



The Nottingham

New Theatre

Spring 2021 In-House Proposal Form

This form must be emailed to inhouse@newtheatre.org.uk by midnight on Wednesday 2nd February. Handwritten forms will not be accepted. If you have any questions about this form, email the relevant committee members (their emails can be found at <http://newtheatre.org.uk/about-us/committee/>) or consult the Proposals Pack (which can be found at <http://newtheatre.org.uk/get-involved/direct/>). Additionally, if you would like to see an example proposal form, email the In-House Coordinator (*Em Rule*: inhouse@newtheatre.org.uk).

Please send the completed form as a PDF file.

KEY INFORMATION

Fill your answers in here

Name of Director:

Director's Phone Number:

Name of Producer

Producer's Phone Number

Title of Play

Playwright:

Are the Performance Rights available? Y/N

Approximate Running Time:

Cast Breakdown – M/F/GN (as specified in script):

Do you plan to cast any of these roles as gender-swapped/gender neutral? (if so please outline the new cast breakdown)

If YES to above, has permission been granted?

Total Budget (including rights)

Are you happy for your form to be shared with other teams? If NO, why?: Yes

Synopsis:

A 100-150 word blurb for your show to be used on the audition handout and box office website.

Characters:

Please give the name, a brief description, an approximate percentage stage time AND an approximate percentage speaking time (i.e. the percentage of the whole play this character speaks for) for each listed character. If you are planning to gender-bend characters or cast as gender neutral, please specify this here.

Plot Summary:

Please give a brief scene-by-scene breakdown of your play.

Welfare

Content Warnings

Does your play contain any scenes of a violent, sexual or adult nature, or have any other associated content warnings? Please detail what happens in each relevant scene, and how you plan to combat these elements for both the team involved and the audience watching them.

Content Warning	Section of Play	Description of Content Warning

Considerations for Cast and Crew

What steps do you intend to take to look after the welfare of your cast and crew during this process?

Considerations for Production Teams

What steps do you intend to look after your own welfare during this process?

Considerations for Audience

What steps do you intend to take to look after the welfare of your audience during the show?

Have You Talked to the Relevant Member of Committee?

Secretary and Welfare Officer: Pip Horn - secretary@newtheatre.org.uk

Age Certification

Due to the theatre's new community outreach programme, an approximate age guideline needs to be given for each show. Please use the below grid to identify the most appropriate age guideline for your show. In the final column, use the information to identify for each category whether your show is appropriate for 'Under 12s', 12+, 15+ or 18+.

	12	15	18	Your Show's Certification
Dangerous behaviour e.g. self-harm, suicide, asphyxiation.	No promotion of behaviour which may be imitated by children. No glamorisation of accessible weapons. No endorsement of anti-social behaviour.	Do not dwell on explicit details that can be copied. Do not depict easily accessible weapons in a realistic or graphic context.	Anything beyond this.	
Discrimination	No endorsement of any form of discrimination. Any mild discrimination depicted must be condemned.	No endorsement of any form of discrimination. Themes of discrimination i.e. racism or homophobia are permitted.	Anything beyond this.	
Drugs and smoking (Including alcohol misuse)	No glamorisation or frequent explicit depictions of drug misuse or smoking.	Drug use may be depicted but not promoted. Smoking may be depicted abstractly or mimed. It cannot be promoted.	Anything beyond this. Live smoking, herbal or otherwise, is limited to 18+. This is	

		The misuse of easily accessible substances, e.g. aerosols is not permitted.	non-negotiable.	
Language	Moderate bad language is permitted. Strong language may be permitted infrequently and non-aggressively.	Strong language is permitted. Very strong language may be permitted infrequently and non-aggressively.	Anything beyond this.	
Nudity	There may be nudity and partial nudity but in sexual contexts it must be brief and discreet. Coerced nudity is not permitted.	Nudity is fully permitted in a non-sexual context or non-violent/coerced context. Sexual nudity is permitted in brief or comedic contexts.	Anything beyond this.	
Sex	Sexual activity may be briefly and discreetly portrayed. Moderate, non-crude sexual references are permitted.	Sexual activity is permitted without strong detail. Strong verbal references to sexual behaviour are permitted. Repeated or strong references or use of pornographic language is not permitted.	Anything beyond this.	
Threat and horror	Moderate physical and psychological threat and horror sequences are permitted. Although some scenes may be disturbing, the overall tone should not be.	Strong threat and horror is permitted. Sustained sadistic threat is not permitted.	Anything beyond this.	

