



Hello !

If you have opened this document, you are interested in proposing a show for Neighborhood Acting Company!! We welcome your suggestions and proposals!

Included in this proposal packet are two sections.

The first is the show selection process that has been adopted for use by the Board. It sets a timeline and paves the way for proposals from both prospective directors and also from any vested NAC member who would like their favorite show considered.

The second half is the show proposal form that helps us (and you) determine the basic parameters of the show regarding cast size and makeup, content, costume, set, and choreographic requirements and costs. For the royalty and rental fees, if you know ballpark figures, that would be great, if not, we have the contacts to get quotes for individual shows to do that, as soon as we become aware of the proposal.

On the proposal document, the first page should be filled out as completely as possible by anyone who wishes to have their show considered. It helps everyone to think about all of the factors that need to be addressed in choosing the right show for the right company, and for the right time.

The second page of the proposal form needs to be filled out as completely as possible by all potential directors of the shows proposed. This is to give the selection committee additional information regarding what might already be in place for that specifically requested show.

All proposals and any accompanying scripts are due by December 1st, 2018 to:
Neighborhood Acting Company - Performance Committee
P O Box 98
Ontario, NY 14519

or via email at: nactors@neighborhoodactingcompany.com

Inquiries can be addressed to Jon Wright, NAC Vice President – jonw03@gmail.com

**Neighborhood Acting Company is a not-for-profit organization with 501C-3 status.
Donations are tax deductible.
Neighborhoodactingcompany.com**

**Procedure for proposing a show to Neighborhood Acting
Company Board of Directors**

Process –

1. Board determines a ‘priority wish list’ of parameters for the following season’s show.

Priority wish list to be published in minutes and made available to both prospective directors who wish to make proposals, and also to the performance committee to begin researching on their own. The “Priority wish list” may contain desired show details as follows:

- a) Current budget factors,
 - b) ease of promotion for specific shows
 - c) community appeal,
 - d) general appeal for cast recruitment
2. Directors who wish to submit a proposal for a show should submit to the performance committee a completed “Musical Selection Information Sheet”, a rationale for that show filling the parameters of the “priority wish list”, an anticipated budget form for the show, and if new to the organization, a resume of directing experience. A copy of the script is helpful, but not necessary.
 3. Concurrent to any outside proposals that are submitted, the performance committee should also be diligent about researching show that might be a good fit for the company’s needs as stated in the “ priority wish list” for that season. The requirements would be the same as above – including the “Musical Selection Information Sheet”, a written rationale for that particular show, and an anticipated budget form.
 4. Any individual wishing to submit a proposal should communicate in a timely manner with the designated contact person from NAC who is responsible for obtaining quotes for royalty and rental fees for any proposed show. That designated person will contact the licensing company for a quote for that specific show, and will make that information available to the individual to be included in the proposal.
 5. The performance committee will review all proposals and present to the Board at their March meeting at least 2 but no more than 3 possible choices for upcoming shows. The selection process may include perusing any scripts that are provided, and interviewing the director whose proposal was submitted.
 6. Upon receiving the final proposals from the performance Committee, the Board will determine which show to be produced by the Company, and with assistance from the performance committee, begin to assemble a director (if necessary) and the production team for that specific show.

Considerations

1. Proposals can be for musicals or straight plays.
2. Proposals can be submitted by potential directors from inside or outside the company,. A single director may submit multiple show proposals for consideration by the committee.
3. If any proposals are submitted by a member of the production committee, that member will be relegated to 'voice but no vote' status on the committee. In the event of a tie, a member of the Board Executive Committee will be invited to consider the selections and cast a vote to break the tie.
4. In the event that a proposal which has been submitted by a current Board member is one that is being reviewed by the Board, that Board member should recuse for the show selection discussion and decision.
5. All proposals are to be submitted to the production committee by December 1st for the fall show, and September 1st for any spring or summer shows for the following calendar year.
6. The Production committee will submit to the Board at least by the end of February, 3-4 proposed shows, with potential directors recruited, along with all supporting materials for each.
7. Final determinations of the show choice will be completed by the Board of Directors no later than the April meeting of the said Board.

Musical Selection Information Form – to be filled out by all applicants		
Reviewer/Director contact information – Name		Phone
Title of Show	Writers/Composers	
Licensing Organization	(if known) Royalty fees	Rental
Number of Acts and scenes	Costume Notes	Time period
Number of sets suggested	Place	
General summary of the story line:		
Musical Numbers and performers involved:		
Solos:	<u>Pit orchestra needs</u>	
Small ensembles:		
Chorus:		
Dance Numbers and Choreography required		
		<u>Special FX/drops/equipment</u>
Lead Males/female #/info	Supporting characters	Chorus
Children ? how many? Ages?	Recent Area Productions?	Notes (use back)

