

**Westfield Theatre Group**  
**Preliminary Proposal Form for Directors**

1. Your Name: \_\_\_\_\_

2. Title/Author of Show: \_\_\_\_\_

3. List publishing house for show, or other means for the Reading Committee to obtain a copy of the script:

\_\_\_\_\_  
\_\_\_\_\_

4. Provide a brief synopsis of your proposed show:

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5. Does your production require any extraordinary sets/costumes/other production requirements? If so, please explain:

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6. Using motion picture ratings as a guideline, how would you rate this show? Please circle.

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PG

PG-13

R

7. Do you have any preferred production staff members (producer, stage manager, music director, choreographer, technical director, etc.) at this time or are you willing to work with appointed staff? Note it is not necessary to have a full production staff at this point in the process.

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8. What timeframe are you proposing for your show? Note that preliminary proposal deadlines are November 1 of the previous year for Fall productions and May 1 of the previous year for Spring productions (e.g., proposals for Fall 2016 must be submitted by November 1, 2015).

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9. Please attach a summary of your theatrical experience.

The Westfield Theatre Group Board of Directors appreciates your interest in directing and will carefully consider all proposals. The Board has established the following time table for reviewing and selecting shows:

<b>Milestone</b>	<b>Approximate Deadline for Fall Production</b>	<b>Approximate Deadline for Spring Production</b>
Directors submit Preliminary Proposal form	November 1 of previous year to production	May 1 of previous year of production
Reading committee review	November/December	May/June
Meet with proposed directors at Board meeting to discuss proposals	January Board Meeting	July Board Meeting
Board of Directors vote	February Board Meeting	August Board Meeting

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