



**APPLICATION TO DIRECT FOR GATEWAY THEATRE GUILD (GTG)  
2023-2024 SEASON**

Thank you for your interest in directing a production for Gateway Theatre Guild (GTG) in its 2023-2024 Season.

This season we are accepting open submissions for plays that directors within the community would like to pitch to the Guild for production.

Final selection will be based on various criteria, including but not limited to: theme, production values, ability to cast, and an artistically captivating season.

The purpose of this document is to outline the process, and to clarify GTG’s criteria for selecting directors for this season. If you have any questions, please do not hesitate to contact GTG. We will be glad to answer any questions that you might have concerning this process. Please email the President at [presidentgtg@gmail.com](mailto:presidentgtg@gmail.com)

**Application Process – Please read through this entire document.**

There are normally three (3) productions in a typical GTG season: November, February and May. The dates for the 2023-24 Season may vary according to the availability of venues.

**The deadline for submissions for the 2023-24 season is July 2<sup>nd</sup>, 2023 but earlier submissions are appreciated and encouraged!**

Please email your completed package to [presidentgtg@gmail.com](mailto:presidentgtg@gmail.com)

To apply, please complete and submit the following documents:

1. A **letter of introduction**, outlining the Production Concept
2. The **Application to Direct for GTG** (see below)
3. An **estimated budget** (see below)

**Selection Process**

The Board will consider each application carefully, and each prospective director will be given the opportunity to present their submission to the Board at a monthly Board meeting.

Applications to direct for the 2023-24 Season submitted by members of the GTG Board will be given the same consideration as plays submitted by non-members, and will be judged purely on

## ***Director & Play Submission Application***

merit. Moreover, when the Board discusses and votes on an application submitted by a Board member, that member shall not be present.

After all applications have been presented to the GTG Board, and those selected for the new season in question have been approved, the Board will announce the directors and productions for the 2023-24 season.

Prior to announcing the season in question, the Board will notify all prospective directors of the final decision regarding their applications.

### **Selection Criteria**

(in no particular ranking or order)

The Board will make its decision regarding submissions based on the following criteria:

#### **Director's experience in theatre**

We welcome new directors into our community. But remember, directing can be arduous! And like most community theatres, GTG is funded primarily by ticket sales, and every play that GTG produces brings some financial risk. In addition, members of the GTG community often have only a few opportunities over the years to enjoy participating in a production. We must therefore take into consideration a potential director's previous production experience, such as directing, assistant directing and stage-managing. If you are a potential director with little or no previous production experience, please consider gaining more experience before tackling a production on your own. Or perhaps consider co-directing. That said, if you still feel you are able to meet all of the selection criteria and wish to apply, please know that the Board can, in some circumstances, assist a new director by providing periodic mentorship throughout the entire production. Indeed, it is one of GTG's stated objectives to "provide equal opportunity for members of the community to acquire and develop skills, knowledge and appreciation of the art of theatre."

#### **Director's "people skills"**

Theatre is an inherently collaborative endeavour. Moreover, GTG is a 100% volunteer-operated organization. People volunteer to participate in GTG productions because they love theatre, and because it is just plain fun to do so. No matter how brilliant your vision, your ability to work with people will determine whether or not those volunteers return to us in the future.

#### **The Production Concept**

The Production Concept component of the "Application to Direct for GTG" is your chance to "sell" your idea to GTG. The level of preparation, organization, and thought that goes into your Production Concept could also be seen as indicative of how you might run a production.

#### **Ability of GTG to produce your concept, given our resources and budget**

Across seasons, GTG's financial situation and available resources vary. Please feel free to talk with a member of the Board about what the organization can realistically produce prior to your submission.

## Application to Direct for GTG (2023-24)

Please attach the following documents to your submission of this application form (whether in hard copy or digital form):

1. A **letter of introduction**, outlining the Production Concept, your previous theatre experience (include any other productions you have worked on, and any theatre training – if relevant - you have done), and some other information about you so we can get to know you a bit!
2. **This application form**
3. An **estimated budget** (see below)

**Name:**

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**Address:**

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**Primary Contact  
Number:**

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**Email Address:**

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**ACTRA/Equity  
Status**

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**Submission  
for:**

Winter 2023 or 2024     Spring 2023 or 2024     Fall 2023 or 2024     Any Time During Season

**Play Title:**

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**Author:**

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**Rights held by:**

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**Fee/Performance:** \_\_\_\_\_  
\_\_\_\_\_

**Genre:**             Drama     Comedy     Musical     Mystery     Other

(check all that apply)

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**Does your concept for the play you are applying to direct contain any elements that may be “controversial”, such as strong language, mature content, smoking, or violence? If so, how will you handle this?**

### **Technical Requirements**

**Set:** Describe the set for this play. How many scene changes? Are there any aspects of the set that may be especially challenging or expensive to construct? How much flexibility is there in your vision of the set design? (If large, could it be modified if need be to accommodate stage size?).

