



Enriching our community through performing arts experiences...

Show Proposal Packet

Thank you for your interest in becoming a director with Tree County Players. Included in this packet you will find information, frequently asked questions, and a show proposal form. If you have any questions at all please contact us at tcpadmin@etczone.com

Background Info

Tree County Players (TCP) has been in the community since 1971, primarily existing as a theater group; however with the acquisition of the Tree County Playhouse, on West Main Street in 2017, the group has additional opportunities to expand into other areas of performing arts. TCP is a non-profit organization that operates on memberships/donations, show ticket sales, and grants. Our seasons run from August to July.

How are seasons chosen?

TCP seasons are from August to July each year. We encourage anyone interested in directing a show to submit a proposal, found at the end of this packet. Proposals need to be submitted by April 30th to be considered for the following season. The Board of Directors will review submissions and make decisions based on several factors, including but not limited to:

- How the proposed show fits within the calendar space available. For example: Larger shows require more access to rehearse in the building; thus, we are not always able to schedule a large show every month.
- Experience of the director
- Completeness and passion shown in the proposal
- Desire to provide a variety of genres

Past Shows and Repeating

A full list of our previous shows is available [here](#). We will fully consider pieces we have previously produced; however, there must be a minimum of 5 years for a revival.

TCP Playhouse information

- Maximum seating – 150 – this number will change if tables are added.
- Sound – Contact us with specific questions about our sound equipment.
- Lighting – Contact us with specific questions about our lighting equipment
- Stage – The stage is approximately 36' wide by 16' deep.
- Backstage – The TCP Playhouse has a men's and women's dressing rooms, costume prep & sewing rooms, a kitchen for cast refreshments, cast bathrooms, etc. located in the basement.
- Costumes – If needed Tree County Players owns a variety of costumes for productions. If questions about what is available, we encourage you to contact us prior to submission.
- Set-building space available at our storage facility on Monfort Street.



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Scheduling

Our goal is to enrich our community through performing arts experiences. In order for Tree County Players to achieve that goal, we need to maximize the potential of the building. Below is a general outline for how the building is scheduled; size is not based on audience size, rather the preparation needed for each production. If you have questions about what category your show fits into, please contact us prior to submitting. Selecting the longest amount of time significantly limits what we are able to offer and may impact our ability to include your production in this season. **All shows have one week after the performance(s) to strike the set and transport items to Monfort Street storage facility or to the owners of borrowed items.**

- Large Productions: 6-8 Weeks Building Use
 - 6 weeks of semi-dedicated building usage for rehearsals. This means you will have Monday – Thursday for meetings, rehearsals, etc. Friday, Saturday, and Sunday are reserved for productions that do not require rehearsals. If there are no other scheduled usages of the building, Friday, Saturday, and Sunday will also be available. You will need to check with the office as time gets closer.
 - 2 weeks of dedicated building usage. This is the 2 weeks prior to your show dates. During this time you will need to set up your stage and no one else will be scheduled in the building. Set-building may start earlier in our other building.
- Mid-sized Productions: 4-6 Weeks Building Use
 - 4 weeks of semi-dedicated building usage for rehearsals. This means you will have Monday – Thursday for meetings, rehearsals, etc. Friday, Saturday, and Sunday are reserved for productions that do not require rehearsals. If there are no other scheduled usages of the building, Friday, Saturday, and Sunday will also be available. You will need to check with the office as time gets closer.
 - 2 weeks of dedicated building usage. This is the 2 weeks prior to your show dates. During this time you will need to set up your stage and no one else will be scheduled in the building. Set building may start earlier in our other building.
- Small Productions
 - 3-4 days of dedicated building usage. These are the days immediately prior to and including your show.
- One Day Productions
 - One day of dedicated building usage. This day will typically be Friday, Saturday, or Sunday.

What is the role of the Director?

The director is the creative and organizing center of the production. He/she is responsible for all “on stage” action. A director who is new to our Organization should consider working with a board representative as a mentor, if available. The Director may find it helpful to enlist the aid of a Producer. The responsibilities of the Producer can lighten the load on a Director; however, it is the DIRECTOR who assumes ultimate responsibility for everything that happens on-stage and has authority to make all decisions concerning casting and production of the play. Decisions need to be shared with the show Producer.

How do I submit?

1. Determine the show you would like to produce and check to see if it has been produced before.
2. If you are new to our organization or have not produced a show in the past and would like to mentor with a board member, please reach out to us at tcpadmin@etczone.com
3. Carefully consider the needs of the show and what it will take to execute a successful show.
4. Complete the show proposal form at the end of this packet.

All submissions must be received by April 30th. Submissions may be submitted via email at tcpadmin@etczone.com or via US Mail: Tree County Players, PO Box 423, Greensburg, IN 47240



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Please complete one form for each proposed show. Typed is preferred. Attach additional pages if needed. Thank you!

Director's Information

Name: _____ Date: _____

E-mail Address: _____ Phone Number: _____

Address: _____

Describe your previous theatre experience (If your show will include children, please describe your experience working with kids in theatre and/or other settings.): _____

References (Only if you have not directed with TCP in the past. List two or three with contact information.): _____

Availability and Preference of Production Timeframe:

Please rank with "1" being your first choice. If a slot is not available for you write "NA." If you have specific dates in a month, enter those below the rank.

Table with 12 columns: Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., Nov., Dec.

Please list any additional information about your availability here. (For example, if you are going to be on vacation a certain week, etc.) _____

General Production Information

Type of performance art: _____ Theatre _____ Music _____ Dance _____ Spoken Word
_____ Other: _____

Title of Show: _____

Size of Show (refer to page 2 of the proposal packet for info): _____ Large _____ Mid-sized _____ Small _____ One Day

Comments about size of show and scheduling needs: _____



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General Production Information - Continued

Licensing Requirements:

Author: _____ Licensing Contact: _____

Playwright: _____ Publisher: _____

Assistant Director or Board Mentor: _____ Producer: _____

Cast (List number of cast members along with ages, genders, and special skills required such as singing, dancing, etc.):

Set (Describe the set here or attach a sketch/photo if desired; refer to page 1 of this packet for what is available, be sure to expand on items that are needed which we do not have): _____

Technical Requirements (lighting, sound, video, etc.; refer to page 1 of this packet for what is available, be sure to expand on items that are needed which we do not have): _____

Props (List any special props or set dressing pieces): _____

Additional Comments and Information

Is there any other information you'd like to share with us about your proposed production? If so, please include it here. _



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Attach:

- Short description of the show** - This may be used by Tree County Players in newsletters, website articles, season and show promotions, grant applications, etc.
- Director Bio & Headshot/Picture** – short 2-3 paragraphs at most. This may be used by Tree County Players in newsletters, website articles, season and show promotions, grant applications, etc.
- Marketing Plan** – sample is attached for your use, expand where applicable
- Budget** – sample budget is attached for your use, expand where applicable

Please note the following due dates and expectations for Directors:

- June** – marketing graphics for your show. These will be used in newsletters, on the website, for online ticket sales, membership mailings, grant applications, etc. Please contact us if you need help.
- Communications** - monthly communications on show progress are due by the 3rd Monday of the month, and weekly communication with the Board President or Designee is required beginning 8 weeks prior to your show. Some exceptions may be made to this depending on the show. More communication is welcomed.
- Audition Packet** – due 8 weeks before the show or sooner. See sample
- Cast Bios & Headshot/Pictures** – **Due as soon as possible** - short 2-3 paragraphs at most. This may be used by Tree County Players in newsletters, website articles, season and show promotions, grant applications, etc.
- Seating/Ticket Sales Plan** – Form will be given to you when the Board makes the show selections.
- Crew Analysis** - Form will be given to you when the Board makes the show selections.

