

# Cabaret Theatre

Since 1975

## **PROPOSAL PACKET**

### **SPRING SPECIAL PROJECT**

#### **2018**

Cabaret Theatre  
7 Suydam Street  
New Brunswick, NJ 08902  
[cabarettheatre.org](http://cabarettheatre.org)

## FOREWORD

Thank you for your interest in proposing for Cabaret Theatre's **Spring 2018 Special Project**. This opportunity allows space in our season for those projects that are not a typical Main Stage production and, as always, are driven by student creativity and leadership.

Since 1975, Cabaret Theatre has created its season based on the proposals of creative and driven directors. Without artists like you, Cabaret would not have its status as one of the finest student theatre companies at Rutgers University. We are excited to produce yet another season of innovative and professional quality productions and to continue to expand our mission of education and collaboration.

**Cabaret Theatre is now accepting proposals for the Spring 2018 Special Project.** Guidelines are enclosed in this packet. Included are six (6) sections to be completed and submitted by **OCTOBER 27<sup>th</sup>, 2017** at 11:59pm. To ensure a timely response, please be sure to check and double-check your proposal for all the necessary components before submission.

### ***EXPRESSION OF INTEREST***

First, we request an email to both of the following: our Artistic Director, Paolo Arceo, at **artistic.cabarettheatre@gmail.com** and our Special Events Coordinator, Maya Mitterhoff, at **mayasoph97@gmail.com**, as soon as possible to indicate that you are interested in proposing. If you would like to include the project you are considering proposing, that is perfectly acceptable; however, this preliminary email does not necessarily need to attach you to any specific idea.

### ***THE PROPOSAL PROCESS***

All proposals will go through a *two-tiered* process of evaluation. **If your proposal continues to the second stage, you may be asked to schedule an interview to complete the proposal process.** Those invited to interview should expect to do so between October 30<sup>th</sup>, 2017 and November 6<sup>th</sup>, 2017.

Finally, if you have any questions or concerns about the proposal process, please do not hesitate to contact the Artistic Director at **artistic.cabarettheatre@gmail.com**.

We look forward to your proposal!

Sincerely,

**The Executive Board**

Cabaret Theatre 2017-2018

## **WHAT ARE WE ACCEPTING PROPOSALS FOR?**

Cabaret Theatre is currently accepting proposals for *only* **the Spring 2018 Special Project**, which will be held on **Friday, January 26<sup>th</sup>, 2018**. Please note **only submissions from full-time or part-time Rutgers University–New Brunswick undergraduate students can be accepted**. To verify this, everyone must provide an RUID number with their proposal. Due to University constraints, any proposals by non-students or non-undergraduates cannot be considered.

### ***IMPORTANT DATES AND TIME COMMITMENT***

The following dates are a must for anybody who wants to proposal a Spring Special Project, so applicants should ensure that they can be present. If an applicant believes they will have a conflict but still would like to propose a Special Project, please contact the Artistic Director with the concern.

**Auditions:** December 4-5

**Callbacks:** December 6 (if needed)

**Tech Week:** January 20-25

**Performance:** January 26

In terms of the time commitment for the rehearsal process, the Spring Special Project typically meets once or twice before the Fall semester is over, and then rehearses almost entirely over Winter Break, with a few rehearsals during Spring semester Syllabus Week, and then the production's tech week. Spring Special Projects are typically a smaller commitment than a Main Stage and project proposals that are feasible with a lighter rehearsal schedule are considered optimal for this slot.

Please also note that the audition dates, callback dates, tech week dates, and rehearsal process time commitments all assume a traditional structure of a production (meaning the project has a cast and has rehearsed material). If a Special Project does not include these aspects, this information is not necessarily applicable.

## **GUIDELINES & REQUIRED INFORMATION**

The following materials are ***required*** to complete your submission:

1. **ONE** (1) electronic copy of the proposal, consisting of the following sections:
  - a. Section 1: Cover Letter
  - b. Section 2: Introduction
  - c. Section 3: Artistic Vision
  - d. Section 4: Budget
  - e. Section 5: Staff
  - f. Section 6: Theatrical Resume(s)
2. **ONE** (1) electronic copy of the COMPLETE script of your proposed show.
3. *For projects including music:* **ONE** (1) electronic copy of or link to the musical score (Spotify playlist, Google Drive folder, etc.) in the e-mail of the electronic proposal submission.

Organization and professionalism are important qualities to demonstrate when being considered for a leadership position such as a director. To ensure that your proposal reflects your level of commitment, please consider the formatting, grammar, spelling, and presentation of your composition.

## **SUBMISSION DEADLINE**

Electronic copies should be sent to **[artistic.cabaretheatre@gmail.com](mailto:artistic.cabaretheatre@gmail.com)** and cc'd to **[producer.cabaretheatre@gmail.com](mailto:producer.cabaretheatre@gmail.com)** and **[mayasoph97@gmail.com](mailto:mayasoph97@gmail.com)**. Proposal submissions are due by 11:59pm on **October 27<sup>th</sup>, 2017**. Late submissions will not be accepted.

## **WALK-THROUGH OF REQUIRED INFORMATION**

### **SECTION 1. COVER LETTER**

The cover letter should include three components:

- A brief description of your connection to the project you are proposing (200 words max)
- A description of your leadership style (1000 words max)
- A personal “snapshot” to describe a little about yourself (your interests, your involvement). Don’t just limit yourself to discussing theatre. Use this section to describe who you are as a person. (200 words max)

While writing, consider that Cabaret Theatre works hard to provide talented students with a forum to express themselves and is interested why this appeals to you. Use this cover letter to discuss why you should be selected to lead this Special Project. Though not exhaustive, the following list of questions provides some areas that may be answered in this first section.

- What are your *leadership qualifications* (in theatre and/or outside of theatre)?
- What is your *problem solving style*?
- How comfortable are you with *collaboration*?
- Share some instances in which you have worked with a large group in a leadership role and you were successful; or, if not successful, describe what you would have done differently.

If your proposal moves on to the interview stage, you will be asked various questions to elaborate on your leadership potential and your ability to collaborate with others. This cover letter is the perfect opportunity to provide a snapshot of your leadership potential. Please note that artistic discussion should be saved for a later section.

For this part, **tell us HOW you would direct.**

## **SECTION 2. INTRODUCTION**

Please include the following information in a **presentable format**:

1. Contact Information
  - a. Name
  - b. Address
  - c. Email
  - d. Primary Phone Number
2. Personal Information
  - a. Age
  - b. Class Year
  - c. RUID Number
  - d. Are you a part-time or full-time student?
3. Schedule Information
  - a. Any/all information about your schedule for the 2017-2018 academic year
  - b. Any/all information about your commitments for Winter Break
  - c. Possible school/work schedules/study abroad plans as well as any familial or other organizational commitments
4. Opening Statement
  - a. In a few sentences, please describe the show you are proposing for the Spring 2018 Special Project. Please include:
    - i. The full title of the show.
    - ii. Any necessary authorial or creative credits.
  - b. Also attempt to further categorize your proposed project by answering these questions:
    - i. **What is the setting (time period and/or location) of the project?**
    - ii. **What is the genre and mood of the project?** (Action, Adventure, Comedy, Drama, Farce, Mystery, Absurdist, etc.)
    - iii. **What is the age appropriateness of your project?** (Our talent pool is primarily college students. Our audience is too, but also includes families/friends of all age groups. How could you make this work for your project?)

### **SECTION 3. ARTISTIC VISION**

Your artistic vision is the crux of your proposal. Your purpose and your ideas for your project will be the driving force behind it, and this section should reveal what inspirations and motivations you have for proposing this project.

How will you interpret and bring this piece to life? Use the bottom-up approach to craft your vision and compose several paragraphs as you would an academic essay. (i.e. structure, logical reasoning, valid support, etc.). Even for projects that do not fit the typical approach to directing a play, some aspects, such as use of the space and audience connection, are important to address nonetheless and will help to answer the central question that should be answered: why should Cabaret Theatre produce your special project?

Please note, Cabaret Theatre is particularly interested in productions that keep the theatrical space in mind; Cabaret Theatre is the only student-run **black box** theater on campus. How does your vision plan on taking advantage of the space? In other words, how does your special project defy the conventional "static interior" type productions more suitable to proscenium stages, if at all?

**\*\*\*NOTE:** Please feel free to e-mail the Artistic Director with any questions regarding your artistic vision. Please cc both the Producer and Special Events Coordinator when doing so. It can be particularly difficult to develop an in-depth vision, such as pushing past basic themes like "love" or "identity." If you are struggling, you may pose general questions to help resolve any conflicts or "writer's block." Please note that the Artistic Director, however, may decline to answer any questions that may lead to an unfair advantage in creating a proposal.

## **SECTION 4. BUDGET**

The majority of budget discussion will take place during the second tier of the proposal process (the interview). However, you must at least provide the **royalty costs** of the show you are proposing.

Licensing information can traditionally be found at:

- Dramatists Play Service, Inc. (<http://www.dramatists.com>)
- Samuel French, Inc. (<http://www.samuel french.com/store>)
- Music Theatre International (<http://www.mtishows.com>)
- Theatrical Rights Worldwide (<http://www.theatricalrights.com>)
- Rodgers & Hammerstein Organization (<http://www.rnh.com>)

Please list the name of the license service, the price per show, and any other potential costs regarding rights.

*Finding royalty costs can be somewhat complicated, particularly for musicals—if you need help or have any questions, please contact the Producer.*

**Please note:** the Spring Special Project is traditionally a low- to zero-budget production. Priority will be given to proposals that are feasible to be produced with a similar financial requirement.



## **SECTION 5. STAFF**

In this section, please provide the names and positions of individuals you would like to have on your production staff. As this is a proposal, the Reading Committee understands that this is a tentative staff. However, please **consult individuals** before attaching their names to a proposal.

**If you are proposing a *musical production*, you MUST at the time of submission have a Music Director attached to your proposal.** If you are having trouble finding a Music Director before the submission deadline, please contact the Artistic Director.

Also note that if your proposal is selected, **your final production staff will ultimately be at the discretion of the Executive Board**, who screen positions to ensure a balance of old and new members in order to maintain Cabaret Theatre's mission statement. Please note that production staff positions at Cabaret Theatre are reserved for undergraduate students.

**SECTION 6. THEATRICAL RESUME(S)**

Please submit a theatrical resume listing any experience you find significant for this proposal. In addition, please include the theatrical resumes of any proposed staff in the preceding section.