

# Cabaret Theatre

## Since 1975

### Special Event Proposal

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Thank you for your interest in proposing for Cabaret Theatre's Fall 2016 and Spring 2017 Special Events! This opportunity allows space in our season for those projects that are not a typical mainstage production and, as always, are driven by student creativity and leadership. Since 1975, Cabaret Theatre has created its season based on the proposals of creative and driven directors. Without artists like you, Cabaret would not have its reputation as one of the best student theatre companies at Rutgers University. We are excited to produce yet another season of innovative and professional quality productions and to continually expand our mission of education and collaboration.

The **Fall 2016 Special Event** will be held on **Saturday, October 22nd at 8 pm**. The **Spring 2017 Special Event** will be held on **Saturday, January 28th at 8 pm**. *Please indicate which slot you are proposing for!*

This being said, Cabaret Theatre is now accepting proposals for the 2016-2017 season's Fall 2016 AND Spring 2017 Special Events. Guidelines are enclosed in this packet. Included are **six (6) sections to be completed by Saturday, October 1st for the Fall 2016 slot and Friday, October 28th for the Spring 2017 slot**. Electronic copies should be sent to [artistic.cabaretttheatre@gmail.com](mailto:artistic.cabaretttheatre@gmail.com), [producer.cabaretttheatre@gmail.com](mailto:producer.cabaretttheatre@gmail.com) and [jillianjhanna@yahoo.com](mailto:jillianjhanna@yahoo.com).

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## **Guidelines and Required Information**

The following materials are required to complete your submission:

1.) An electronic copy of the proposal form, consisting of the following sections:

Section 1: Cover Letter

Section 2: Introduction

Section 3: Artistic Vision

Section 4: Budget

Section 5: Staff

Section 6: Theatrical Resume(s)

2.) An electronic copy of the complete script of your proposed project. If you have issues acquiring an electronic version, please contact the Producer in order to discuss other options.

3.) If proposing an event including music, either a playlist or CD copy of the musical score.

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## PROPOSAL PACKET

### Section 1: Cover Letter

Please use this section to briefly (200 words or less) describe your connection to the project you are proposing.

Following that, please describe your leadership style (2000 words max). Cabaret Theatre works hard to provide talented students with a forum to express themselves and we want to know why this appeals to you. We are also interested in your reasoning as to why you should be selected to direct. What are your leadership qualifications (in theatre and/or outside of theatre)? What is your problem solving style? How comfortable are you with collaboration? Share with us some instances in which you have worked with a large group in a leadership role and you were successful; or, if not successful, tell us what you would have done differently. If your proposal moves on to the interview stage, you will be asked many questions about your leadership potential and your ability to collaborate with others.

Additionally, tell us a little about yourself (your interests, your involvement). Don't just limit yourself to discussing theatre. If you are selected to direct a production, the executive board will be working closely with you for a number of months. Tell us about yourself now!

We are very excited to get to know you and this cover letter is the perfect opportunity to give us a snapshot of your leadership potential. Save the artistic discussion for a later section. For this part, tell us HOW you would lead this project.

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## **Section 2: Introduction**

Please include the following information in a presentable format:

1.) Contact Information:

- a. Name
- b. Address
- c. Email
- d. Primary Phone Number

2.) Personal Information:

- a. Age
- b. Class Year
- c. RUID Number

3.) Schedule Information:

- a. Please include any/all information about your schedule for the 2016-2017 academic year.
- b. Include possible school/work schedules/study abroad plans as well as any familial or other organizational restraints.

4.) Opening Statement:

**Please include:**

- i. The full title of the Show.
  - ii. Any necessary author or creative credits.
  - b. Also attempt to categorize the genre of your proposal by answering these questions:
    - i. In what kind of location or setting does the production occur in?  
(Contemporary, Crime, Historical, Science Fiction, Sports, War, Western, etc.)
    - ii. What is the overall mood or tone of the production?
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(Action, Adventure, Comedy, Drama, Farce, Mystery, Absurdist, etc.)

iii. What is the format of your production?

(Straight play, musical, experimental, revue, etc.)

iv. What is the age appropriateness of your production?

(Our talent pool and audience is primarily college students; how could you make it work for your show?)

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### **Section 3: Artistic Vision**

Your purpose and your ideas for your project will be the driving force behind it, and we would like to know what inspirations and motivations you have for proposing this project. Use your voice to your advantage; this is an excellent opportunity for us to get to you know you beyond your standard biographical information.

How will you interpret and bring this piece to life? Use the bottom-up approach to craft your vision and compose several paragraphs as you would an academic essay. Even for projects that do not fit the typical approach to directing a play, some aspects, such as use of the space and audience connection, are important to address nonetheless and will help to answer the central question we would like answered: why should Cabaret Theatre produce your special project?

Please note that we are particularly interested in productions that keep the theatrical space in mind. Cabaret Theatre is the only student-run Black Box theater on campus-how does your vision plan on taking advantage of the space? In other words, we are looking for proposals that defy the the conventional "static interior" type of productions that are more suitable to proscenium stages

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### **Section 4: Budget**

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The majority of budget discussion will take place during the second tier of the proposal process. However, we do ask for you to provide the royalty costs of the show you are proposing if you are proposing any published material as a special project. Please list the name of the license service, the price per show, and any other potential costs regarding rights. Even if you are not proposing published material, please provide an overview of what the estimated costs of your special project would be to the theatre.

*Licensing information can traditionally be found at:*

- Dramatists Play Service, Inc. (<http://www.dramatists.com>)
- Samuel French, Inc. (<http://www.samuelfrench.com/store>)
- Music Theatre International (<http://www.mtishows.com>)
- Theatrical Rights Worldwide (<http://www.theatricalrights.com>)

Finding royalty costs can be somewhat complicated, particularly for musicals—if you need help or have any questions, please contact the Producer or Artistic Director.

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## **Section 5: Staff**

In this section, please provide the names and positions of individuals you plan to have on your production staff. As this is a proposal, we understand that this is a tentative staff. However, please consult individuals before attaching their names to a proposal.

Also note that, if selected, your final production staff will ultimately be at the discretion of the Executive Board. In order to maintain our mission statement, it is important we include new and old members through these positions. Please note that production staff positions at Cabaret Theatre are reserved for undergraduate students.

If proposing a piece where a Musical Director would be necessary,, you MUST at the time of submission have a Musical Director attached your proposal.

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## **Section 6: Theatrical Resume**

Please submit a theatrical resume listing any experience you find significant for this application. Also, please include the theatrical resumes of any listed staff in the preceding section.

***We look forward to hearing from you!***

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