If you have any questions, please do not hesitate to ask. tcpadmin@etczone.com



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Sample Marketing Plan

Marketing Plan For: _____

Director: _____ Phone Number: _____

E-mail Address: _____

Producer: _____ Phone Number: _____

E-mail Address: _____

When	What	Outlet	Reach
Beginning of the Season (August)	Announcement of the season shows	<ul style="list-style-type: none"> - Social Media - Website - Press Release - Community Calendars - Newsletter - Membership Drive Mailing - Season brochures for Tourism Office, Courthouse, City Hall, etc. 	<ul style="list-style-type: none"> - Avg ~300 - Avg ~50/mo - ~3500 subscribers - Unknown - 487 subscribers - 600 households - 100 printed
Approximately 3 months before the show	Create event on social media to share behind the scenes photos, info, auditions, etc.	<ul style="list-style-type: none"> - Social media 	<ul style="list-style-type: none"> - Avg ~300
	Create page for the show on the website to share information, link to tickets, audition packet, photos, cast members, etc.	<ul style="list-style-type: none"> - Website 	<ul style="list-style-type: none"> - Avg ~50/mo
	Announce auditions for the show	<ul style="list-style-type: none"> - Social media - Website - Press release - Newsletter 	<ul style="list-style-type: none"> - Avg ~300 - Avg ~50/mo - ~3500 subscribers - 487 subscribers
	Special announcement for cast & tag them	<ul style="list-style-type: none"> - Social media - Website - Press release - Newsletter 	<ul style="list-style-type: none"> - Avg ~300 - Avg ~50/mo - ~3500 subscribers - 487 subscribers
Approximately 2 months before the show	Share photos of rehearsals, video clips from the cast, cast bios, etc.	<ul style="list-style-type: none"> - Social media - Website - Press release - Newsletter 	<ul style="list-style-type: none"> - Avg ~300 - Avg ~50/mo - ~3500 subscribers - 487 subscribers
	Write blog post for website	<ul style="list-style-type: none"> - Website 	<ul style="list-style-type: none"> - Avg ~50/mo
	Change building marquee	<ul style="list-style-type: none"> - Front of building 	<ul style="list-style-type: none"> - ~5000/yr (INDOT)
1 month before the show up to the show	Press release/article	<ul style="list-style-type: none"> - Newspaper 	<ul style="list-style-type: none"> - ~3500 subscribers
	Radio	<ul style="list-style-type: none"> - WRBI & WTRE 	<ul style="list-style-type: none"> - ~ 7000 listeners
	Distribute flyers	<ul style="list-style-type: none"> - 50 flyers to businesses, library, Tourism office, etc. 	<ul style="list-style-type: none"> - ~50-200 each flyer
	Boosted Social Media Posts	<ul style="list-style-type: none"> - Targeted audience to those in surrounding counties and narrowed demographics of theater interest 	<ul style="list-style-type: none"> - ~500 per boost



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Sample Budget

Budget For: _____

Director: _____ Phone Number: _____

E-mail Address: _____

Producer: _____ Phone Number: _____

E-mail Address: _____

Expenses:	Budget	Actual	Variance	Comments
Royalty/performance rights	\$ -	\$ -	\$ -	
Script expense (plus shipping)	\$ -	\$ -	\$ -	
Sets	\$ -	\$ -	\$ -	
Costumes & wigs	\$ -	\$ -	\$ -	
Light & tech supplies	\$ -	\$ -	\$ -	
Make-up	\$ -	\$ -	\$ -	
Playbill Printing	\$ -	\$ -	\$ -	
House	\$ -	\$ -	\$ -	
Refreshment expense	\$ -	\$ -	\$ -	
T-shirt expense	\$ -	\$ -	\$ -	
DVD expense	\$ -	\$ -	\$ -	
Props	\$ -	\$ -	\$ -	
Publicity	\$ -	\$ -	\$ -	
Total Expenses	\$ -	\$ -	\$ -	
Receipts:				
Ticket sales	\$ -	\$ -	\$ -	
T shirt revenue	\$ -	\$ -	\$ -	
DVD revenue	\$ -	\$ -	\$ -	
Advertising revenue	\$ -	\$ -	\$ -	
Donations	\$ -	\$ -	\$ -	
Refreshment revenue	\$ -	\$ -	\$ -	
Total Receipts	\$ -	\$ -	\$ -	
Profit/(Loss)	\$ -	\$ -	\$ -	

Notes: Ticket prices \$5 - children, \$12 - TCP members, \$15 - non members



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Sample Seating/Ticket Plan

Seating/Ticket Plan For: _____

Director: _____ Phone Number: _____

E-mail Address: _____

Producer: _____ Phone Number: _____

E-mail Address: _____

Tickets will be sold: _____ General Admission Only _____ Assigned Seating (must include seating layout, see samples)

Will you offer pre-public sales to cast & crew? _____ Yes _____ No

of tickets available _____ (Playhouse seats up to 150. If show will be hosted at another venue enter total available.)

