

## How to Propose a Show with Timothy Murphy Playhouse

Thank you for your interest in putting on a show with Timothy Murphy Playhouse! Let's get you on your way by taking you step-by-step through the proposal process. We are here to help! Any questions please write to [timothymurphyplayhouse@gmail.com](mailto:timothymurphyplayhouse@gmail.com) or contact a current board member. You can also contact us through the website.

This guide is written for a potential director putting together a proposal but we have also had producers spearhead proposals in the past. If you are a potential producer looking at this guide the process is the same.

1. Acknowledge the time and energy which directing will consume. It will be a wonderful experience, but make sure you can dedicate yourself to it! If you'd like to chat with a past director please contact us and we will help you get in touch with past TMP directors who can speak with you about the experience.

2. **Find a show** which inspires you! There are lots of reasons to pick a particular show. Think about cast size and demands, performance space (we typically perform in the MCS auditorium), and an overall vision for the production. You will need to find out which company holds the rights to the production. This can be done easily with a google search for almost all shows. You may want to order a perusal copy of the script. You will need to check that the performance rights are available for your chosen dates. For help with ordering perusals and applying for rights and royalties (which you will need for your budget) you will need to contact Sarah Bramer at [timothymurphyplayhouse@gmail.com](mailto:timothymurphyplayhouse@gmail.com). She holds our accounts at most rights companies and will assist you in this part of the process.

3. **Find a producer.** This person must excel at 'getting things done'. The producer is responsible for making the show happen, and that includes everything from managing the budget to booking rehearsal space, and communicating with all members of the production. If you're thinking about producing, again, it is very time consuming but always very rewarding. For a more detailed list of what a producer does please refer to our document *TMP Production Team Manual*. We can try and help you find a producer by use of our email list and facebook page. We can also put you in touch with past producers for advice, suggestions, or possibly to work with you!

4. **Attend the October TMP meeting.** We strongly suggest you and/or your producer attend the October meeting (email us or watch our facebook page for the date). This meeting will provide you with a large amount of useful information. You will be able to hear reports from the wrapped summer productions which will include budget numbers that you will need to prepare a budget. You will learn who is on the board for the coming year. You will find out who is on the committee that you need to submit your proposal to and when the deadline is (usually sometime in December). The dates for the January and March meetings will be set, both of which you will need to attend. At this meeting, make it known that you are working on a proposal. The board and people in attendance can then help you along the way! *If you can not attend the October meeting email [timothymurphyplayhouse@gmail.com](mailto:timothymurphyplayhouse@gmail.com) with your contact information and let us know you are looking to propose a show. Someone can then contact you with the information you missed at the meeting.*

5A. **Build the rest of your team.** Please refer to our document *TMP Production Team Manual*. This document covers all possible members of your potential production team and

what their duties would be. The more roles you can secure on your team the stronger your proposal and ultimately your production will be. Do not be concerned if you do not have every role filled by the time your proposal is due but the main team members should be in place prior to submission. Please ask each member of your team to submit a theatrical resume (a simple list of past experience) for us to keep on file.

**5B. Make a budget.** Making a budget goes hand in hand with building your team. Several members of your team will be hired as independent contractors and will receive a fee for their services. The amount of that fee should be clear as early in the process as possible. The producer is ultimately responsible for the budget but creating one should be a team effort. Use the budgets you got at the October meeting as a guideline and if you would like a few other budgets from years past (highly recommended) please contact the current treasurer or secretary of TMP. Looking at 2 or 3 budgets from past summers in the best way to come up with your numbers. Please use these past budgets as an example of how we are used to seeing budgets formatted. Remember you are not alone! We are here to help.

**6. Write up your proposal.** Please include:

Production details: name of show, author/composer/lyricist, brief synopsis, list of main parts, dates and times of production, ticket prices, who holds the rights and whether or not you have a contract in the works with them, ideal cast size, age of those welcomed to audition

A list of your production team and their theatrical resumes

Logistical plans: basic days, times, and locations of rehearsals, production location, any fundraising plans you may have, basic time frame you are looking to hold auditions, length of production process

Budget

Vision: anything else you think the membership should know about sets, lights, costumes, publicity or concept for your production

**7. Submit your proposal** to the Druthers Committee chairman. The details of who this is and the deadline and how to submit are decided each October. Submissions are usually done by email. The deadline is usually in December. The Druthers Committee may get in touch with you to ask you questions about your proposal before the meeting. If they do not get in touch with you do not worry.

**8. Attend the January TMP meeting.** It is critical that the director and producer of your show be present at the January meeting. At this meeting the Druthers Committee will present any and all the proposals they received. You will be given a chance to talk through or present your proposal to everyone in attendance. Board members and others at the meeting will probably ask clarification questions, give you things to think about, or offer advice. After a time of discussion, a vote will be taken. If your show is approved at this meeting you are off and running! You can start to get to work on the logistics of your show, plan auditions, secure contracts for rights. request rehearsal and performance space, and plan, plan, plan! Plan on attending the March meeting where the Board and membership will want to hear more details about auditions and other plans for the summer. Remember, we are here to help! Break a leg!