

## **BHT Mainstage Production Submission Form Season**

This form should be completed and attached to the documents listed for inclusion (see guidelines) when you turn in your submission package. Please see Administrative Assistant in room 360 if you require any assistance.

Play Title

Author

Director

Writer's Email Address

Telephone Number

Running Time

(Please read the play out loud to be as accurate as possible. Read stage directions aloud when reading. Estimate if necessary)

Number of actors                  Female                  Male

Who holds the performance rights for this script?

Is This An Original Script?

**If This Is An Original Work Please Complete The Following (or skip to vocals):**

1. Writer's Email Address
  
2. Writer's Telephone Number

Does This Script Have Live or Recorded Vocals

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Office Use Only:

Submission form completed

Cover Letter

Directors Resume

Publicity Info

Complete Script

Signed Letters of Agreement from Director and Playwright  
(*new work only*)

For any submission to be considered, all of the following documents must be included at the time you turn in your submission:

1. Submission form completed
2. Cover Letter
3. Director's Resume
4. Publicity Info
5. A Copy of the script (on 8 1/2 X 11 paper, typeset or typed; clean, legible and suitable for photo copy)
6. Signed letters of agreement from Director and Playwright (in the case of a new work)

**Submissions should be dropped off at Room 360 in University College no later than 4 pm on the deadline date.**

Incomplete submissions will not be considered by the BHT executive. For details on what to include with your submission please see the appropriate section of this guideline or the Administrative Assistant in room 360.

**DO NOT SUBMIT MORE THAN ONE PLAY.  
ADDITIONAL SUBMISSIONS WILL NOT BE CONSIDERED**

Plays produced by the bhtc in the past 5 years will not be considered

An evening of two or three one act plays is also acceptable for submission. Each show must have a different director. If you are submitting in this manner then both directors will need to fill out the package jointly.

### **General**

So you want to propose a play for production at the Black Hole Theatre....

In deciding that you would like to direct a production, be aware that it involves a lot of time and effort to make it a success. Your submission proposal is just the first step in the process.

Submission proposals are made by directors, who are prepared to direct the play and undertake the commitment to do so should their play be accepted by the BHT executive. In the case of new original plays; the submission should be made jointly by the director and playwright, each of whom have signed the appropriate agreement (see item 6 above). Submissions where the director and the playwright are the same person will **not** be considered. If you are a playwright with an original script then please make the effort to find a director for your play to be considered. If you have difficulty with this, please contact the BHTC executive for assistance.

Plays previously produced by the BHT in the past 5 years will not be considered for this season. A list of these shows is posted outside the Production Office.

To arrive at an accurate estimated running time, read the play aloud, at performance pace. Better still, get some friends together and do a timed reading.

Please consider the financial and technical limitations of both the Black Hole Theatre and the Black Hole Theatre Company. Sets, props and costumes all cost money. A play requiring six realistic sets, including Times Square and a battle at sea, may well exceed even the ingenuity of the BHT. Plays which would play well in an intimate setting may have an advantage.

### **Cover Letter**

This is a letter explaining why you feel this play would be suitable for production by the BHT. Some of the issues you might want to touch on include:

The strengths, limitations and educational/experiential requirements of the Black Hole's acting pool. Would any role be impossible to cast adequately? Are the demands of the roles such that participants are likely to learn something? While the availability of alumni and faculty members gives us the ability to cast some older roles, the absence of roles for our younger members, who are in the majority, puts a play at a disadvantage. Are there good roles for women, again the majority of our membership? A play with no such roles is unlikely to be chosen, although this factor is less important in the case of one-act plays for a multiple-play production as the absence of female roles in short plays can be compensated for by the executive selecting other short plays in which female roles predominate.

Your strengths and limitations as a director. Are you experienced? Are you ready for a full-length play? A cast of ninety-three? The challenge of Shakespeare? An original play? What will you bring to a production of this play? Why should we trust you? Why is this play important to you? Why do you want to direct this play?

The play's contribution to a Black Hole season. Will it make a lot of money? Teach something to the participants? Teach something to the audience? Introduce Winnipeg and campus audiences to a type of theatre they seldom see? Introduce the BHT to a sort of audience it seldom sees? Impress the Dean? The MTC? Winnipeg?  
If there is a time slot which is not acceptable to you, please include this information in your cover letter.

### **Director's Resume**

Your director's resume should include an outline of all previous theatrical experience (performance, directorial, technical, managerial) with the BHT or any other theatrical organization, and all theatrical and dramatic training and education, at the U of M or elsewhere.

### **Original Scripts**

In the case of an original play, a completed and signed director's agreement with the Black Hole Theatre Company, and a completed and signed playwright's agreement with the Black Hole Theatre Company. Forms are available in the Theatre Office, 360 University College.

### **PLAYS WITH LIVE OR RECORDED VOCALS (singing)**

In the case of a play that has singing (either live or pre recorded), you must arrange to have an experienced musical director to take care of rehearsing this portion of the performance. As part of this submission package, you will need to include a letter from the musical director with a brief resume of their experience as it applies to their role as musical director and their explicit agreement to act in this capacity for the production.

### **Casting Policy**

Black Hole productions enable students of the Theatre Program to practice what they learn in classes. When faced with a casting dilemma, keep use the following criteria to prioritize the auditioners.

1. Current theatre students
2. Alumni
3. Current English, Film and Theatre Students
4. Greater University of Manitoba Community
5. Greater Winnipeg Community