

PRODUCTION PROPOSAL FORM

Date:

Name of Proposer:

Address:

Tel No:

Email:



Title of Proposed Production	
Author	
Genre	
Proposed Venue	
Max seating per performance	
Proposed dates of performances	
Number of performances	
Rehearsal days (e.g. Thurs evenings, Sun afternoons, etc.)	
Approx. start date of rehearsals	
Set & Props - brief description (source etc.)	
Costume – brief description (source etc.)	
Lighting, SFX (NQSC/Venue/Hire/Buy)	
Sound Equipment (NQSC/Venue/Hire/Buy)	
Music (Style/Source/Live/Recorded)	
Publicity – brief description of planned publicity	
Miscellaneous/contingency costs – possible additional expenses	

Programme costs The NQSC usually aims to cover printing costs by sales/donations at the performances	£

VENUE HIRE COSTS	
Estimate of total number of audition and rehearsal hours req.	
Estimation of hours needed in performance venue for: <div style="text-align: right;"> Get in - Technical Rehearsal - Dress Rehearsal - Get Out - </div>	
Total venue hours required	
Hourly cost of venue/ venues (if used) Village Hall Old School Other	£ £ £
Multiply total venue hours by the hourly cost of the venue/s to get the total venue hire costs for rehearsal and performances.	£

TOTAL PROJECTED COSTS OF PRODUCTION		
TOTAL VENUE HIRE COSTS	The cost of estimated hours of rehearsal as calculated above.	£
SET AND PROPS	Estimated total cost	£
COSTUME	Estimated total cost	£
LIGHTING & SFX	Estimated total cost	£
MUSIC & SOUND	Estimated total cost	£
SCRIPTS	Cast scripts estimated total cost	£
PUBLICITY	Artwork, posters, tickets, leaflets, advertising estimated total cost	£
MISCELLANEOUS COSTS	Estimated total cost e.g. – water, make up etc.	£
TOTAL OF ALL ESTIMATED COSTS ABOVE		£

Your proposal for ticket price. The NQSC usually charges a flat price per seat with no concessions.	£
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PROJECTED INCOME

Item	Notes	Total possible income
TICKET SALES (best case scenario)	(e.g. 3 performances selling 100 tickets each @ £8 per seat = ? Ensure you use the net income from ticket sales as we pay approx. £1 of the face value to the ticket agents)	
Grants		
Any additional income		

Total Estimated Income (best case as above)	£
Total Estimated Costs (as above)	£
Subtract to find Potential Profit (best case scenario)	£
Min. No. of ticket sales necessary to break even	

Proposed Production Team

Members can take on more than one role but, when proposing, please make sure that you have people who are enthusiastic to take on the necessary roles. Technical support can be particularly difficult to find.

ROLE/S	NAME
Director/s and/or Producer/s	
Assistant Producer/Directors (<i>if required</i>)	
Publicity Officer	
Production Design	
Ticket Sales	
Venue Booking	
Technical Director/s	
Technical Assistants	
Musical Sound Director	
Stage Manager/s	
Assistant Stage Managers	

Set Design / Set Construction	
Costume Design, Construction, Hire	
Wardrobe	
Props master and procurement	
Weapons/ Fight Master (if fights or weapons are used – refer to Committee who may need to review insurance.)	
Front of House Staff / Refreshments	
Special Arrangements.	

ADDITIONAL NOTES

- The Committee will accept realistic estimates but try to get accurate costings.
- For up-to-date hire fees – check with the venue.
- Quorn Village Hall is booked on regular Thursday evenings for the NQSC and, wherever possible, this evening should be the main NQSC rehearsal evening for all productions. Additional hours may also be booked in other venues to suit you.
- You can provisionally book performance/rehearsal dates before the production has been approved by the committee but ensure that no cancellation fees will apply as you cannot assume that your proposal will be accepted.
- Publicity – all publicity materials/online advertising/social media promotion etc. must be approved by a member of the committee.
- Speak to a committee member if you have any questions.

Tell us a little more about your production.

Return to:
The Secretary
The New Quorndon Shakespeare Company
nqsc@ymail.com