The Burton Taylor Studio
Gloucester Street
Oxford
OX1 2BN

Administration: 01865 305350
Box Office: 01865 305305

Email: burton.taylor@oxfordplayhouse.com

APPLICATION PACK

NOTES FOR APPLICANTS
PLEASE READ BEFORE FILLING IN THE APPLICATION FORM AT THE END OF THIS DOCUMENT

The BT

The Burton Taylor Studio is run by Oxford Playhouse and is made available for supervised use by Oxford University students during each term time. The University Drama Officer, based at the BT, assists in the programming of the student season and is available to give support and advice to all student shows including those taking place here. The Studio Manager, with the support of other Playhouse staff, undertakes the actual running of the venue.

Slots Available

There are 14 potential slots available to student productions in each term: an 'early' (7:30pm) and a 'late' (9:30pm) slot in weeks 2 - 8 of Full Term. First Week is given over to a week of workshops designed to help you with your shows.

There is no distinction between the importance of either show - both perform once a night from Tuesday to Saturday and each has equal recourse to the venue's facilities. The two shows effectively run in rep, with a changeover in between. This fact is clearly of enormous importance to the staging of either production. One of the main consequences is that an **early show** must last **no more than 90 minutes**. A **late show** is similarly restricted to **no more than 60 minutes**. *We reserve the right to impose fines on shows that overrun*. Occasionally we are able to allot a full evening to one project - a **double slot**. However, applicants should consider:

- ticket price and capacity are kept the same although the hire fee is more.
- a project must have good justification in order to be offered a double slot – as it will usually mean turning down two single slots.

IMPORTANT INFO

VENUE INFO:
Please also remember there is a severe lack of storage space in the building (intensified by the presence of two shows simultaneously) and there are no quick-change facilities. A full **Technical Specification** is available from the Studio Manager. Space, licensing, and Health & Safety regulations also restrict the number of people we can have in the building, meaning that we cannot accept applications for shows with casts of more than **eight** performers.

GET INS: The Theatre is available to fit-up, tech, and dress both shows from 10:00 - 13:00, 14:00 - 18:00 & 19:00 - 22:00 on the Monday and from 10:00 - 13:00 & 14:00 - 18:00 on the Tuesday of the Performance Week. It is not available on Sundays**. The Studio Manager – for Health and Safety reasons – must supervise all technical work.**

BOX OFFICE
Ticket prices are currently fixed at **£8.00 full-price** and **£6.00 discounts** (including students). Advance ticket sales are handled by The Oxford Playhouse Box Office. Door sales are from the Burton Taylor Box Office, which the Production Company must staff. The early slot company staff the box office from 7pm, the late slot company from 9pm.
Gross Box Office returns (less than the venue cost) are forwarded to the promoter directly to a company (not personal) bank account. The venue costs consist of a **fixed venue hire, £225** for a single slot, **£300** for a double slot and any other charges incurred by the production (including credit card commission on ticket sales).

WEBSITE & DIGITAL MARKETING
Inclusion in the **Oxford Playhouse Website (BT)** and the season digital marketing campaign is part of your production being in the term time programme, and costs **£24.00** for a single slot entry (including VAT).

BUDGET
It is important to carefully consider your expected attendance and to budget accordingly, remembering to include the venue hire as a production cost as it must be covered even in the event of no sales whatsoever.

RIGHTS
Information on finding out about rights can be found via the OUDS website (oxforduniversitydramaticsociety.com) or by contacting the UDO. **You should have checked the rights availability before your bid interview.**

FUNDING
You must collect enough funding to cover your budget; look for support from college or university drama societies, and see the OUDS website for advice on where to source funding: www.oxforduniversitydramaticsociety.com. Remember that commercial sponsorship (e.g.

money from businesses in return for logos on posters) is not permitted. 'Sponsorship in kind' however is permitted. Please inform the Studio Manager if you will be receiving sponsorship.

THE APPLICATION

Please send a completed application form via email to the two email addresses below. You must also submit your **budget.** Any additional information on any aspect of your project (**production plans**, **set designs**, **marketing ideas etc**) that you wish to provide will be very welcome and may assist your application.

PLEASE NOTE: A FULL SCRIPT OR COMPREHENSIVE SYNOPSIS MUST ACCOMPANY NEW WRITING APPLICATIONS. You should have checked the rights availability before your bid interview.

BIDS FOR BT SLOTS IN HILARY TERM 2027:

Applications should be submitted to the email addresses below no later than **5pm** on **Monday** of **Sixth week (16th November 2026)**

Interviews will take place on the **Wednesday** and **Thursday** of **sixth week**

Please sign up for an interview time within these dates when submitting your application.

https://calendar.app.google/WDbnwYTvCjnjEc8P9

If you want to discuss your ideas or need help or advice, please contact either:
The University Drama Officer, **Rosie Morgan-Males,** at the BT or **via email**
drama.officer@admin.ox.ac.uk
Or the Studio Manager, **Robert Bristow,** at the BT on **01865 305350** or
robert.bristow@oxfordplayhouse.com

The Burton Taylor Theatre is managed by The Oxford Playhouse Trust for the University of Oxford Playhouse
The Oxford Playhouse Trust is a charitable company registered in England · Charity number 900039 · Company number 2397373 · VAT number 537 1665 34

BURTON TAYLOR STUDIO

APPLICATION FORM

For slots in HILARY TERM 2027

SHOW TITLE:……

AUTHOR (/adapter): ……..

WHO HOLDS THE RIGHTS? ……

ARE RIGHTS AVAILABLE AND HOW MUCH? (If applicable): ……

PRODUCTION COMPANY: ……

BANK ACCOUNT NAME: ……

PROPOSED WEEKS* 2 3 4 5 6 7 8

*Please offer at least two possible weeks. Circle your first choice, and bracket any alternatives.

ESTIMATED RUNNING TIME: _____

TIME SLOT: (Put a cross for your preference)

Early: 7.30pm ☐ (90mins)

Late: 9.30pm (60mins) ☐

Double: 7.30pm ☐

SEATING LAYOUT (Put a cross for your preference)

END ON ☐

TRAVERSE ☐

THRUST ☐

IN THE ROUND ☐

Main **Contact**:

……

Email address (& college): ……

Oxford address:……

Mobile phone number: ……..

PRODUCER: …….. EMAIL: .....

DIRECTOR: …… EMAIL: .....

PRODUCTION MANAGER: …… EMAIL: .....

MARKETING MANAGER: …… EMAIL: .....

BT Website Entry (50 – 80 words of copy advertising your production to the audience - look at current BT shows up on the website for inspiration!):

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