



DEPARTMENT OF THEATRE

www.theatre.msu.edu

STUDENT PRODUCTIONS Proposal Form

(Only typed proposals will be accepted)

Attach a description your directorial concept, and a rationale for the chosen project (300 words)

Name of Show:	
Author(s):	Publisher:
Royalty Cost:	Script Cost:
Proposer (please attach resume):	
Director (if different than proposer, please attach explanation and resume):	
Is this a Fundraising Event? If yes, please list organization:	
Is this a new work? If so, please attach script to application for review. If not, please give us more information. Feel free to attach a separate sheet.	
Faculty Mentor:	Signature:
All Student Production will take place in the Arena Theatre (unless otherwise approved).	
Dates and Times (1 st Choice):	
Dates and Times (2 nd Choice):	
Dates and Times (3 rd Choice):	
Casting Requirements:	
Persons committed to project and their role/function in the production: <i>Please note that all BFA designers and shop employees need permission from their faculty mentor to participate. If a designer is not listed at the time of application, use of design area equipment and support will not be given.</i>	
Stage Manager:	Faculty Signature:
Scenery:	Faculty Signature:
Costume:	Faculty Signature:
Lighting:	Faculty Signature:
Sound:	Faculty Signature:
Media:	Faculty Signature:
Please describe all design needs (including support from scene or costume shops, lighting, sound or media labs, props storage, etc.). Attach separate sheet, if needed:	

*** Eligibility and Rules***

- Faculty will evaluate the application based on the following criteria:
 - Clear artistic vision
 - Feasibility of successful production with limited or NO resources
 - Appropriateness of play selection based on venue, casting and staging demands
 - Academic and professional standing of the director/proposer
 - Outstanding commitments of the director/proposer to the Department of Theatre (THR)
 - Outstanding commitments of designers or other persons committed to the project
 - Proposer's class level and academic status
- There are a maximum of FOUR Student Production slots available each academic year.
- Student Production slots will be filled based upon the merits of the application received, not availability of slots.
- Student Production dates will be announced at the beginning of each semester.
- Applications submitted after the announced deadline will not be considered.
- Applications for each semester will only be considered following the announced application deadline.
- All Student Production productions must have the approval of the Second Stage Committee.
- All Student Productions require a THR faculty mentor. The proposer must invite the mentor to attend at least one rehearsal and may attend rehearsal at any time s/he chooses to do so.
- In order to be eligible as proposer/director, you must be of at least Sophomore standing.
- All members of the production must be registered Michigan State University students or employees. Exceptions to this rule may be made in consultation with your faculty mentor.
- Student Productions can take any form, but are usually one-act plays, full-length plays, musicals or dance showings.
- There is a minimal budget available for your production.
- You are responsible for providing all crew members.
- The THR orders and pays for scripts and royalties. If you are producing a new work or work that is not copyrighted, funding will not be advanced in lieu of costs of scripts and royalties. Contact the THR main office with the number of scripts required and number of performances.
- Tickets for all Student Productions will be set at **\$5.00** (negotiable based on royalty cost). All monies collected from this production will be returned to the THR to cover the cost of scripts, royalties, etc. If submitting for a fundraising event – all THR expenses will be reimbursed first.
- There is a strict NO comp policy for these events. An admission fee will be charged to each person who attends the production. The only exception will be for faculty who are critiquing the production.
- You must pick up the tickets and cashbox from the THR main office. Procedure for ticket sales will be reviewed with you. Monies collected will be returned to THR main office following your performances with unused tickets documentation required by procedure.
- On the Friday before your tech week, you will receive a set of production keys that must be returned the Monday following your final performance.
- You will have access to the theatre you are performing in from Sunday evening at 7:00 PM of your performance week until the following Sunday at 7:00 PM. This time includes spacing and technical rehearsals.
- Student Production rehearsals will be given priority in the performance venue the week of performances (from Sunday to Sunday) only. Student Production rehearsals **must relinquish** any rehearsal room should a THR Production need alternative spaces. Faculty mentors **must** sign out the performance space for the week of performances on the appropriate Google Calendar. Student Production rehearsals **are encouraged** to take place outside of the Auditorium building.
- No scenery, costume, lighting, sound or media support other than faculty approved supplies.
- Access to all shops and labs is only available during shop work times.
- All policies and procedures in the handbook must be followed. This will be provided if the production is accepted.
- A strike list will be created in conjunction with your faculty mentor. In addition to restoring the rep lighting and sound plot, the proposer is responsible that all items on strike list are complete. Check with your faculty mentor regarding painting the floor.
- The THR will handle the copying of the programs. The THR will not be responsible for any publicity costs for the production.
- Your faculty mentor in conjunction with the THR Chair may cancel your production at any time if you do not adhere to the above criteria, or the guidelines for acceptable behavior listed in the student handbook.

When encountering a problem during your production, please contact your faculty mentor for assistance immediately.

Please sign to indicate that you have read the Student Production policies.

Signature _____