Musicals	
Weeks of Rehearsal	9
Performances	9 (three weekends)
Total Weeks	12

Cabarets & Open Mics	
Weeks of Rehearsal	Between 2 - 4
Performances	3 Min. (One weekend)
Total Weeks	TBD

Staged Readings	
Weeks of Rehearsal	1
Performances	6 (two weekends)
Total Weeks	3

Custom	
Weeks of Rehearsal	
Performances (include number of weekends)	
Total Weeks (include performances)	

3. Would you like two show days? (Circle one)

Yes No Undecided

4. Desired rehearsal schedule (please use the chart below to write in days and times you'd tentatively like to rehearse. If unknown, initial here _____)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This section is intentionally left blank. Continue to the next page.

SECTION 3 - TECHNICAL AND ARTISTIC REQUIREMENTS

1. Fill out the table below. If you do not need one of the listed positions, leave it blank.

Position	Need	Have	Name	Contact Information
Accompanist				
Assistant Stage Manager				
Band				
Choreographer				
Costume Designer				
Crew				
Director				
Fight Choreographer				
Lighting Designer				
Makeup & Hair Designer				
Music Director				
Projections Designer				
Props Designer				
Public Relations/Marketing				
Scenic Designer				
Sound Designer				
Stage Manager				
Technical Director				
Vocal Director				
Other				

2. Would you like help recruiting a production team?

No Yes

3. Desired cast size? _____

Disclaimer: Due to Fire Code, we are only allowed to have a maximum of 55 people in the venue. This includes designers, actors, crew and the audience.

4. How will you be casting? (Select one)

RTC General Auditions Independently Both

5. Do you have or need the rights to your project?

No Yes

Disclaimer: If you need the rights to your project, you must bring proof that you have obtained them before auditions take place. If you do not, your project will be postponed until you get the rights.

6. Will you be using weapons of any kind on your project?

No Yes

If yes, please specify.

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SECTION 4 - BUDGET

RTC is NOT responsible for funding any project. Each project needs to raise their own funds.

Item	Cost	Notes
Rent	\$25.00 A day	Day = anytime between 5:00PM - 12:00AM, an additional \$5.00 for each hour before 5:00PM and after 12:00AM. You must pay 50% of the rent before rehearsals for your project can begin. The remaining 50% must be paid on the day of the closing performance.
Tickets		You can set your own ticket prices, although we recommend no lower than \$7.00 and no higher than \$15.00. All money made from Ticket Sales goes back to reimbursing your project. You can either sell tickets through our Eventbrite or independently. If you choose to use our resources, you will need to give us 10% of ticket sales to cover servicing charges.
Concessions		Should you choose to have them, all money made from concessions goes back to reimbursing your projects costs.
Alcohol		Currently, we do not have a Liquor License and cannot sell alcohol. In the future, if we do get a license, all alcohol sales will go back to RTC to cover the cost of the license.

Project Budget

Rental Information	
Total days in the studio	
Rehearsal Time Ex: 6:30PM - 10:30PM	
Total Rehearsal Time Ex: 4 hours each day for thirty days = 120 hours.	
Performance Time Ex: Matinees 11:00 AM - 6:00 PM, Evening 5:00 PM - 11:00 PM	
Total Performance Time Ex: 6.5 hours for 12 performances = 78 hours	

Stipends	
Accompanist/Band	
Actors	
Choreographer	
Crew	
Designers	
Directors	
Fight Choreographer	
Public Relations/Marketing	
Stage Manager	
Assistant Stage Manager	
House Manager	
Other (Please specify)	
Total	
Expenses	
Rights	
Scenic Supplies	
Props Supplies	
Costumes Supplies	
Makeup & Hair Supplies	
Printing	
Concessions	
Other expenses (please specify)	
Total	

SECTION 5 - OTHER REQUIREMENTS & RESPONSIBILITIES

By submitting a project proposal with Redwood Theatre Company, you are agreeing comply with our policies, work respectfully and professionally, and to strive to create meaningful works of art.

Technical Requirements

1. For any projects using prop weapons of any kind, the Healdsburg Police Department must be notified.
2. You must have everyone working on the project fill out contracts, emergency contact forms, media releases and liability waivers.
3. All contracts, emergency contact forms, media releases and liability waivers must be filled out before starting rehearsal/work.

Responsibilities

1. This is a shared space with Tom Mitchell's company, Winning Spirit. By submitting a project proposal with us, you are agreeing to comply with the following
 - A. Be flexible with your scheduling, occasionally Tom will need to use the space for a day or two in the middle of your rehearsal/performance schedule.
 - B. Keep the space clean. This means that once a week, your team will be required to sweep, mop, take out the garbage & recycling, and tidy up the bathroom, lobby, green room, house, onstage & backstage.
 - C. Be respectful of Tom's things and refrain from going into his workspace.
2. All scenic and prop building and painting must be done off site. We are not allowed to use the front of the building as a work space and cannot risk getting paint on anything or trashing the property.
3. Before making any changes to the space, the Production Manager and Technical Director must be consulted.

SECTION 6 - SIGNATURES & SUBMISSION

By signing below, you are acknowledging that you have filled out the form truthfully and to the best of your ability and that you understand and agree to our practices and policies.

X _____

Date _____

Please submit your proposal by sending it to redwoodtheatreco@gmail.com or by mailing it to 440 Moore Lane, Healdsburg CA 95448.

Don't forget to attach a statement about your vision/concept for the project to the form as well as a copy of the script/music.

Your proposal will be reviewed and approved or denied by Redwood Theatre Company's Board of Directors. We will get back to you no later than a month after your proposal is submitted.

Thank you for your submission!

FOR REDWOOD THEATRE COMPANY USE ONLY.

Form Review	Complete	Incomplete
Section 1 - General Information		
Section 2 - Scheduling		
Section 3 - Technical & Artistic Requirements		
Section 4 - Budget		
Section 5 - Other Requirements & Responsibilities		
Section 6 - Signatures & Submission		

Status	Artistic Director Signature
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Approved X _____ Date: _____

Denied X _____ Date: _____

Other X _____ Date: _____

Questions, comments, and concerns from the board: