

Corvallis Community Theater
Play Selection Process
2008-2009 Season

Thank you for your interest in submitting a play for Corvallis Community Theater's 2008-2009 Season. The purpose of this document is to outline the application and selection process, as well as clarify our selection criteria. If you have any questions, please do not hesitate to contact Jen Waters, the Play Selection Committee Chair (selection@corvalliscommunitytheatre.org).

Application Process

- Read through this document and the *Play Submission Form*.
- Complete the *Play Submission Form*, and submit it to the CCT Play Selection Committee with all necessary materials by **February 1, 2008**.
 - Remember to include with your *Play Submission Form*:
 - 1 copy of the script
 - 1 copy of the libretto (if you are submitting a musical)
 - 1 copy of a CD or tape of the music (if you are submitting a musical)
- You will be notified about CCT's decision regarding your play by **March 31, 2008**.

Selection Process

- The Play Selection Committee consists of:
 - 1 Chair
 - The Chair of the Play Selection Committee also serves on the CCT Board. If the Chair is submitting a play to CCT that season, s/he must be a non-voting member of the committee.
 - 2-3 members from the CCT membership at large
 - Members of the Play Selection Committee may not submit a play for that season.
- The Play Selection Committee will read the submissions and generate a packet of suggested plays for the upcoming season. The list will be submitted to the CCT Board of Directors for approval at the March board meeting. The packet will include the following information:
 - For the five plays that the Play Selection Committee suggests for the new season:
 - Director's *Play Submission Form*
 - Brief explanation of why the submission is a good candidate for the upcoming season

- For all plays that are not accepted
 - Director's *Play Submission Form*
 - Brief explanation of why the submission should not be accepted for the upcoming season.
 - If applicable, recommendations for how CCT could help the director improve his/her chances of directing at CCT in the future (e.g., more experience stage managing or assistant directing at CCT, assistance choosing plays that are more feasible given CCT's budget and resources, etc.).
- The CCT Board of Directors will approve or disapprove the proposed season at the March board meeting. If the CCT Board of Directors rejects the Selection Committee's proposed choices, the Play Selection Committee will have one week to revise and resubmit a new schedule, based on recommendations of the CCT Board of Directors.
- The Play Selection Committee Chair will notify all directors about the final decision regarding their submissions by **March 31, 2008**.

Selection Criteria (in no particular ranking or order)

The Play Selection Committee will make its decision regarding submissions based on the following criteria:

- **Director's experience in theater**
 - Like most community theaters, CCT is funded primarily by ticket sales, and every play that CCT produces is a financial risk. Thus, we must take into consideration a potential director's previous production experience, such as directing, assistant directing, and stage-managing. If you are a potential director with no previous production staff experience, please consider gaining more experience before tackling a production of your own. Directing is NOT a skill that you want to learn "on the fly."
- **Director's experience working with CCT**
 - The more prior experience that you have working with CCT, the more familiar you will be with our facilities, infrastructure, and resources. Each community theater has its own way of doing things, and each stage has its own unique spatial and technical quirks. Familiarity with CCT and The Majestic Theatre greatly increases your chances of producing a successful show. Furthermore, a director who is a familiar face to the CCT membership is more likely to attract potential production staff and actors than a director who is unfamiliar.

- **Director’s “people skills”**
 - CCT is a 100% volunteer-operated organization. Folks volunteer to participate in CCT productions because they love theater, and because it is just plain fun to do so. No matter how brilliant your vision, your ability to work with people will determine whether or not those volunteers return to us in the future.

- **The Play Submission Packet**
 - The *Play Submission Form* is your chance to “sell” your play to CCT. The level of preparation, organization, and thought that goes into the assembly of your Play Submission Packet could be seen as indicative of how you might run a production, as well.

- **Appeal of play to audience**
 - Given that the sustainability of CCT depends almost entirely on ticket sales, the marketability of your play is crucial. If your play is not especially well known, or it is not written by a well known author, you might strengthen your submission by discussing what aspects of the play could be emphasized in publicity to “hook” an audience.

- **Balance of material and roles for any given season**
 - CCT strives to offer a nice variety of comedy, drama, and musicals during any given season. Furthermore, we try to balance the number of male and female roles. In order to increase your chances of getting a play to direct, consider submitting both a comedy and a drama, or if you submit a play that has mostly male roles, consider also submitting a play with mostly female roles.

- **Ability of CCT to produce the play, given CCT’s resources and budget**
 - Across seasons, CCT’s financial situation and available resources vary. Please feel free to talk with the Play Selection Committee Chair about what the organization can realistically produce.

