**Director Submission Form**

Please Note: Whilst a full copy of the script should be brought to the selection meeting, the Panel requests that you send, in advance by email with your submission, the first 10 pages of the script and an extract of your favourite scene from the play you are submitting.

**This form is for Directors interested in the following production slot:**

13th - 19th November 2022 / 14th - 20th May 2023 (please highlight one or both)

Evening performances begin at 7.45pm and can last a maximum of 2h 45 minutes including interval

This run includes a Saturday matinee beginning at 3pm

Get in to the theatre and tech rehearsal is on the Sunday, dress rehearsal on the Monday evening.

1. **The Play**

Play Title and Author

Please provide a brief synopsis of the play.

Please briefly explain why you want to direct this play and any particular vision you have for the production. Don't worry if you don't have a particular vision at this stage – simply saying what attracts you to the play is fine!

1. **The Cast**

How many parts in total are in this cast?

Please provide a breakdown of the cast by any age, gender or other special requirements, or detail if casting will be flexible on these points.

1. **Budget**

A total budget of £1,000 is available for this performance from which all costs must be met (excluding rehearsal space and theatre hire and a limited amount of publicity, which will be funded by the committee). If you can give acceptable reasons as to why this budget would be insufficient then the committee may consider adjusting it. Please fill in the boxes below to help the committee come to an estimate for you of how this cost might break down.

Copyright

**Will rights have to be obtained to perform this play? If so how much will this cost? Please make relevant enquiries and check this figure before submitting this form As a rule plays by authors who died over 70 years ago will be out of copyright and so free to perform.**

Music and sound effects

**Please list any music or sound effects that you expect will need playing during the performance. Generally the venue's PRS for Music license will cover any incidental music used during the show. Many sound effects can be obtained online for free, but sometimes they might need purchasing depending on exactly what you need.**

Set & props

**Please provide a brief outline of the set you will want in order to stage this play, including furniture, any flats that will need constructing and unusual props like a sword or gramophone that will have to be obtained. Please specify if you already own any of these items so they would not need obtaining. Carlton can help obtain some items for free but others may need renting.**

Costumes

**Please describe in general terms the number and kinds of costumes you will want in order to stage this play. Will they mostly be clothes your cast will already own, cheap things to buy like black T-shirts, or will you want to rent a full set of period costumes? Will anything need to be custom-made?**

Lighting

**The venue comes equipped with a standard lighting rig that is sufficient to provide simple lighting on all or selected areas of the stage. If you have more complex lighting requirements, such as moving spotlights, disco lighting, strobe lighting or creating the effect of a moonlit night, please list them here as additional lights may need to be hired.**

Additional publicity

**The committee will be funding the printing of a limited run of flyers, posters and programmes for the show, as well as up to £100 of targeted social media advertising. If you have plans to spend money on additional publicity beyond this baseline, please state them here.**

Any other costs

**Are you planning other special effects that might require specialist equipment? Will you need to pay for live musicians? If you have any other plans likely to incur significant costs please list them here.**

1. **Production team**

Most production teams will include, in addition to the Director, a Stage Manager, Lighting and/or Sound Director and possibly one or more Assistant Stage Managers. Complex productions may also warrant a Producer to help with organisational and logistical matters, an Assistant Director, Musical Director, Choreographer or Artistic Director depending on the size and type of show. First time Directors will also be assigned a Mentor to support them through the production. Please list below all the backstage posts you expect to need for this production as well as indicating anyone you've already secured to fill any of those positions. The committee will help you to find people to fill the other posts.

**Director** – [your name]

**Stage Manager** –

Etc.

1. **Rehearsal Plan**

Productions typically follow a 10-12 week rehearsal schedule of Tuesday and Thursday evenings from 7.30pm – 9.30pm. If for any reason you wish to deviate from this rehearsal plan, please state so and explain your reasons here.

1. **Director’s Contact details**

Name

Telephone

Email

Please cross this box to confirm that you consent to Carlton Theatre Group processing your data for the purposes of selecting play directors as outlined on this form.

If you are unsuccessful in your current application to direct, please cross this box if you are happy for Carlton Theatre Group to retain your submission for consideration for future

production slots.