Violence and sexual violence	Moderate violence is permitted although explicit detail is not. Sexual violence is not permitted. No emphasis on gore. Mild gore is permitted if in an appropriate and necessary context e.g. medical.	References to sexual violence and mild depictions are permitted. Graphic discussions or depictions of rape are not. Strong and sustained focus on sexual threat is not permitted. Other strong violence may be depicted as long as the infliction of pain is not dwelled upon. Extreme gore and sadistic violence is not permitted.	Anything beyond this.	
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INTERPRETATION

What is your interpretation of the play? Why does this specific interpretation work for The Nottingham New Theatre?

In particular it may help to think why you have chosen this play to perform here, now, and why you are the right person to put it on. If it is a piece of student writing perhaps you could explain to us what made you choose to write about the themes you have chosen.

300 – 500 words

What are some of the key challenges you think you will face, and how do you plan on dealing with them?

300 words MAX

BACKSTAGE

Foyer Design (optional)

A production is not required to decorate the foyer, however if you believe it would increase the quality of the production aesthetic you are more than welcome to do so. It is advised that you include pictures/sketches/etc.

200 words MAX

Set Design

A clear, labelled and to scale diagram (with measurements where appropriate) should be inserted into the document here. Mention here if you plan on hanging any set pieces from the lighting rig or using the stage extenders. Please also include an explanation of how you will construct any complicated set pieces. The floor plans of each of the theatre spaces can be found on our website. Technical language is not required.

200 words MAX

Costume Design

It is advised that you include pictures/sketches/ideas. We are not looking for finalised costume designs, we are instead looking for ideas and themes.

200 words MAX

Make-up Design

It is advised that you include pictures/sketches/etc.

200 words MAX

Have You Talked to the Relevant Member of Committee?

Front of House Manager: Ellie Harding boxoffice@newtheatre.org.uk

Costume, Props and Make-up Manager: Lelah Gorgin
costume@newtheatre.org.uk

Company Master Carpenter: Nicholas Landon cmc@newtheatre.org.uk

TECH

Lighting Design

Be clear with your ideas for specific colours, spotlights etc. Feel free to include pictures/sketches/etc. If you visit the History site for The Nottingham New Theatre, examples of previous lighting designs can be seen and used here for your own examples/ideas. Technical language is not required.

200 words MAX

Sound/Music Design

This can be referring to music, sound effects or live on-stage sounds. Feel free to include links to sounds or music. In non-end-on staging arrangements, please consider speaker placements. Technical language is not required.

200 words MAX

Video Design (optional)

Include notes here if you are using TVs on-stage, or projection of any sort. Feel free to include pictures/sketches/links to videos that inspire you or you

would like to use etc. If you are planning on creating videos for the show, make clear what you would like to do. Technical language is not required.

200 words MAX

Have You Talked To The Relevant Member of Committee

Technical Manager: James Appleby

techmanager@newtheatre.org.uk

Company Technical Director: Annamarie Schooling

techdirector@newtheatre.org.uk

PUBLICITY

Poster Design

You do not need a finished poster for proposals, merely an idea or concept to inspire it. It is advised that you include pictures/sketches/etc.

200 words MAX

Marketing Strategy

Who are you going to target with your publicity, and how will you attract them to your show? Please consider both internal and external marketing strategies. How will you attract audiences beyond the membership?

300 words MAX

Have You Talked to the Relevant Member of Committee

Publicity Co-ordinators: Demi Idowu, Anya Edwards -

['publicity@newtheatre.org.uk'](mailto:publicity@newtheatre.org.uk)

BUDGET

Please mention all items that you will have to buy as well as elements that you will not have to pay for, for instance items the theatre already owns. Make sure you speak to the relevant committee member to ascertain which resources you will not have to pay for. We encourage you to make the most of the theatre's resources as we are striving to be a sustainable theatre. It is advised that you include links to items that you will be buying (if available) and pictures of items sourced from the theatre. Please note that shows which do not require rights have a budget limit of £500. Shows that do require rights have a maximum budget of £750.

