

HOW TO PROPOSE A SHOW

A handy guide to put together a proposal for MUSOC's 2018 Winter Season.

Proposals Close:
Midnight, Friday 18th May.

Email your proposal to
secretary@musoc.org.nz

Proposal Interviews will be held during the week beginning Monday 21st May.

WINTER SHOW 2018

MUSOC

CHOOSE A SHOW

CHOOSING THE SHOW

As an executive, we are looking for a show that fits a few criteria:

1. Is the show able to have a large involvement for our club members? Cast, crew, tech, band and other.
2. Will we be able to produce this show with the talent available? Think sound, lighting, dancing, singing and acting – do we have the resources and performers available to do it justice?
3. Is the show appropriate to our base audience? Will the show appeal to a wide range (students to elderly)?
4. Are we performing a show that is has recently saturated the local theatre scene. This goes for the show itself and the genre and general story of the show.

ORGANISE THE PROPOSAL

ORGANISING THE PROPSAL

Show Information. Ensure that you have included the relevant information about the show in your proposal, including; character list (with female/male indications); band size and instruments; creative vision; ideas for set layout; and costumes. Including links to videos or soundtracks is also helpful.

Production Team. It is useful to combine a group of people who are also interested in putting on this show as it shows that there is an interest for the show from the beginning. People to include in your proposal could include: Producer, Director, Choreographer, Musical Director, Stage Manager, Technical Director, Costumes and Props, Set Designer etc.

Why. Putting in an explanation of why we should choose this show is helpful to allow the exec to understand why this show is the right show, and it helps to hear about the team's passion and motivations for the show.

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DETERMINING A BUDGET

Whilst we aren't money hungry, we have to think about the financial position of the club in the years to come, so the successfulness of each show does take a weight in the selection process. To understand the financial outcome, we ask that you try and collate a budget of the show.

Speak to our Treasurer (email treasurer@musoc.org.nz) for help with how much each show tends to cost. You should think about the following items and whether you will be spending more or less than previous shows:

Costumes (and Makeup). Think about how many cast members you have and what types of costumes you will require. The fancier you want your costumes, the more money you will have to spend. If there are special effects required, such as blood or green skin, you need to factor in this cost.

Props. If the props are an integral part of the show, then you will have to ensure you have money for them, The biggest consideration is how easy the props will be to source.

Set. The more complex the set, the more expensive. Work with the Treasurer and Technical Advisor on the executive and with your Technical Director if you have one to help determine costs.

Lighting and Sound. Again, work with the Technical Advisor and your Technical Director if you have one to determine what you will need to hire and how much this could cost.

Marketing and Promotion. We have standard costs for MUSOC promotion, but if you are keen to implement anything bigger (a big campaign across the city, or buy a big icon to use for marketing) then you need to ensure this is accounted for.

Charity Funding, Sponsorship and Fundraising. Some shows lend themselves well to gain sponsorship and funding to put towards the costs of shows. If your show does, then you are likely to be able to spend more on the production value of the show. The President will be on the look out for Sponsorship opportunities regardless, but if you have any particular ideas or contacts that would work well with your show, you should include them in your proposal.

PROPOSAL TEMPLATE

SHOW BREAKDOWN

Use this as a guide for how to set out your proposal.

Show Name. Self explanatory.

Synopsis. Give a decent idea of the plot of the musical, include videos and soundtracks of how it has been performed in the past.

Notable Awards. Include Tony Awards, Broadway/West End honours (highest grossing, longest run etc.)

Creative Vision. Include the main idea of how you want to portray the show, including costume, props and set ideas. Pictures, videos and sketches are always a way to go. Include any special requirements you see yourself needing too.

Cast and Band Breakdown. Include a description of female/male breakdown, their ranges and a brief summary of the role. For the band, include it's size and the instruments required. It is useful to note what roles can be gender neutral/swapped and what band members could double up instruments.

Production Team List. List the production team members you have for the show and include their relevant experience. It is not imperative that you have experience, but it is useful for the executive to know where guidance will be required.

Marketing Plans. If you have any bigger ideas for marketing that you would like to share.

Budget. Working with the Treasurer, they will help you create a budget to attach to the proposal for reference.

Flaws. It's important to note that not one show is perfect. If you can identify the flaws in your show and how to overcome them, then the executive will be more willing to help you overcome them.

Why? Finish the proposal with why we should choose this show - make us excited and eager to help produce it!

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