STAGE		
PIANO (5) X X X X X	MIDDLE AISLE	X X X X X (5) LIGHTS
TREE LIGHTS (5) X X X X X		X X X X X (5) LIGHTS
(8) X X X X X X X X		X X X X X X (6)
(8) X X X X X X X X		X X X X X X X (7)
(8) X X X X X X X X		X X X X X X X X (8)
(8) X X X X X X X X		X X X X X X X (7)
(8) X X X X X X X X		X X X X X X X X (8)
50 SEATS		46 SEATS
96 TOTAL		



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Crew Analysis

A Director needs to consider the needs of the show and help needed. Some people may act have one or more of the crew positions. Not all of these will be applicable to every show. Please write NA if not applicable.

Number Needed	Names	Description
		Stage Manager—Oversees the functions of backstage during a production. Coordinates with the Assistant Stage Managers and Properties Coordinator to keep things running smoothly. During rehearsals, this person records the blocking and assists with line prompts. Assists backstage with cuing actors with their entrances during a production.
		Assistant Stage Manager—Assists the Stage Manager during a production. During rehearsals, this person may record blocking and assist with line prompts. Assists backstage with cuing actors with their entrances during a production.
		Properties Coordinator—Collects rehearsal props and performance props during a production. Plots out the location for props as pre-set, stage right, stage left, etc. Places props backstage in their appropriate places during performances. May include food and drink preparation when applicable.
		Costume Coordinator—Coordinates the costume pieces and accessories for all actors during a production. Plots out the changing of costumes for each actor in each scene. May include sewing costumes, cleaning costumes, ironing, coordinating dry-cleaning, and minor repairs.
		Seamstress—Creates costumes for a production. May include cleaning costumes, ironing, coordinating dry-cleaning, and minor repairs
		Lighting Designer—Oversees the lighting design for a production. Collects the appropriate lighting instruments and installs them.
		Lighting Operator—Oversees the lighting equipment and cues for production, as well as operates the light board for each performance.
		Sound Designer—Oversees the sound design for a production. Collects scene change music, pre-show and intermission music, sound effects, and other needed recorded music or sound and compiles them.
		Sound Operator—Oversees the sound equipment and cues for a production, as well as operates the sound board for each performance.
		Set Designer—Volunteers to design a set for a single production, or multiple production. Draws up the plans for a set and oversees the set construction process.
		Set Builder—One of many people who assist with building the set for a single production, or multiple productions. Familiar with power tools, measuring and assembly.
		Set Painter—One of many people who assist with painting the set for a single production, or multiple productions.
		House Manager—Oversees the Ushers and Ticket Takers for a show. Handles the money when tickets and concessions are purchased.
		Ushers --Volunteers to show audience members to their seats during a performance and also pass out programs.
		Ticket Taker—Board will handle this function.



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Sample Audition Packet

Seussical Jr. Audition Packet SHOW DATES: June 16 & 17 @ 7:00 PM June 18 @ 2:00 PM

Synopsis: Horton the Elephant, the Cat in the Hat, and all of your favorite Dr. Seuss characters spring to life onstage in SEUSSICAL JR., a fantastical musical extravaganza from Tony winners Lynn Ahrens and Stephen Flaherty. Transporting audiences from the Jungle of Nool to the Circus McGurkus, the Cat in the Hat, our narrator, tells the story of Horton, an elephant who discovers a speck of dust containing tiny people called the Whos, including Jojo, a Who child who gets in trouble for thinking too many "thinks." Horton's challenge is twofold - not only must he protect the Whos from a world of naysayers and dangers, but he must also guard an abandoned egg that's been left in his care by the irresponsible Mayzie La Bird. Although Horton faces ridicule, danger, kidnapping, and a trial, the intrepid Gertrude McFuzz never loses faith in him. Ultimately, the powers of friendship, loyalty, family, and community are challenged and emerge triumphant!

