

## FOREWARD

Thank you for your interest in proposing for Cabaret Theatre and The Livingston Theatre Company's Annual **Back-to-School Revue**.

As an initiative to celebrate the wonderful amount of talent we have here at Rutgers, Cabaret and LTC have joined forces to create a combined production that showcases the amazing actors and actresses of both companies. We are accepting proposals from the members of both groups to find the revue that best suits the wide range of musical talent within the companies.

The Reading Committee is a combined group of representatives from both theatres and we are now accepting revue proposals for the fall! Guidelines are enclosed in this packet. Included are six (6) sections to be completed by **June 1, 2015**; to ensure a timely response, please be sure to check and double check your proposal for all the necessary components before submission.

First, we request **an email to [producer.cabarettheatre@gmail.com](mailto:producer.cabarettheatre@gmail.com) AND [info@ruLTC.org](mailto:info@ruLTC.org) as soon as possible letting us know that you are interested in proposing**. This is only a preliminary expression of your interest and does not bind you to any specific ideas or expectation of your final proposal.

All proposals will be read by The Reading Committee and upon a collaborative decision between LTC and Cabaret, a proposal will be chosen. If an interview is required to finalize our decision, The Reading Committee will contact the director and set up a time that is convenient for both us and you. We will provide a detailed document including what to expect during the interview should your proposal be selected for further discussion.

Finally, if you have any questions or concerns about the proposal process, do not hesitate to contact the Producer of Cabaret Theatre ([producer.cabarettheatre@gmail.com](mailto:producer.cabarettheatre@gmail.com)) or the Managing Director of LTC ([info@ruLTC.org](mailto:info@ruLTC.org)).

We look forward to your proposal!

Sincerely,

The Reading Committee  
Cabaret Theatre & The Livingston Theatre Company  
2015-2016

## THE READING COMMITTEE

The Reading Committee consists of five members: the Producer/Managing Director, the Artistic Directors, and the General Board Representative. In the event you should need to contact one of the readers, please refer to the information listed below:

<u>Title</u>	<u>Name</u>	<u>Email</u>
Producer of Cabaret Theatre	Kayla Votapek	producer.cabarettheatre@gmail.com
Managing Director of LTC	Julia Mendes	info@ruLTC.org
Artistic Director of Cabaret Theatre	Eddie Norgard	artistic.cabarettheatre@gmail.com
Artistic Director of LTC	Brenna Knight	artistic@ruLTC.org
General Board Representative	Alex Albanese	ata49@scarletmail.rutgers.edu

## WHAT ARE WE ACCEPTING PROPOSALS FOR?

This proposal packet serves as the submission guidelines and requirements for the Back-to-School Revue. If you wish to submit a proposal for a special project of mainstage for either company contact the respective companies' Executive Board.

Please note **we are only accepting submissions from any full-time or part-time Rutgers New Brunswick University undergraduate students.** To confirm this, everyone must provide an RUID number with their proposal. Due to University constraints, we will not consider any proposals by non-students or non-undergraduates.

Finally, if you are looking for Cabaret Theatre or The Livingston Theatre Company to host a non-theatrical event that is not bound to a script, please contact the E-Board of either/both companies. ***This proposal packet is solely for theatrical productions.***

## GUIDELINES & REQUIRED INFORMATION

Organization and professionalism are important qualities to demonstrate when proposing to fulfill 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.

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

1. ONE (1) *electronic* copy of the proposal form, 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) Google Drive copy of the tracklist MP3s or include a link to a playlist on Spotify of the songs you are using.

