

Perth Community Choir

Production Proposal Template



Notes for directors

This template should be used to formulate your production proposal. The template should be completed as fully as possible as this will help the board assess the merits and potential issues with the production. You may also be asked to come along to a meeting to discuss your proposal in more detail.

Thanks for your time!

The PCC Board

Our mandate is:

To produce high quality musical theatre performances for the Perth community and surrounding area, while providing multi-generational viewing and performance opportunities.

Your name: <i>If you do not want to direct, please also give the name of the Director</i>			
Name of production:			
Book/Lyrics/Music by:			
Rationale: <i>Why do you want to do this show? Why do you think this show is suitable for the PCC?</i>			
Expected availability/royalty costs: <i>If you require assistance with securing a quote please contact any member of the PCC board.</i>			
Proposed performance dates: <i>Approximately – please note that PCC productions generally fall on the first two weekends of November.</i>			
Cast size: <i>Give total number and rough breakdown by gender and age</i>		Male	Female
	Any age		
	Over 50		
	30 – 50		
	18 – 30		
	13 – 18		
	12 and under		
	Total		
	Opportunities for many more choral actors of all ages.		
What is the structure of the play?: <i>Outline number of acts and scenes and any</i>			<i>Please tick:</i>
			Full length <input type="checkbox"/>

<i>other relevant information.</i>		One act	
Give a <u>brief</u> summary of the play:			
How much rehearsal time will be required?: <i>Please note that PCC productions generally begin rehearsing the Wednesday following Labour day and rehearsals run Sunday and Wednesday evenings.</i>			
What is the approximate run-time of the play?			
What type of costume do you foresee being needed?: <i>If a period or futuristic piece, give details of when the play is set and what you want costume to achieve.</i>	<i>Please tick:</i>		
	Contemporary		
	Historical period		
	Futuristic/fantasy		
What type of props are likely to be required? Are any special items (weapon, etc) needed?			
What type of set do you propose: <i>Please describe the set and use the space below to provide an indicative set – you won't be held to it, but it will need to be realistic and form the basis of discussion with the committee.</i>			
Stage Sketch: <i>For multiple sets, please indicate each – provide an additional sheet or two if necessary</i>			
Where would you see the play being performed?: <i>PCC usually rehearses and performs at the Mason Auditorium in PDCI.</i>			
Have you identified or approached...			
... a musical director			
... a choral director			
... a choreographer			
... a producer?			
... a stage manager?			

... a costumier?	
... a props master/mistress?	
Are there any special lighting and sound effects?	
Musical Requirements <i>Please list the orchestration and instrumentation</i>	
Musical Numbers <i>Order and characters who perform them</i>	
Cast <i>List of characters with brief description, age, dance requirements (if any) and vocal range</i>	
Budget <i>Outline of proposed expenses, including as many of the following as possible: costumes, lighting, sound, make-up, publicity, programs, props, set</i>	
Have you thought about how the show should be marketed?	
Are there any other considerations that the board should be aware of? <i>E.g. conflicts of interest, pre-casting of roles</i>	

Board use only

Proposal Accepted

Yes

No

Ease of casting:

Difficulty of show/music:

Notes on production team:

Proposed venue:

Performance dates:

Projected Audience:

based on cast, venue and trends

Projected budget and break even point:

A more detailed budget will be prepared separately. This should be high-level numbers only.

Ticket prices:

Box office arrangements:

Rehearsal space:

Other supporting information: