

## INTRODUCTION

Dear Candidate,

Bettianne and Louis Flynn founded Contra Costa Civic Theatre (CCCT) in 1959 with a vision to establish a quality community theatre in El Cerrito. How that vision has been realized can best be summed up by this recent quote from the East Bay Express: “Contra Costa Civic Theatre . . . puts on comedies and musicals, mysteries and dramas from Sondheim to the Marx Brothers to Agatha Christie with unusually solid production values.”

2009-2010 will be our 50<sup>th</sup> season. In celebration, our season selection process will be guided by the very words we feel define our theatre. We will take one of these words as a theme for each show in the season.

Community	Music	Uplifting
Laughter	History	Passion
Tradition	Family	Touching
Joy	Creative	Inspiration
Create	Entertainment	Teamwork

If you would like to be considered as director, we would like to know more about you, about your work, and about the production you propose to mount at CCCT. Attached are our guidelines for assembling a proposal. The more complete and detailed your submission, the better we will be able to evaluate the viability of producing the show you pitch to us. Although we have standard ways of addressing each of these topics, we are interested in how you would approach the project based on your experience. It is not required that you address every section.

We do understand this seems like a lot of hard work but it should give you a good idea of our expectations, and we believe it will prepare you and your team for the challenges you may face during the production of your show.

### **2009-10 Season Dates:**

Show 1: September 26, 2009 - October 19, 2009

Show 2: November 14, 2009 - December 7, 2009

Show 3: February 6, 2010 - March 8, 2010

Show 4: April 17, 2010 - May 10, 2010

Show 5: June 19, 2010 - July 19, 2010

### **Introduction: You**

Please provide a resume describing your experience as a stage director, and a bit about yourself as a person. What is your day job (assuming that you don't live off the stipends from your community theatre work...), where do you live, what are your other passions and accomplishments? Why are you the perfect person to be at the helm of this show?

### **Introduction: The Play**

Please provide a summary of the production you are pitching, including the following information:

- A concise synopsis
- Who wrote the show (playwright/composer/lyricist, etc.)?
- Why is this the perfect time to produce it?
- A CD copy of the soundtrack (if applicable)
- The 'theme' word from the proposed list, or another word you consider more appropriate. What about the show aligns with this word?

### **Your Vision**

- This is your opportunity to really sell the show. Express your passion for this project and why you should be the creative force behind it.
- What about this show appeals to you?
- What is there about this show that sets it apart?
- Include any materials that may enhance our understanding for your vision of the show. This may include but is not limited to: artistic designs (set, costume, etc.), past production research, production research for your vision (photos, sketches, etc.) relevant historical/contextual background for the show, marketing angles, or anything else that might be pertinent to your unique vision.

### **Production Staff**

We do not require that you provide production staff, but encourage you to try to assemble a team that shares your enthusiasm for the project. The final decision on staffing will be made by CCCT (after discussion with the director).

If you have people in mind for any of the staff positions on your show, please provide their name and a very, very brief (one or two sentence) outline of their experience.

- Musical Director (if applicable)
- Stage Manager
- Set Designer

## SUBMISSION GUIDELINES

- Choreographer (if applicable)
- Costume Designer
- Sound Designer
- Lighting Designer
- Crew

### **Cast Information**

*Please note: Pre-casting is generally not allowed by CCCT, which means that you should hold auditions for each and every role. Your auditions may be incorporated into a General Audition for the season. We are a non-AEA theatre (no exceptions).*

Please include the following information about your cast:

- A list of all characters
- The gender (or gender-neutrality) and age range of each character
- The classification of each character as a lead, supporting, ensemble
- The voice part of each character (soprano, tenor, etc.)
- The dance required of each character, and what type
- If any characters/parts are doubled
- The role of the ensemble (acting, dance, singing, etc.)
- The size of the ensemble
- The size of the cast

### **Orchestra Information (if required)**

Please provide the following information:

- The instruments required
- The musicians required

### **Theatre**

CCCT is a 199-seat theatre with a proscenium stage and limited full-height fly space. Please describe how you plan to utilize the space.

### **Production Considerations**

Are there any special technical requirements or unusual aspects of the show, such as special costumes, props, staging, or skill requirements?

## SUBMISSION GUIDELINES

### **Budget**

Please review the sample budgets provided for guidelines, and adjust as needed. Your proposed budget should be as detailed as possible and use realistic numbers. Please include any other staff or items your show will require – but be conscious that the final figure should resemble the sample.

Final budgets are determined by CCCT – we provide this sample and ask for a budget to make sure that you have realistic expectations about working with us, and so that we can gauge your needs for the show.

#### **Budget for a play**

Staff stipends (negotiable)	\$200 - 700
Sets	\$1,500
Costumes/Make-up	\$600
Lights	\$200
Props	\$150

#### **Budget for a musical**

Staff Stipends (negotiable)	\$200 - 700
Sets	\$2,000
Costumes/Make-up	\$1,500
Lights	\$500
Props	\$150

## CCCT DIRECTOR SUBMISSION PROCESS

The submission timeline is as follows:

November 1, 2008	Submissions open
January 10, 2009	Submissions close
February/March 2009	Interviews, show selection

Submissions may be sent to the Artistic Director, Kate Culbertson

Email: [kculbertson@ccct.org](mailto:kculbertson@ccct.org)

Mail: Kate Culbertson  
Contra Costa Civic Theatre  
951 Pomona Ave  
El Cerrito, CA 94530

If you have any questions throughout this process, please contact Kate Culbertson at the above email address, or by calling the theatre: (510) 524 9012.