## SUBMISSION DEADLINE

The Electronic Proposal should be sent **no later than June 1st, 2015**. Late submissions will not be accepted. Please send them to ([producer.cabarettheatre@gmail.com](mailto:producer.cabarettheatre@gmail.com)) **AND** ([info@ruLTC.org](mailto:info@ruLTC.org))

# REQUIRED INFORMATION WALK THROUGH

## Section 1. Cover Letter

The cover letter should include two components:

- A brief description of your connection to the storyline (500 words max).
- A description of your leadership style (2000 words max)

Things to consider while writing: We are interested in learning about why **you** should be selected to direct. 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 with us some instances in which you have worked with a large group in a leadership role and you were successful; or, if not successful, tell us what you would have done differently. We are very excited to get to know you and this cover letter is the perfect opportunity to give us a snapshot of your leadership potential. Save the artistic discussion 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) Please include any/all information about your summer schedule and syllabus week schedule.
  - b) Include possible school/work schedules/study abroad plans as well as any familial or other organizational restraints.
  - c) Please include if you are in a leadership position for any other student organization (Ex. Business Manager for Glee Club, President of Kirkpatrick Choir, etc.)
4. Opening Statement:
  - a. In a few sentences, please describe the show you are proposing.  
Please Include:
    - i. The full title of the Show.
    - ii. Any necessary author or creative credits.
  - b. Also attempt to categorize the genre of your proposal by answering these questions:
    - i. **In what kind of location or setting does the production occur in?**  
(Contemporary, Crime, Historical, Science Fiction, Sports, War, Western, etc.)
    - ii. **What is the overall mood or tone of the production?**  
(Action, Adventure, Comedy, Drama, Farce, Mystery, Absurdist, etc.)
    - iii. **What is the age appropriateness of your production?**
      1. (Our talent pool and audience is primarily college students; how could you make it work for your show?)

## Section 3. Artistic Vision

Your artistic vision is the crux of your proposal. You should include all the components in the pyramid listed below; however, we are not looking for a general list that answers each step. Use the bottom-up approach to craft your vision and compose several paragraphs as you would an academic essay.

Use your voice to your advantage; this is an excellent opportunity for the Reading Committee to get to you know you beyond your standard biographical information.

Please note, we are particularly interested in productions that keep the theatrical space in mind. Although the Revue is a collaborative event between both Cabaret and LTC, the show will be hosted in Cabaret Theatre. Cabaret is the only student-run *black box* theater on campus, how does your vision plan on taking advantage of the space?



\*\*\*NOTE: Please feel free to e-mail the Artistic Director of either or both companies with any questions regarding your artistic vision.. 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”. The Artistic Directors, however, may decline to answer any questions that may lead to an unfair advantage in creating a proposal.

## Section 4. Budget

Please describe how you would use a limited budget to express the artistic vision for your Revue. Keep in mind that Cabaret and LTC both have a plethora of resources than can be found in either theatre’s storage and therefore will not need to be bought. That being said, please make sure to indicate what you think might be readily available versus what must be purchased to sufficiently convey your vision. If your Revue is picked, the representatives from both companies will be able to craft and mend your vision within the confines of the budget. In this section we want to see what you think is necessary and can be done with your understanding of the limitations.

## Section 5. Staff

In this section, please provide the names and positions of individuals you plan to have on your production staff. Since the Back-To-School Revue happens the first weekend we are back at Rutgers, it is mandatory that a staff be known before the rehearsal process begins in July. If you are having trouble finding a pro-staff before you submit your proposal, please contact the Executive Board of either company to receive suggestions of those that may be interested. **You MUST at the time of submission have a Musical Director attached to your proposal. (If you are having trouble finding a Music Director before the submission deadline, please contact the Producer of Cabaret or the Managing Director or LTC).** Please note that your production staff must be available during the summer and therefore must live near Rutgers or be willing and able to come to New Brunswick for all the rehearsals they will be needed at. Please consult individuals before attaching their names to a proposal.

Also note that if selected, **your final production staff will ultimately be at the discretion of the Executive Boards.** Please note that production staff positions for The Back-to-School Revue are reserved for undergraduate students.

## Section 6. Theatrical Resume

Please submit a theatrical resume listing any experience you find significant for this application. Also, please include the theatrical resumes of any listed staff in the preceding section.