**Costumes:** In what period is your play set? Describe the costume changes required. Are you planning on making or renting costumes? Please note any special costuming needs. (Please check with GTG costumes as some may be already available for use).

**Props:** Give an overview of the props needed for this production. Are any props particularly challenging or expensive to find or build? (Please check with GTG props as some may be already available for use)

**Other Production Challenges:** If there are any other production challenges that you foresee, please address them here.

### Production Team

GTG is strictly a volunteer organization. While the Board's position is to be as supportive as possible for each production, it is the director's responsibility to gather as many of his or her production crew as possible. Please recruit as many key production team members as you can before submitting your application. *If you need help finding someone to fill a position, GTG can provide a list of potential team members from past productions that you may contact.*

Please list your team, below, indicating which team members have already tentatively committed to the production.

| <b>Position</b>                         | <b>Name</b> | <b>Tentative/<br/>Committed<br/>(yes/no)</b> |
|---|-------------|--|
| <b>Assistant Director</b>               |             |  |
| <b>Stage Manager</b>                    |             |  |
| <b>Musical Director (if applicable)</b> |             |  |
| <b>Producer</b>                         |             |  |
| <b>Choreographer (if applicable)</b>    |             |  |
| <b>Costume Designer</b>                 |             |  |
| <b>Lighting Designer</b>                |             |  |
| <b>Make-up &amp; Hair Designer</b>      |             |  |
| <b>Prop Master</b>                      |             |  |
| <b>Set Designer</b>                     |             |  |
| <b>Sound Designer</b>                   |             |  |
| <b>Other</b>                            |             |  |

Is there anything else that you would like us to consider when we are making our decision?

If you have any questions, please contact the President at [presidentgtg@gmail.com](mailto:presidentgtg@gmail.com)

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**Please remember to Include:**

1. A **letter of introduction**, outlining the Production Concept
2. This “Director & Play Submission Application”
3. An **estimated budget** (see below)

## Proposed Production Budget Template

Please complete the following budget based on the play you're proposing. *If you need to add to the totals already listed, please indicate in the notes section what the additional expenses would cover. Please also note that all amounts are subject to adjustments based on discussions between director/producer and the GTG board financial group.*

| Expense                             | Budget     | Notes/Comments  |
|-------------------------------------|------------|---|
| Rights & Royalties                  |            |   |
| Scripts                             |            | Figuring an average cast & crew size  |
| <b>Public Relations - Fixed</b>     |            | <b>Based on costs in previous seasons</b>   |
| Complementary Tickets               | \$400.00   |   |
| Nugget Ad (contract)                | \$500.00   |   |
| Ticket Printing                     | \$100.00   |   |
| Poster Printing                     | \$450.00   |   |
| Program Printing                    | \$350.00   |   |
| Graphic Designer (For Program)      | \$200.00   |   |
| <b>Production Operating costs</b>   |            |   |
| Venue Rental                        | \$1,000.00 | Four Show Days, 2-day load in, 1 day tech rehearsal, 1-day Dress Rehearsal, 1 day load out.   |
| Rehearsal Space                     |            | Depending on locations  |
| Costumes                            |            | We try to keep costs down; folks can wear their own clothes, find items from GTG's costumes or Value Village.   |
| Props                               |            | Again, we try to keep this cost down by borrowing or using what we have at Rock Street.   |
| Set - build, dress, paint etc.      |            | GTG sets must be simple yet creative. We cannot afford to build a "house", therefore every effort should be made to spend less than is budgeted here, if possible |
| Lighting Cost (if applicable)       |            |   |
| Truck Rental Move In/Out (Contract) | \$75.00    | Based on previous seasons cost  |
| FOH Expense (Photos)                |            |   |
| FOH Expense (Water)                 | \$20.00    |   |
|                                     |            |   |
| Cast Party                          | \$150.00   |   |
| Misc. Expenses                      |            |   |

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|                                    |       |                            |
|------------------------------------|-------|----------------------------|
| <b>Equity Fees (If Applicable)</b> |       | Details available from GTG |
| Director's Fee                     |       |                            |
| Equity Actor fees                  |       |                            |
| Equity Insurance Fees              |       |                            |
| <b>Honorariums (If Applicable)</b> |       |                            |
| Photographer's Honorarium          | \$250 |                            |
| Set Design Honorarium              |       |                            |
| Composer's Honorarium              |       |                            |
| Director's Honorarium              | \$300 |                            |
| <b>Total</b>                       |       |                            |