Deadlines

- **February 1, 2008**: Directors submit *Play Submission Form* and accompanying materials
- **March 2008**: Play Selection Committee submits a Proposed Season to the CCT Board
- **March 31, 2008**: Play Selection Committee contacts all directors who submitted plays regarding the final decision

Contact Information

Snail Mail

CCT Board of Directors
Attn: Play Selection Committee
P.O. Box 756
Corvallis, OR 97339-0756

Drop-off (if not through mail)

Majestic Theatre
115 SW Second Street
Corvallis, Oregon

E-mail (Jen Waters – Play Selection Committee Chair)
selection@corvalliscommunitytheatre.org

Phone (Jen Waters – Play Selection Committee Chair)
(541) 250-1707

Website

<http://www.corvalliscommunitytheater.org/>

<p style="text-align: center;">Corvallis Community Theater Play Submission Form 2008-2009 Season</p>

Please complete this form for each play that you submit. You may attach additional pages as needed. Copies of this form can be downloaded from the CCT website (<http://www.corvalliscommunitytheater.org/>), or you can obtain hardcopies from the Majestic Theatre main office (115 SW Second Street; Corvallis, Oregon).

In addition to this form, you must submit a copy of the script. If you are submitting a musical, you must also include a copy of the libretto, and one CD or tape of the music (if available). We apologize, but CCT does not pay for CD's, tapes, or photocopying or perusal copies of scripts and librettos.

All play submission materials are due on February 1, 2008. Materials may be dropped off at The Majestic Theatre or mailed to: CCT Board of Directors, Attn: Play Selection Committee; P.O. Box 756; Corvallis, OR 97339-0756. **You will be notified about our final decision by March 31, 2008.**

If you have any questions, please contact Jen Waters, the Play Selection Committee Chair (selection@corvalliscommunitytheatre.org).

Part 1: Cover Sheet

Director's Name:

Play Title and Author:

Remember to Include:

- Play Submission Form
- Copy of Script
- Copy of Libretto (if submission is a musical)
- CD or Tape of Music (if submission is a musical)

Part 2: Director Information

Name:

Address:

Daytime Phone:

Evening Phone:

E-mail:

Theater Experience

Attach additional sheets, as needed

Please list productions that you have directed for Corvallis Community Theater. Be sure to indicate the production date for each play. (Example: "Romeo and Juliet" by William Shakespeare, 1998-99 Season)

Please list your other experience working on CCT productions. Include information about your role, the title of the play, production date, and director of the play. You may include information about shows that you will be working on during the current season. (Example: Stage Manager, "Romeo and Juliet", 1998-99 Season; Director – Jane Doe)

If you have NOT directed a CCT production before, do you have an experienced CCT stage manager or assistant director lined up for your show? If so, who?

Please list other theatrical experience and training.

Part 3: Play Information

Attach additional sheets, as needed

Play Title:

Author:

Play Service:

Royalty Fee Per Show:

Genre & Brief Synopsis:

Cast Demographics

	Men	Women	Boys	Girls
Number				
Age Range				

Why would this play appeal to the CCT audience? Given that the sustainability of CCT depends almost entirely on ticket sales, the marketability of your play is crucial.

Does this play contain any elements that may be “controversial”, such as strong language, mature content, smoking, or violence? If so, how will you handle this?

Technical Requirements

Set:

Describe the set for this play. Is it a unit set? A box set? How many locations, thus scene changes? Are there any aspects of the set that may be especially challenging or expensive to construct?

Costumes:

In what period is your play set? Are there many costume changes required? Are you planning on making or renting costumes?

Props:

Give a general estimate of how many props are involved in this production. Can most of them be readily found in the CCT Prop Room? If not, how do you plan to obtain these props? Are any props particularly challenging or expensive to find or build?

Other Production Challenges:

If there are any other production challenges that you foresee, please address them here.

Production Staff

CCT is strictly a volunteer organization. While the board's position is to be as supportive as possible for each production, it is the director's responsibility to gather his or her production crew. Please recruit as many key production staff members as you can BEFORE submitting your play. If you need help finding someone to fill a position, CCT can provide a list of potential staff members from past productions that you may contact.

Please list your staff below, indicating which staff members have already tentatively committed to the production.

Staff Position	Name of Staff Member	Tentative Commit? (yes/no)
Assistant Director		
Stage Manager		
Musical Director (if applicable)		
Choreographer (if applicable)		
Costume Designer		
Lighting Designer		
Make-up & Hair Designer		
Propmaster		
Set Designer		
Sound Designer		

Please indicate which timeslots you would prefer for your play, and which timeslots you absolutely do NOT want for your play

Date of Show	Production Schedule	Would you be willing to direct during this timeslot? (circle one)	
Early November 2008	September – November	Yes	No
Late December 2008 – Early January 2009	October - January	Yes	No
Mid-March 2009	January - March	Yes	No
May 2009 (Play or Musical)	January - May	Yes	No
Mid-August 2009 (Play or Musical)	May - August	Yes	No

Is there anything else that you would like us to consider when we are making our decision?