

Carousel Theatre of Indianola

Proposal Guide

*The point of a proposal is to not only showcase the play or musical you wish to direct and why you think it would be a good fit for Carousel, but to also highlight yourself as a director and how you envision bringing the show to life on the Carousel stage. The following points and questions are what we suggest you think about prior to your presentation. **We understand that not all aspects of each topic can be easily worked out at this stage in the process but encourage you to have a rough idea on as many as possible.** When presenting, we encourage you to have a typed-up hand out prepared that covers each of the topics in your proposal. We will be using this handout as a reference when deciding our final season selection. If you are not able to print handouts ahead of time, don't worry! Contact the Board President and they will be able to get your proposal printed. If you have any questions or concerns, don't hesitate to ask!*

Note: *This overview includes points for both musicals and plays. Musicals and plays have different production requirements, and your proposal should be adjusted appropriately. Please also note that you do not need to present your proposal in the same order as this outline.*

1. Show Details
 - a. Show Title, Playwright and Publisher
 - i. Potential add-on – a brief bio of the playwright
 - b. Show synopsis
 - i. This can be something from online, but we encourage you to write your own. We want to see your interpretation, not someone else's.
 - c. Character Breakdown
 - i. Things to mention
 1. Character Name
 2. Gender
 3. Age Range
 4. Vocal Range
 5. Brief Character Description
 - d. Number of Acts
 - e. Who is the Target Audience?
 - i. Who is coming to see the show?

- ii. Is the show for a young audience?
 - iii. Does the show have mature themes or content?
 - 1. If so, to what degree?
 - 2. This does not make or break a show. This only affects how we market to our community
 - f. Materials Needed
 - i. Backtracks
 - ii. Directors' Script
 - iii. Orchestra Parts
 - 1. It should be noted that Carousel's standard is to use backtracks over a live pit orchestra. It is the Pit Director and Director's responsibility to find pit orchestra musicians
 - iv. Other
- 2. Production Details
 - a. Production Roles
 - i. What roles do you have filled?
 - ii. What roles will you need help filling?
 - 1. Assistant Director
 - 2. Music Director
 - 3. Pit Director
 - 4. Stage Manager
 - 5. Set Designer
 - 6. Costume Designer
 - 7. Hair/Makeup Designer
 - 8. Props Master
 - 9. Master Carpenter
 - 10. Technical Director
 - 11. Accompanist
 - 12. Other
 - a. Note that not all the listed positions need to be filled for every production. As director you have significant autonomy to build your team as you see fit. The only required positions for every show are Assistant Director and Stage Manager.
 - b. Proposed Cast Size
 - i. Will you be casting an ensemble?
 - 1. How many?
 - 2. How often is the ensemble used throughout the show? Will they spend more time on or off stage?

- ii. Will you be casting minors (under 18)?
 - 1. How many?
 - 2. Will there be age restrictions?
 - 3. Will they have an opportunity to hold named roles?
 - 4. Will they be in the ensemble?
 - 5. Do you plan on having a "children's choir" or will all minors rehearse/perform as part of the regular ensemble?
 - 6. Will you need specific people to work with/watch minors during rehearsals and/or performances?
- c. Preferred Time of Year
 - i. The Carousel season starts in the fall and runs through the end of the summer. Our standard season is three shows a year (Fall, Spring and Summer). Traditionally, we produce a play in the Fall and Spring time slots and a musical over the Summer. However, we are flexible and have been known to change that standard around, producing small musicals in the Fall or Spring time slots.
 - ii. You are not required to have a preferred time slot, but time of year can affect whether we can produce certain shows based on cast size and space requirements.
- d. Preferred Venue
 - i. Carousel Theatre lives a nomadic lifestyle, moving between venues from show to show. If you are familiar with our typical performance venues, do you have a specific venue in mind for your production? Below is a list of our typical venues:
 - 1. Indianola High School Auditorium
 - 2. Better Homes and Gardens
 - 3. La Vida Loca Winery
- e. Show Timeline
 - i. Projected Rehearsal Timeline
 - 1. How many weeks before opening night would you like to hold auditions?
 - a. Standard is 1.5 to 2 months for plays and 3 months for large cast musicals.
 - b. This will affect rights and royalties. We need to know when to have scripts available.
 - 2. Rehearsal Process
 - a. Number of rehearsals a week
 - i. Standard for Carousel is Monday - Thursday (this is purely up to you as a director)

- b. Rehearsal Time Slot
 - i. Standard for Carousel is 7:00 pm to 9:00 pm (this is purely up to you as a director)
- c. Rehearsal Schedule
 - i. At this point, we don't expect you to have a fully realized rehearsal schedule. However, a rough idea of major mile markers is a good idea. We don't need specific dates, rather rough week numbers. (i.e. Music Rehearsals: Weeks 1 – 4)
 1. First Rehearsal
 2. Start of Music Rehearsals (if applicable)
 3. End of Music Rehearsals (if applicable)
 - a. Will Music rehearsals continue throughout the entire rehearsal process? Music review days?
 4. Blocking/Choreography Rehearsals
 5. Any other special dates you know of
 - a. The Carousel standard is to start tech rehearsals (tech week) two weeks prior to opening night.
 - b. The Carousel standard is to start dress rehearsals one week prior to opening night (the Monday of opening week).
- d. Auditions
 - i. Audition Week Details
 1. The Carousel standard is to hold open call auditions Monday and Tuesday, callbacks Wednesday and announce the cast that Friday.
 - a. Do you plan on following this model?
 - b. If not, what would you like to add or change?
 2. Do you plan on starting rehearsals that following Monday?
- f. Design
 - i. Set Design

1. Do you have a set design?
 - a. This is not required, but if you have any drawings, models, or concepts we would love to see them!
 2. Will your set require any special effects (Fx)?
 - a. Rain/water effects
 - b. Trap doors
 - c. Rotating pieces
 - d. Wheels
 - e. Other
 3. Will more than one set be required?
- ii. Costume Design
1. Do you have costume designs?
 - a. This is not required, but if you have any drawings, models, or concepts we would love to see them!
- iii. Hair/Makeup Design
1. Do you have hair/makeup designs?
 - a. This is not required, but if you have any drawings, models, or concepts we would love to see them!
- iv. Props
1. Do you have props designs?
 - a. This is not required, but if you have any drawings, models, or concepts we would love to see them!
 2. Will your show require any special effects (Fx) props?
 - a. Water Pumps
 - b. Practical Weapons
 - c. Smoke Effect Props
 - d. Light up props
 - e. Other
- v. Lighting
1. Do you have lighting designs?
 - a. This is not required, but if you have any drawings, models, or concepts we would love to see them!
 2. Will your show require any special lighting effects?
 - a. Lightning
 - b. Strobe
 - c. Other
 3. Will your lighting design require any special equipment to be rented/purchased/borrowed?
- vi. Sound

1. Do you have any sound designs?
 - a. This is not required, but if you have any drawings, models, or concepts we would love to see them!
 2. Will your show require the use of mics?
 3. Will your show require any special sound equipment beyond the standard speaker/monitor set up?
3. Overview
- a. Why do you want to direct this show?
 - b. Why do you think this show is a good fit for Carousel Theatre?
 - c. What else should we know?