

Mount Calvary Lutheran Church

theatre 301

Director and Production Proposal Form



Large Theater/church sanctuary (*Man of La Mancha*)

PHOTO: Bekka Trippet



Small "Black Box" Theater/fellowship hall (*Arsenic and Old Lace*)

PHOTO: Doug Affinito

Mission Statement

Theatre 301 is a ministry of Mount Calvary Lutheran Church, where the arts flourish and people are encouraged to express their hearts, minds, and faith in a myriad of ways. From opera, to drama, musical theater and experimental pieces, *Theatre 301* brings local talent together into quality productions that nurture performers and audiences alike. Our name reflects our address: 301 County Road 19, Excelsior, Minnesota!

Please email completed forms to jill.cowan@mountcalvary.org

Hello Directors!

Theatre 301 is seeking directors for their upcoming season! Our production schedule consists of one drama in October, a musical in February, and a children's production in the summer. Theatre 301 operates as an all-volunteer organization with the exception of orchestra musicians and some special production staff. Directors serve without financial compensation.

If you are interested in joining our director team and optionally proposing plays or musicals, please complete this form and send it, along with a bio, to Jill Cowan at jill.cowan@mountcalvary.org. At the discretion of the Artistic Council, we may ask you to participate in a 30-45 minute in-person or virtual interview.

All accepted play submissions will be reviewed by our play Reading Committee. This committee will make a recommendation to the Artistic Council who will finalize the seasons' programming.

Theatre 301 is a unique production company supporting the Christian mission of Mount Calvary Lutheran Church. We have performed works from *The Sound of Music* to *Arsenic and Old Lace*, *Man of La Mancha* to *Lost in Yonkers*. We highly value sacred or secular scripts with a relevant theme or message that can be incorporated into our worship life.

Other evaluation criteria include:

- Potential for a fun, enriching experience for participants and audience
- Plays or musicals that differ from the typical Community theatre fare.
- Imaginative production concepts adapted to our flexible yet non-traditional theatre spaces
- Credentials of Director and any proposed production staff
- Audience appeal of proposed play or musical
- Budget vis-à-vis our included guidelines
- Opportunity for participation by Mount Calvary church members as well as the Twin Cities Theatre community

Theatre 301 has access to an experienced production staff which you may leverage including Stage, Music, and Technical Directors, Stage Managers, Set, Lighting, and Costume Designers, Carpenters, Scenic Artists, Seamstresses, Prop Makers, Fight Coordinator, and Publicists. However, we encourage you to propose your own team members if you so choose.

While proposals may be submitted at any time, the submission deadline for each season is November 1 with final decisions announced on January 31 the following year. A list of past Theatre 301 productions, along with relevant guidelines is attached for reference. A list of conceivable future productions is available upon request. For more information, please contact Jill Cowan at 952-474-8893.

Best Regards,

Theatre 301 Artistic Council

Mark Abelsen
Doug Affinito
Jill Cowan
Joan Olson

DIRECTOR PROFILE

1. **Name:** _____

2. **Email Address:** _____

3. **Phone Number:** _____

4. **Previous Directing Experience:** (or attach current résumé)

5. **Directing Style:** (Describe how you manage a production, achieve superior results, and promote a positive experience for all participants.)

6. Would you consider directing a production that you did not submit?

YES

NO

7. I understand that Theatre 301 is primarily a VOLUNTEER community theater with the exception of paid orchestra musicians. I understand that each person supporting my show would be a volunteer unless specific permission to hire professionals has been granted and budgeted by the Theatre 301 Leadership team.

YES

NO

8. I am able to work in a cooperative way with all volunteers that make up the Theatre 301 community.

YES

NO

9. I will strive to be proactive, kind, and positive should obstacles arise.

YES

NO

10. **Signature:** _____

By entering your name above, you indicate your understanding and acceptance of the Director Profile guidelines.

PLAY PROFILE

1. **Title:** _____

2. **Author(s):**

Playwright	
Lyricist	
Composer	

3. **Publication Year:** _____

4. **Period:** _____

5. **Synopsis:**

6. **Approximate Cast Size:**

	Male	Female
Adult Roles		
Children Roles		
Ensemble		

7. **Theme(s): (Please provide a brief description of the message of the production and how it relates to our Christian context.)**

8. Production Concept: (Please give a brief overview of your concept/vision for this show (i.e. set requirements, technical requirements, costumes, preferred size of orchestra, staging, special requirements, etc. Include any comments about operating in our non-traditional theatre space.)

