Thank you for your interest in submitting a play to direct for Little Theatre of Watertown (LTW). The purpose of this document is to outline the director application and selection process, and to clarify our selection criteria.

**Application Process**

* Read through this document and the included forms
* Obtain a copy of the script to attach with the application (PDF is ideal)
* Complete the Director Background Information Form (one per director – can combine if co-directing)
* Attach a directing resume (if applicable)
* Complete the Director Proposal Form
* All submissions must be received in writing via e-mail to lt@littletheatrewatertown.com or mailed to PO Box 8001, Watertown, NY 13601, Attn: Director Application

**Directing & Casting Requirements**

* Directors must have performed the role of assistant director (AD) in at least one previous LTW production before being selected as Director, unless otherwise approved by the Board of Directors.
* If you have not previously been a director or AD with LTW, please attach a directing resume so that you may be appropriately considered. Exceptions have been granted for experienced directors from other organizations. If you are interested in assistant directing to meet this requirement, please contact any of our board members
* Details on any **proposed changes to any script must be submitted in your proposal for approval** by the Board of Directors prior to auditions

**Budget Requirements**

* Play Budgets: Total budget is typically $700 (including rights)

**Timelines**

* LTW typically produces three plays per season including usually dinner theater, and typically in Fall, mid-Winter and Spring. We also have occasionally done Summer performances as well
* Director interviews will be held in May with those directors that have been short-listed
* Priority consideration will be given to submissions received first
* Final selections will be announced at the annual meeting in June
* Short turnaround requests to fill production vacancies will be reviewed as they are received

**Using this Form**

* This document is set up as a Microsoft Word form. Simply press Tab to move to the next field
* All text entry areas will expand to accommodate as much text as desired
* To check or uncheck checkbox fields, either click on the box with your mouse or press the space bar in the highlighted box

If you have questions about the application or selection process, contact LTW by email at lt@littletheatrewatertown.com or by calling (315) 918-4162.

***NOTE:*** *Attach additional sheets if necessary*

1. Have you directed for LTW? If so, please give the name of most recent plays you directed and when you directed them. If not, attach a directing resume with your application.

1. Have you directed for other theater companies? If so, please give the name and location of the theater organization, the name of the play/musical, and the year you directed. (***new director applicants only***)

1. If you have NOT directed for LTW, do you have an experienced stage manager and/or assistant director who will work with you on your show? If so, whom?

1. Provide a brief summary of your most recent theatrical experience onstage and backstage.

1. Please provide references for other directors, cast/crew or theater companies that you have worked with. (***new director applicants only)***

**Director Name & Contact Information**

|  |  |
| --- | --- |
| **Name:** |       |
| **Address:** |       |
| **Telephone:** |       |
| **Email:** |       |

**Show Details**

|  |  |
| --- | --- |
| **Title of Show:** |       |
| **Author(s) of Show:** |       |
| **Type of Show:** | [ ] [ ]  Drama [ ] [ ]  Comedy [ ] [ ]  Farce [ ] [ ]  Other       |
| Preferred Time Slots | Fall      Mid-Winter       Spring      Summer       |
| **Number of characters (please include gender, age range, ethnicities, physical characteristics)** | # of Female Characters:      # of Male Characters:       |
| **Number of sets/scenes required:** |       |
| **Brief Description of this show**      |
| Vision for Show: Include detailed info on sets, costumes and details on any requested modifications to the script as written      |
| Please list anything else unique or unusual about this show. For example, will it require elaborate or movable sets? Elaborate costumes? Dancers or live music?      |
| **Why are you interested in directing this particular show?**      |
| **Why should LTW pursue producing this particular show?**      |
| **Please list alternative shows you may be interested in if we are unable to acquire the rights to your preferred show**      |
| **If your submission is not selected for the upcoming season, would you be interested in this submission being considered for tnext season?** | [ ]  Yes [ ]  NoComments:       |

**Tentative Budget**: If you need assistance in determining budget information please contact LTW for assistance

|  |  |
| --- | --- |
| **Books/Scripts** |       |
| **Sets/Tech:** |       |
| **Costumes:** |       |
| **Props:** |       |
| **Makeup/Hair/Wigs** |       |
| **Lighting** |       |
| **Rights (if known):** |       |
| **Sound** |       |
| **Publicity/Marketing** |       |
| **Front of House** |       |
| **Other** |       |
| **TOTAL** |       |

**Production Staff/Creative Team:** You don’t have to have all these positions now and we can help find them, but having an individual person in each of these roles will help your proposal succeed. Proposals will not be approved without a complete production staff. Please provide details where assistance will be required or where you have already identified individuals.

| **Role** | **Need Assistance Needed to identify staff** | **Proposed Individual(s)****(note NA if role not required)\*** | **Check here if individual has already agreed to participate** |
| --- | --- | --- | --- |
| Assistant Director | [ ] [ ]  |       | [ ] [ ]  |
| Production Coordinator | [ ] [ ]  |       | [ ] [ ]  |
| Stage Manager | [ ] [ ]  |       | [ ] [ ]  |
| Set Design | [ ] [ ]  |       | [ ] [ ]  |
| Set Construction | [ ] [ ]  |       | [ ] [ ]  |
| Costumer | [ ]  |       | [ ]  |
| Makeup/Hair | [ ]  |       | [ ]  |
| Lighting Design/Operation | [ ] [ ]  |       | [ ] [ ]  |
| Sound Design/Operation | [ ] [ ]  |       | [ ] [ ]  |
| Props Design/Manager | [ ] [ ]  |       | [ ] [ ]  |
| House Manager | [ ] [ ]  |       | [ ] [ ]  |
| Publicity/Marketing | [ ] [ ]  |       | [ ] [ ]  |
| Stage/Prop Crew | [ ] [ ]  |       | [ ] [ ]  |
| Other (please specify)      | [ ] [ ]  |       | [ ] [ ]  |

**Additional Comments:**

**Attachments**

Please indicate any attachments included with your application

[ ]  Directing Resume (required for new LTW directors)

[ ]  Copy of script (will be returned to you upon request)

Thank you for applying to direct for Little Theatre of Watertown!