

Deep End APO

Production Proposal Form

Today's Date _____

Name: _____ Year: _____ Email: _____ Phone Contact: _____

Dates Requested: _____ Number of Performances: _____

(this may be negotiable based on the spaces available)

Space Requested: _____

Production Name: _____ By: _____

Who owns the rights? _____

Please list royalty costs for 1st show: _____ plus each additional: _____

Director(s) Name(s): _____

Have you taken directing classes at St. Olaf? Yes or No

If "No", please specify directing advisor for this project: _____

Director's previous theater experience:

Production Front-of-House Manager _____

Production Student Technical Advisor _____

(If you need help finding a student technical advisor, contact the Deep End APO board)

Casting Requirements? Men: _____ Women: _____ Either: _____ Children: _____

Give a brief synopsis of the play:

Briefly state why you would like to do this production and why it should be done with Deep End APO.

(optional) List any organizations or charities you would like to give part of your proceeds to. PLEASE NOTE that if you do not specify an org or charity, Deep End APO reserves the right to ask audience members to bring food donations or something of the like.

Will your production impact department classes or productions? How?

Technical Requests (Please circle all you hope to use - NOTE: no technical equipment is guaranteed)

Risers	Light Board*	Access to Large Props
Red Chairs	Gels*	Access to Small Props
Brown Chairs	Gobos*	Use of Prop Shelves/Storage
Carpet Tiles	Sound Board*	Black Rehearsal Cubes
Rehearsal Lights	Clavinova/Piano	Sound Lab*
Other (please specify)		

*If you need these items and are approved for the use of them, you must be willing to pay a \$25 booth fee. If you follow the contract you will sign on approval, this booth fee may be compensated by Deep End APO.

Budget Requests (Please specify amount for all that apply for your production)

Category	Dollar Amount Requested
Royalties	_____
Copying	_____
Prop Purchases	_____
Costume Purchases/Rentals	_____
Publicity/Display	_____
Justification:	

I am aware of all royalty costs of this production, and am assuming responsibility for their payment. (Questions? See faculty member Dona Werner Freeman.)

I am aware of, and agree to abide by all occupancy and fire code laws that regulate the space I am requesting. I understand that if these laws are broken, the production will not continue, and that I will be the party held legally and financially responsible.
(Questions? See technical director Todd Edwards.)

Applicant's Signature _____

Faculty/Staff Approval of Proposal _____
(Dona Werner Freeman, Karen Peterson Wilson, or Todd Edwards)

Deep End APO Production Guidelines: What a Director Needs to Know

Work-in-progress Mission Statement

Deep End APO is affiliated with the national honor society Alpha Psi Omega and is a student theater production company based out of St. Olaf College that strives to involve and better the community through service opportunities as well as through live theatrical experiences. The purpose of these opportunities and productions is to entertain, educate, and enrich the lives of the participants and audience members.

Director Duties

Director must meet with Brian Bjorklund and Todd Edwards during the beginning and middle of the production in order to discuss usage of department property. (Minimum of two meetings)

Directors are heavily encouraged to attend weekly Deep End APO board meetings. Currently Monday mornings from 10am-10:30 in the Make-up room. (Minimum attendance of two or three meetings)

Space Usage

All spaces must be reserved two to three weeks in advance. Department productions and theater classes have precedence over Deep End APO productions. As Haugen and Kelsey are utilized frequently for teaching and productions, please consider using unconventional spaces for your rehearsals as well as your performances: steps of the theater building, Boe Chapel, The Pause, The Lions Lair, Old Science Center, Skoglund, Field House, Urness, Dittman, Ytterboe Lounge, a nearby park or natural lands. Take risks.

All department spaces must be treated with respect and care. Leave them better than the way you found them. Chairs, set pieces and props must be cleared after each rehearsal and performance (Deep End APO reserves the right to withhold compensation for the booth fee based on the applicant's respect for these guidelines).

Let Todd Edwards or Brian Bjorklund know immediately if there are dangerous circumstances: lights broken, property damage, or injury.

There are several safety concerns when using Haugen Theater. Fire code and occupancy must be enforced. Risers must be inspected by Todd Edwards or Brian Bjorklund before all performances. An inspection date should be made in advance. (A reminder that use of risers is not guaranteed.)

Casting

Although there are no rules as to who you can cast, we would highly recommend that directors would refrain from pre-casting and seriously consider casting underclassmen or untapped upperclassmen. Casting people involved in department productions is discouraged. It is best to host auditions after the seasonal department productions have been cast.

Publicity

All publicity materials must include, "Produced by Deep End APO".

Finances

One aspect of the application is a budget itemizing projected costs for any funds requested of Deep End APO. All receipts for approved expenses must be turned in to the president of Deep End *no later than 30 days after the initial purchase*, or else the purchase will not be reimbursed.

Do not assume your financial requests have been granted until you receive notice from the Deep End APO Advisory Board. (It is possible that your production can be approved, but not your budget.) Once the budget is approved, the Deep End Treasurer, President, or Secretary must be notified of large purchases before they are made. A brief phone call or e-mail will suffice.

DO YOU HAVE QUESTIONS ABOUT THE FORM?

PLEASE CONTACT THE DEEP END APO BOARD AT

deependapoboard@stolaf.edu, or more specifically, contact the co-presidents for 2009-2010 -

Francine Boylan: boylan@stolaf.edu and Caitlin Levno-Lamont: levnolam@stolaf.edu.

The faculty advisor for productions is another excellent resource -

Dona Werner Freeman: freemand@stolaf.edu

After the submission of this form, the board will carefully look over your proposal and schedule a meeting with you. If your production is chosen, you will be expected to sign a contract, make a production calendar, and come to weekly meetings with the board to update us on your progress. In addition, we ask you and as much of your cast as possible to attend the weekly Deep End APO meetings (Mondays at 5pm in the green room) and/or participate in the org events and service opportunities.

THIS FORM MAY BE SUBMITTED TO DEEP END APO IN THEIR FOLDER ON THEIR BULLITEN BOARD IN THE GREEN ROOM. THANK YOU.