

Albany Civic Theater  
Play Submittal Form (form #2)

This is a three-page form. Please submit a separate copy for EACH PLAY you submit. Please fill out this form as completely as possible. You may attach additional sheets if you wish.

You must also submit a complete (preferably photocopied) script of each play you submit. Scripts may be available in the ACT library, or you may order them from the catalogs in the library. (You must pay for these yourself.)

Your Name:

Play Title:

Author:

Play Service (who holds the rights?)

Are Amateur rights available? (Please check with play service) Yes \_\_\_ No \_\_\_

Play Overview:

Please provide a brief description of the play. Tell us what it's about, whether it's a comedy, drama, musical, etc. This description will be used later for promotional purposes.

Number of Characters:

Men \_\_\_\_\_ Women \_\_\_\_\_ Boys \_\_\_\_\_ Girls \_\_\_\_\_

General age range of characters: From \_\_\_\_\_ to \_\_\_\_\_

General:

Why should this play be a part of our 58th Season? What is special about it? What will make our audiences want to see it? Why would it appeal to local actors? This is your chance to "sell" the play.

**Play Content:**

Although ACT is willing to take risks, we like to know about them ahead of time. Does this play contain elements that might raise eyebrows? (Nudity, language, sexual content, smoking, violence, etc) How do you intend to handle those elements?

**Budgetary Issues:** ACT operates on a tight budget. Certain types of shows – musicals, costume epics, shows with multiple settings – cost more to produce than others. We need to know in advance if a show is likely to be especially expensive. Does this script pose any budget challenges? If so, how do you plan to keep costs down?

**Production Challenges:** Please read the script carefully for any aspects – technical or otherwise – which might make our committee ask, “How do you plan to deal with that???” Tell us.

**Seasonal Tie-ins:** Is this show suitable for Christmas, Halloween, St. Patrick’s Day, Talk Like a Pirate Day, etc? If so, which?

For Musicals: What size orchestra will you need?

If full orchestra, have you contacted Jim Guynn or Brad Townsend to find out whether orchestra members are likely to be available at the time(s) when you would like to direct it. Yes \_\_\_\_\_ No \_\_\_\_\_

Who is your Musical Director? \_\_\_\_\_

**First Time Directors:** ACT requires first time directors to have experienced directors or ACT veterans as their Assistant Director and as their Stage Manager. If this (potentially) will be your first time as a director at ACT, please list these members of your production staff. (If need assistance assembling these elements of your crew at this early stage, please contact a member of the board)

Assistant Director:

Stage Manager:

Finally: Why should you be the one to direct this particular play? What drew you to it? Do you bring special knowledge, skills, experience to this play or its subject? Keep in mind that some else may submit the same script. This is your chance to persuade us that you're the right person for the job.