



2025 and 2026 Production Proposal

This form should be completed by the director and/or producer of the intended show. A director must be attached to the show for it to be approved.

When preparing your production proposal just answer as many questions as you can. We understand that some things may be unknown (ie. cost of facility hire) and other things might change as your ideas develop. We encourage you to do some research, make educated guesses or reach out to us for some help.

You are very welcome to consult with members of the committee to help in completing your proposal (that's what we are here for and we love talking about your ideas!).

Your name:

Your contact details (phone and email):

Your role in the production (director or producer):

What is the name of the production?

If relevant, who is the writer or production company?

What genre or style of show is it?



Number of cast/roles in the show:

Who is the target audience? (ie. is this a show for kids, teens, grown-ups? is this a show that will appeal to a particular group? etc)

Proposed date of the show/s (can be exact dates or an approximate time of year):

How many shows are you proposing to put on? (Over how many weekends? Matinee and/or night shows?)

Do you have an estimate of the number of cast and crew needed?

Proposed rehearsal schedule and set building schedules (be specific, ie. how many times per week and how many weeks, what location, etc):



Budget considerations:

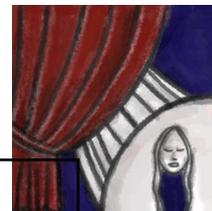
- Does the show need a script license? If so, where from and how much will it cost?
- Does the show need music licenses? If so, approximate cost:
- What is the cost of accessing scripts (check if we have copies in the current Mount Gambier Theatre Group library first!)?
- How many costumes will you need, and how difficult will costumes be to source?
- How large or complicated is the set?
- How many props will you need and what kind of props?
- Will you need special lighting or other equipment?
- How will we market and promote the show?

Approximate Budget

Creating an approximate budget helps you and the committee understand your production idea. We are a small volunteer-run organisation and can only do so much so while we love ambitious ideas, if your show requires a really expensive music licence or thousands of dollars in costumes, it might not be feasible.

We have included some standard budget items to get you thinking, but add any others you need. If you don't know the answers, don't stress! Either leave this section blank or contact the committee for help.

EXPENSES			
Item	How many of the item do you need?	Approx. cost of each item	Notes (working out)
Licenses/scripts			
Costumes			
Props			
Set			
Other materials			



Advertising			
Merchandise			
Front of House			
Facility hire			

INCOME		
Item	Amount	Notes (working out)
Ticket Sales		(for example - 3 shows x \$15 per ticket x 20 people per show)
Grants		
Sponsorship		

Production Team

We have included some standard roles, but add any others you think you may need. You may not have confirmed or even thought about your team yet and that's okay. This list just gives us a sense of how the show might look, how many people are already involved or might be involved, and what experience level everyone is at.

Role	Number	Names
Director		
Producer		



Stage Manager		
Props		
Set		
Lighting		
Sound		
Costumes		
Front of House		

Anything else you would like the committee to know about your production proposal?

Need some help completing your proposal?

EMAIL SUBJECT: MGTG production proposal (your name)

Committee email: mountgambiertheatregroup@gmail.com

You can also contact one of our friendly committee volunteers for extra one-on-one support:

EMAIL SUBJECT: MGTG production proposal (your name)

Harley Austin - bethegoodguy86@gmail.com

Cameron Horsburgh - cammoblammo@gmail.com

Alysha Herrmann - lylyeeoftheriver@gmail.com or 041 626 7391