9. Proposed Slot:

October Drama February Musical Summer Children’s Production

10. Approximate Budget:

Item	Minimum \$	Maximum \$
Royalties/Licensing Rights		
Sets		
Lights		
Sound		
Musicians		
Paid staff		

11. Please justify any budget items exceeding standard guidelines, such as specialized staff (i.e. dialect coach, fight choreographer), stagecraft (lifts), or costuming:

12. **Audience:** (Please explain the audience characteristics and size you hope to draw. Share any creative marketing ideas.)

13. **Rehearsals:** (Specific rehearsal days and time must be approved by the production team and the Mount Calvary Facilities Director. Due to space constraints, our standard rehearsal schedule is Sunday afternoons/evenings - 4 hours, Monday evenings - 3 hours, and Thursday evenings - 3 hours, with Sunday–Thursday rehearsals during tech week. Please indicate rehearsal weeks required, as well as any significant scheduling constraints.)

14. **Challenges:** (Please describe any perceived obstacles to a successful production such as odd casting requirements, technical needs, licensing issues, special staffing requirements, etc.)

THEATRE 301 HISTORY

Theatre 301 offers two main productions a year and is gearing up for a third.

- **October Drama:** Though past performance is not a requirement for future productions, our fall show is typically a full length drama or comedy with a single location set, performed in our smaller theatre. Cast sizes are usually in the range of 7-12. We cast this show with age-appropriate actors.
- **February Musical:** Our Winter show is usually a full length musical with full paid orchestra, performed in our larger theatre. Cast sizes, including chorus, have varied from 25 to 65 with age appropriate actors. We have done both ‘A’ and ‘B’ list musicals. As with our Fall drama we are open to any show appropriate for our space, audience, and mission.
- **Children’s Summer Production:** The children’s summer production is new to Theatre 301. In 2017, we will adopt this production from our Academy of Music colleagues. In past years this slot was a 2-week theatre camp for grades 5-12, culminating in two performances. Theatre 301’s initial concept is an easy musical for kids in grades 2-7, though we are open to other creative ideas.

Theatre 301 offers two non-traditional performance spaces.

- **Our smaller, 'black-box' theatre**, residing in our fellowship hall, seats about 175 with a stage platform 16' deep by 32' wide by 2' high. There is no proscenium nor draperies of any kind. The entire performance space must be defined by the set. This space could also be configured $\frac{3}{4}$ thrust or in-the-round.
- **Our larger theatre**, which resides in the Church sanctuary, seats between 400 and 450. This is a flexible space consisting of two stages meeting at a 45-degree angle. The given platform is 2' high, 13' deep, and 40 feet wide. We typically extend the platform by 8 feet which makes the main portion of the stage 21' deep. For one production we built a false, raked stage sitting 2' above the existing floor. There is no fly system, proscenium, draperies or natural wings so the set must define the space though we have lighting and two large projection screens. The orchestra typically resides stage left of the performance space though other configurations are possible.

Rehearsals are conducted on-site in one of several available rehearsal spaces.

PRODUCTION HISTORY

2017-2018	<i>Into the Woods</i> <i>Our Town</i> <i>Peter Pan Jr.</i>
2016-2017	<i>Little Women</i> <i>The Foreigner</i>
2015-2016	<i>Man of La Mancha</i> <i>Arsenic and Old Lace</i>
2014-2015	<i>Fiddler on the Roof</i> <i>Lost in Yonkers</i>
2013-2014	<i>The Sound of Music</i> <i>See How They Run</i>
2012-2013	<i>Amahl and the Night Visitor</i>

BUDGET GUIDELINES

Theatre 301 seeks to balance the budget by season. Directors are encouraged to let their production priorities dictate expense allocation as long as season expenses are covered by income. Typically, net income from the fall show offsets net losses in the Winter production.

The following tables provides guidelines based on past Theatre 301 productions. Detailed past production budgets are available upon request.

Line Item	Fall Drama		Winter Musical		Total	
	Low	High	Low	High	Low	High
INCOME	\$5,500	\$7,200	\$18,000	\$25,000	\$23,500	\$32,200
EXPENSES	\$3,500	\$5,750	\$20,000	\$30,000	\$23,500	\$35,750

Past Production Expense Ranges by Expense Type:

Line Item	Fall Drama		Winter Musical		Total	
	Low	High	Low	High	Low	High
Royalties	\$500	\$600	\$2,400	\$5,000	\$2,900	\$5,600
Personnel						
Production Team	\$0	\$100	\$2,500	\$4,000	\$2,500	\$4,100
Orchestra	\$0	\$0	\$8,850	\$12,300	\$8,850	\$12,300
Technical Expenses	\$2,000	\$3,000	\$5,000	\$10,000	\$7,000	\$13,000
Publicity	\$50	\$350	\$1,000	\$1,500	\$1,050	\$1,850

Note that we do not have any budget experience with Children's Summer Production.