CASTING LIMITED TO THOSE AGE 7 through 18.

Audition Information: Auditions will be held Friday, April 22 from 6 PM - 8 PM, Saturday, April 23 from 9 AM - Noon, and Sunday, April 24 from 10 AM - 1 PM at the TCP office (327 S. Monfort St, Greensburg, IN)

- Sign-ups for auditions by calling 765.894.5306 or e-mailing megangehrich@gmail.com with your preferred date.
- If you are unable to make these auditions, you may schedule an audition on another day. Call or e-mail the director before April 20th to schedule an alternate audition time using the above number.
 - Requests for alternate audition times made after April 20th will not be honored.

Show rehearsals will begin the week of May 2nd, 2016.

- No Saturday or Sunday rehearsals are anticipated, but may be required.
- Depending upon the role, some cast members will not be required to attend all rehearsals.
- **ALL cast members are required to attend ALL rehearsals during show week.**

Rehearsals will be held in the evenings. Typically rehearsals will begin at 6:30 pm and will usually end by 8:30 pm, except the week before the show and show week. These rehearsals may go until 9:00 pm or later. This is subject to change based upon conflicts that the cast may have.

Please have all rehearsal date conflicts with you – if we know about a time conflict, we can often work around it. **Attending rehearsals is very important.** Casting preference will be given to those who can attend and stay for all required practices.



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Sample Audition Packet Cont.

The audition will consist of:

- Completing an audition information form (these may be completed in advance – form follows).
- Performance of a memorized monologue from one of those included in this package. Memorization is required. This shows us that you are capable of memorizing lines and it frees you to present a demonstration of your acting ability rather than your reading ability.
- Performance of 16 measures of a Broadway style song, preferably from the show.
- React to some casting committee requests (e.g. – changing emotions, physical reactions, etc.).
- Possibly read lines from the script
- Your audition will be rated based on:
 - Characterization
 - Rehearsal availability
 - Vocal quality, tone, and sound
 - Comic ability – is very important and may outweigh other qualities
 - Stage presence
 - Ability to convey emotions
 - Articulation and dialogue understandability
 - Timing

You will be notified by April 29th of our casting decisions.

Song choices for auditions can be found on this link:

<http://www.mtishows.com/broadway-junior/audition-central>

Please choose the song most appropriate for the role in which you are auditioning. Accompaniment will be provided for your song choice during the audition.

If you are unable to access this link, please contact Megan Gehrich via XXX.XXX.XXXX or XXXXXXXX@gmail.com



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Sample Audition Packet Cont.

Monologue Choices

(Please choose one to have memorized for your audition)

Jojo: Now that is a very unusual hat. I wonder what's under a hat such as that? It could be a creature they call the Gazat. Who balances things on his head 'cause it's flat. Or a stripe-loving pipester from Upper Mount Bat. Or a sort of a kind of a hat wearing . . . CAT! Are you a very large "think" or a genuine cat? I can't say I've ever met a cat in a hat.

Cat in the Hat: I can see that you've got quite a mind for your age! Why, one Think and you dragged me right on to the stage! Now I'm here there is no telling what may ensue with a Cat such as me and a Thinker like you! Our story begins with a very strange sound the drums of a jungle beginning to pound. An unusual story will soon be unfurled of an elephant trying to save a small world. (Talk show voice) Our topic today is "Psychic Elephants who hear voices". Whaddaya think folks, is the elephant off his trunk?

Horton: I've been guarding this clover for over a week, getting laughed at for thinking a dust speck can speak. Well, let them all laugh I'll try not to mind, for I have found something that they'll never find. Hello. Hello? Who's there? You say it's JoJo the Mayor's son? I'm Horton, the elephant. Are there more than one? Wow, JoJo you say that there's a whole town? I'll guard this speck carefully I won't let you down. I meant what I said and I said what I meant an elephant's faithful one hundred percent.

