Use this form to inform the InPlayers Committee about your submission idea. Fill in as much information as you have available. Don’t worry if you don’t know all the details yet – they can be filled in later in the process.

Please send this filled out form to contact@inplayers.org.

# General information

|  |  |
| --- | --- |
| **Dates you wish to perform** |  |
| **Preference for theatre** |  |
| **Name of play** |  |
| **Author** |  |
| **Genre** |  |
| **Your name** |  |
| **Your email address** |  |
| **Your phone number** |  |
| **Date submitted** |  |

# Help needed?

Please don’t hesitate to contact us if you need any help. It doesn’t all need to be filled in completely and accurately. It’s just to give you and us an indication of what you’re planning. Good luck!

InPlayers general e-mail: contact@inplayers.org

Guidelines: [inplayers.org/join-us/direct-a-play](https://inplayers.org/join-us/direct-a-play)

InPlayers Committee Members: [inplayers.org/about-the-committee](https://inplayers.org/about-the-committee)

# About your submission

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Committee comments** |
| **Length of play** |  |  |
| **Summary description** |  |  |
| **Script attached?** |  |  |
| **Detailed description, including vision, ideas, etc. - Why do you want to direct this piece of theater?** |  |  |
| **Are performing rights needed?** |  |  |
| **Are performing rights available?** |  |  |
| **What do the performing rights cost?** |  |  |
| **Total cast number** |  |  |
| **Details of cast (sex, age, etc.)** |  |  |
| **Any other information you think we might need for this section** |  |  |

# Production requirements

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Committee comments** |
| **Details of crew / assistance requirements** |  |  |
| **Who do you have on board already? (crew only)** |  |  |
| **Details of possible music requirements** |  |  |
| **Details of possible technical requirements (sound, lighting, effects etc.)** |  |  |
| **Details of possible set and props requirements** |  |  |
| **Details of possible costume and make-up requirements** |  |  |
| **Any other information you think we might need for this section** |  |  |

# Estimated time frame

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Committee comments** |
| **Preferred date for auditions** |  |  |
| **Preferred days of the week for rehearsals** |  |  |
| **Estimated number of rehearsals** |  |  |
| **Estimated rehearsal frequency** |  |  |
| **Rehearsals scheduled, if known** |  |  |
| **Rehearsal space details, if known** |  |  |
| **Performances – how many, etc.?** |  |  |
| **Any other information you think we might need for this section** |  |  |

# Estimated budget

Don’t worry about being exact. Just make some estimations. The Committee can help you with this.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Est. Cost** | **Notes** | **Committee comments** |
| **Performing rights** |  |  |  |
| **Script acquisition/copies** |  |  |  |
| **Theatre hire** |  |  |  |
| **Rehearsal space** |  |  |  |
| **Crew** |  |  |  |
| **Set** |  |  |  |
| **Props** |  |  |  |
| **Costumes** |  |  |  |
| **Make-up** |  |  |  |
| **Audio / visual effects** |  |  |  |
| **Music and equipment** |  |  |  |
| **Transport** |  |  |  |
| **Publicity** |  |  |  |
| **Other expenses** |  |  |  |
| **Subtotal** |  |  |  |
| **Ticket sales** |  |  |  |
| **Other income** |  |  |  |
| **Subtotal** |  |  |  |
| **Total** |  |  |  |