

Acme Theater Productions

Play Submission Form Guidelines

Thank you for your interest in submitting a play for Acme Theater's 2023/2024 season. This document outlines the application and selection process. If you have any questions, please contact the Acme Artistic Committee at AcmeArtComm@gmail.com. A list of previous Acme productions is available at www.acmetheater.com for reference.

Application Process

1. Read through this document. Note that for Acme's 2023-2024 season, directors and shows are being sought for the first (Sept - Oct 2023) and last (May 2024) slots only, and directors of comedies (e.g., situational, farcical, romantic) are particularly wanted.
2. Complete the Play Submission Form below (either digitally or as a hard copy) and submit it and any supplemental material by **December 2, 2022**. Incomplete applications or applications submitted after the deadline will not be considered.

Materials may be submitted by:

- a) Dropping off a physical packet at Acme Theater if a BOD member is present
- b) Submitting digitally to: AcmeArtComm@gmail.com
- c) Mailing a physical packet to:
Acme Theater
Attn: Artistic Committee
61 Summer St.
Maynard, MA 01754

3. Please include one physical or digital copy of the script (and related musical scores/CDs/tapes/sound files if applicable) with the application. **Submitted scripts and ancillary materials will not be returned.**

Directors will receive a stipend of \$350 to direct one production, payable on opening night of the specific production.

Selection Process

1. The Artistic Committee will review all submissions and present their recommendations to the Acme Board of Directors (further noted as "Acme BOD").
2. Acme BOD will deliberate each recommended show and approve or reject them via a majority vote. Acme BOD reserves the right to seek external solutions not limited to previously-submitted entries.
3. The Artistic Committee will notify all directors of updates related to their submissions in February 2023 including any informational follow-up requests. Once all directors have been contacted regarding final Acme BOD decisions, the approved season will be

publicly announced via Facebook, electronic newsletter, and Acme's Website:
www.acmetheater.com.



Acme Theater Play Submission Form 2023/2024 Season

Please complete a separate form for each submitted play. In addition to this form, please submit either a physical or digital copy of the script as well as any ancillary materials that you feel would aid in the decision-making process (e.g. musical scores, CDs/tapes/digital files, etc.) **Please note that these materials will not be returned.**

All play submission materials are due by **December 2, 2022.**

Title of Play	
Author of Play	
Genre of Play	

Part 1: Director Information

Name	
Address	
Preferred Phone Number	
Email Address	

Theater Experience

Please list most recent directing experience. Attach additional sheets or résumé if necessary. Please fill out all relevant information completely and accurately.

Title of Play	Theater Group	Year	Relevant info to know about this production?

Part 2: Production Information

Timeslots

Please mark which timeslot(s) you are available to direct. Note that for Acme's 2023-2024 Season, directors and shows are being sought for the following two slots only:

- Sept - Oct 2023
- May 2024

These are the production dates; show auditions occur approximately eight weeks prior:

If you have any production staff members already in mind for this show, please input their names below. If not yet determined, leave blank. If not applicable to the production, enter "N/A".

Please note: Acme BOD members serve as producers for each show. It is a role BOD members take very seriously. They are eager to provide assistance as needed. However, Acme Theater is a volunteer organization; while we strive to be as supportive as possible, the producers may ask your help in filling desired staff positions.

Stage Manager	
Set Designer	
Properties/Set Dressing	
Costume Designer	
Lighting Designer	
Sound Designer	
Makeup/Hair Designer	
Master Carpenter	
Run Crew Chief	

Part 3: Play Information

Brief Synopsis of Play

Cast Demographics (number and age range)	
Men	
Women	
Children (include genders if appl.)	
Ensemble/Gender Neutral	

What's your vision for the play? What do you think this play is about?

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Does the play contain any "controversial" elements (language, mature content, violence)? How do you plan to address them?

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Technical Requirements

Please provide as much detail as you can. If accepted, Acme Theater will build the production budget based on the information included in this proposal.

Set description: Unit set? How many locations/changes? Challenging construction?

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Costumes: Period pieces? Many required changes? Planning to make/borrow anything?

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Props: Estimate of prop volume? Any hard-to-find or hard-to-make items?

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Any other potential production challenges you foresee?

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