

Proposal Template

Replace this with “[Name of Show] Proposal”.

Instructions are italicized. Please do not change this document but copy/paste the template into your own.

Show Details

1. Title:
2. Rights Holder:
3. Synopsis:

Production Details

1. Venue:
2. Dates:
3. Detailed Rehearsal Process Schedule:
 - a. Start/End Dates:
 - b. Tentative Weekly Schedule:
 - c. Band Rehearsal Schedule: *include auditions, sitzprobe, weekly schedule, etc.*
 - d. Additional Important Dates: *auditions, advertising timeline, etc.*
4. Sound/Set/Lighting Design Concept: *optional*

Production Team

Please list who will fill each role and their qualifications/why they are a good fit.

- Director:
- Choreographer:
- Vocal Director:
- Music Director:
- Stage Manager:
- Tech Director:

Casting Rationale

1. Named Characters:
2. Ensemble: *what people groups they will be portraying, approximate number, etc.*
3. Things to Consider/Restrictions:

Vision Statement

150 words max. What is your intention artistically (i.e. not just “put on the show”)?

Benefit to SHPC

150 words max. Why should this show be done now with SHPC specifically?

Budget

Include rights, venue, set, advertising, costumes, etc. with a total.

Additional Notes/Concerns

Anything not covered in the categories above.