Gertrude: I'm Poor little Gertrude! A sorry sight. Mayzie took me under her wing and now I'm all right! I had only 1 feather, hardly a tail, but Mayzie shared her plan and I knew it couldn't fail. You see I flew to the doctor, the doctor named Dake whose office was high in a tree by the lake. I cried, Mr. doctor, oh please do you know of some kind of pill that will make my tail grow? Now I'll cut to the chase, see the tail I'm sportin'? Amazing huh, do you think it will impress Horton?

General: I'm General Genghis Kahn Schmitz! I scare children out of their wits! But you'll see at a glance sir, my school is the answer for shirkers and dreamers and twits. And in this case, I'd say the shoe fits. The military academy is the place where he should be sent. We'll drill the silliness from his head. I'm sure we'll make a dent!

Mayzie: Hey Horton, would you maybe sit on my nest? I'm bored and I'm tired. I'm due for some rest. I won't be gone long, kid, I give you my word. I'll hurry right back, 'cause I'm that sort of bird. Oh Horton, I promise I'll fly back real soon. I'd only be gone for say, one afternoon. I'm sad and I'm cranky sitting day after day. I need a vacation. I need to get away. Don't worry yourself about your friends down in "Who". I'm off, thanks a million! Bye bye, tootle – loo!

Cindy Lou Who: I'm really not that different than you. It's just that you're a person & I'm a small Who. Us Who's are quite tiny, but not dismissible. Some mistake us for being invisible. We have a Mayor and he has a wife. We really lead quite ordinary lives. Each Who is unique. Each Who plays his part. And to think that a clover gave our world a new heart. At first no one heard us. Then along came Horton, a friend. And that's the Who story, from beginning to end



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Sample Audition Packet Cont.

Roles to be cast Character Breakdown

The Cat In The Hat

The Cat In The Hat is the essence of mischief, fun, and imagination. The Cat stirs things up, causes trouble, but always sets things right again, helping Jojo to discover the power of his own imagination as they create the story for the show together. Look for a physically adept actor (male or female) to play The Cat, one who will be able to play many comic cameos and is comfortable improvising with an audience. The Cat does not need to be your strongest singer, but should still have good rhythm and timing.

Gender: Both

Vocal range top: D6

Vocal range bottom: Bb4

Jojo

Jojo is a "Thinker", a smart child with a wild imagination. He can be played as being a little bit awkward, a little bit of a loner, or simply a rambunctious kid whose Thinks get him into constant trouble. By the end of the show, he learns what it means to be a responsible member of his world, using the power and possibilities of his own Thinks. He should be one of your stronger singers.

Gender: Male

Vocal range top: D6

Vocal range bottom: Ab4

Horton The Elephant

Horton The Elephant is a gentle giant. Think of him as a big-hearted blue-collar guy who is steadfast, responsible and always tries to do the right thing for his friends. He is imaginative and receptive to the world around him. He is very unselfconscious. Horton's view of the world never changes - he believes in its goodness. By the end of the show, without even realizing it, he is ready to become a parent.

Gender: Male

Vocal range top: E6

Vocal range bottom: A4

Gertrude Mcfuzz

Gertrude Mcfuzz is very self-conscious and aware that her one-feather tail isn't perfect. Gertrude changes during the show from a neurotic, nervous and shy bird into one with the power to protect and care for a baby elephant bird and commit herself to Horton. In other words, she stops worrying about her looks and grows up.

Gender: Female

Vocal range top: Eb5

Vocal range bottom: F3

AND CONTINUED FOR EACH ROLE



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Sample Audition Packet Cont.

Audition Form: Seussical Jr. Please print legibly

Name: _____ Grade: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Cell Phone: _____

E mail: _____ T-Shirt Size: _____

List role/s you are most interested in below:

Show dates are June 16th & 17th at 7:00 PM and June 18 th at 2:00 PM Are you involved in any activities or job which would prevent you from being at rehearsals?

If so, what days & times ? _____

(Use back of form if you need more space) Are your parents willing to help with this show (sets, costumes, publicity, cast meals, etc.)? _____ If so, please list contact information for them (e-mail address or phone number - e-mail is preferable)

Please list past theatrical experience:

Are you willing to help backstage? _____ - please check areas of interest below

Sets _____ Props _____ Costumes _____ Lights _____ Sound _____ Stage crew
_____ Publicity _____ Make-up _____ Photography _____