Item Name	Link (if applicable)	Price

Proposed Total Budget

£0

Performance Rights inc. VAT

£0

Please also note if you have negotiated a reduction in the cost of rights.

Set Budget

£0

Be more specific in this section as to where you will be spending this money – remember to source your items so your budget is as accurate as possible. Speak to our company Master Carpenter if you have any questions.

Foyer Decoration Budget (optional)

£0

This can include decorations, specially made tickets, extra stock for the bar or snacks relating to your show etc. Speak to our Front of House Manager if you have any questions about these things.

Technical Budget

£0

Be more specific in this section as to where you will be spending this money – remember to source your items so your budget is as accurate as

possible. Speak to our Company Technical Director or Technical Manager if you are uncertain about what your lighting/sound designs require.

Costume Budget – breakdown per character £0

Be more specific in this section as to where you will be spending this money – remember to source your items so your budget is as accurate as possible. Speak to our Costume, Props and Make-Up Manager if you wish to see a piece from the inventory upon request.

If you are intending to hire costumes, what company do you intend to use?

Be specific as to which costumes you will be looking to hire.

Props Budget £0

Be more specific in this section as to where you will be spending this money – remember to source your items so your budget is as accurate as possible. See the props inventory for items you wish to borrow from the NNT.

Make-Up Budget £0

Be more specific in this section as to where you will be spending this money – remember to source your items so your budget is as accurate as possible.

Extra Publicity Budget (excludes posters) (optional) £0

If you are looking to purchase extra publicity materials, e.g. social media targeted advertisements or banners include these here. It is worth noting that we have increased the ability for shows to publicise off-campus to two weeks before opening night.

Miscellaneous £0

This can include a small 'buffer-fund' if properly justified.

Have You Talked To The Relevant Member of Committee?

Max Nichols - 'treasurer@newtheatre.org.uk'

PRODUCTION TEAM

Have you recruited anyone to be part of your creative team?

Please include name and intended position. Please note that all In-House shows are required to have a Stage Manager. You may pre-assign this role, otherwise the Co-ordinator will assign you one as soon as possible.

Don't worry if you haven't yet – we can help you recruit people.

Are any of your team an associate member of the Nottingham New Theatre?

If yes, why do they want to be part of your team? (Please note that set designers not based in Nottingham are not permitted to be a part of your team. Stage managers are also not permitted as associate members.)

Assistants and Shadows

In order to increase opportunity you may be assigned an assistant team member. How will you utilise this extra help? (shadow directing, production assistant, design assistant, etc.)

Please note that shadow team members are there to learn about the production team roles. They tend to want a more passive, observer role in rehearsals and during show week. Assistant team members take a more active role in the putting on of the show and can be used to help develop the show. Also note that due to high demand, assistant roles are chosen at random and organised by the In-House Coordinator after proposals.

Slot Preference

Please below fill out your slot preferences in order. If you cannot do one or more of the slots (because of creative team unavailability for example) please place an X in that slot. With the ones left over please rank them with 1 being the most preferable and 5 being the least.

Slot 1 02/03	Slot 2 09/03	Slot 3 16/03	Slot 4 23/03	Slot 5 30/03	Slot 6 06/04

SCRIPT EXTRACT

We request that each team submits an extract from the script they wish to propose. We ask for 4 pages (2 double pages) of your chosen script. You may choose any part of the script, but it must 4 sequential pages.

If you are proposing student or new writing, in addition to the 4-page extract here, we request a full script to be submitted separately to the form, or the full amount that has been written by the date of proposals. If the script is not completed by proposals, then you must also attach a writing schedule. If you are devising, please provide a devising schedule.

*This extract can be inserted into the proposals form as a scan or typed up. If it is typed it **must** be equivalent to four pages in the hard-copy version. If the play is available to read online, either in the public domain or on dramaonline feel free to include a link to the script.*