

Corvallis Community Theatre Play Selection Process

Thank you for your interest in submitting a play to direct for Corvallis Community Theater. 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 Doug Jacobs, the Play Selection Committee Chair (selection@corvalliscommunitytheatre.org).

Application Process

Read through this document and the *Play Submission Form*.

For priority consideration, complete the *Play Submission Form*, and submit it to the CCT Play Selection Committee with all necessary materials by the 15th of February preceding the season you are interested in directing in. (There is an exception for large musical productions. They may be selected up to a full season in advance to allow for the extensive pre-planning efforts required.) The seasons for Corvallis Community Theatre performances begin September 1st and run through August 31st of the following calendar year. (Note: If a show were scheduled to be performed in September, auditions and rehearsals would necessarily occur in the June to August time frame. A show and director for such an early season show may require an out of cycle selection.)

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)

**If you are unable to provide the full libretto or recording at the time of submission, please include a note as to when it could be made available.*

You will be notified about CCT's decision regarding your play by the end of the month of May, preceding the performance season.

Selection Process

The Play Selection Committee consists of:

Committee Chair

The Chair of the Play Selection Committee also serves on the CCT Board.

Members from the CCT membership at large

- These may or may not be board members.
- If a play is submitted by a member of the selection committee, it will be given the same consideration as other plays submitted, and will be judged purely on merit.
- If a submitting member of the selection committee is a board member, they may not vote on the play selection at the board meeting for the specific time slot they are requesting to direct.

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 or April board meeting. The packet will include the following information:

For the 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.

The CCT Board of Directors will approve or disapprove the proposed season. If the CCT Board of Directors rejects one or more of the Selection Committee's recommendations, the Play Selection Committee will provide an alternate choice for each rejection, if one is available, or present additional information as to why an alternate selection is not preferred or not available. The selection committee will have until the May board meeting to actively negotiate with the board on final selections, at which time the season will be set. The board may elect to not produce a show for a particular time slot if an acceptable play submission is not available.

The Play Selection Committee Chair will notify all directors about the final decision regarding their submissions by May 30.

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 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 15: Priority date for directors to turn in full Play Submission Packet. While submissions will be accepted beyond this date, priority will be given those submitted by this date if they fulfill the vision and needs for the season.

April : Play Selection Committee submits a Proposed Season prior to the CCT Board meeting

May : Play Selection Committee contacts all directors who submitted plays regarding the final decision

Play Title: _____

Contact Information

Submit your completed packet by one of the following two methods:

U.S Mail

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

Drop-off

Majestic Theatre
115 SW Second Street
Corvallis, Oregon

*Any play submission materials dropped off at the Majestic Theatre must be in a sealed 8 ½ X 11 envelope and must be clearly labeled “CCT Play Selection Committee.”

E-mail (Doug Jacobs Play Selection Committee Chair)

selection@corvalliscommunitytheatre.org

Phone (Doug Jacobs – Play Selection Committee Chair)

(541) 704-0153

Website

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

Play Title: _____

<p style="text-align: center;">Corvallis Community Theatre Play Submission Form</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 hard copies 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 15 for priority consideration. 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 May 30.

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

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)

Play Title: _____

Theatre Experience

Attach additional sheets, as needed

Please list productions that you have directed. Specify whether it was a production for Corvallis Community Theater. If for another theatre, give the theatre name, city and state. Be sure to indicate the production date for each play. (Example: “Romeo and Juliet” by William Shakespeare, 1998 CCT)

Please list your other experience working on other productions, and the theatre company. 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.

Play Title: _____

Part 3: Play Information

Attach additional sheets, as needed

Play Title:

Author:

Play Service:

Royalty Fee Per Show:

Genre: Comedy Drama Mystery Musical Classic Other (_____)

(Check all that apply)

CCT is looking at possible alternate venues. Please check those where your play would work and you would be willing to direct it. (Check all that apply)

MTM Stage Other Full Stage Smaller Setting Readers' Theatre Dinner Theatre Outdoors

Cast Demographics

	Men	Women	Boys	Girls
Number				
Age Range				

Why would this play appeal to the CCT audience? What age groups would this play have the greatest appeal to?

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. How many scene changes? Are there any aspects of the set that may be especially challenging or expensive to construct? How much flexibility is there in your vision of the set design? (Could it be modified if need be to accommodate a particular performance venue?)

Costumes:

In what period is your play set? Describe the costume changes required. Are you planning on making or renting costumes? Please note any special costuming needs.

Props:

Give an overview of the props needed for 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		

In the 2009/2010 and 2010/2011 seasons, CCT will be looking at alternate venues for some of our productions. As such, times of performances are still being solidified. Below you will see some potential time frames for shows and the related periods of time that would relate to the total production, (auditions, rehearsals, staging). These are broad strokes and are intended to aid in the planning process. Please look carefully at the potential show dates, and the related total production times involved and mark all that would be applicable for your show and for which you would be available to direct.

Typically a non-musical production would hold auditions 7 weeks prior to the opening week, and have 6 weeks of rehearsals prior to opening. A large scale musical might hold auditions as much as 16 weeks prior to opening and a smaller musical 12 weeks. Keep in mind that these are potential times and not necessarily a specific time. If your play is selected, further discussion would be held with you based on available performance and rehearsal space.

Play Title: _____

Please indicate which timeslots you would prefer for your play and number them in your order of preference. If you would not be willing or available for a particular time slot, please mark it with a value of zero.

Performances	Possible Production Time	Preferences (1 being first choice, 0 being not an option)
Early Fall	Summer through September	
Mid Fall	September through October September through November (musical)	
Winter	November through December October through December (musical)	
Late Winter (Feb 2010 or Feb 2011 Show)	January through February	
Early Spring (Possible 2011 Show)	February through March	
Spring Musical (2010)	January through May 2010 January through May 2011 (possible)	
Alternate Spring Musical (for 2011)	January through April	
Early Summer	May through June	
Late Summer	July through August June through August (summer musical)	
Alternate venues (outdoor, reader's theatre, etc.)	Describe your ideal time slot here	

***note: The February and May show dates are set for 2010. Plays have not yet been selected.**

Is there anything else that you would like us to consider when we are making our decision?
(Feel free to add additional pages.)