

<p style="text-align: center;"><b>Bremerton Community Theatre</b> <b>Play Selection Information Packet</b></p>
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Thank you for your interest in submitting a play or musical to direct for Bremerton Community Theatre. The purpose of this document is to outline the application and selection process, as well as clarify our selection criteria.

If you have any questions, please do not hesitate to contact the current BCT Vice President/Play Selection Committee Chair. Their contact information can be found on the Contacts page at [bremertoncommunitytheatre.org](http://bremertoncommunitytheatre.org)

### **Application Process**

Read through this document and the *Play Submittal Form*.

You are invited to submit up to three plays and/or musicals for consideration. Please complete the *Play Submittal Form* and submit it to the BCT Play Selection Committee with all necessary materials by September 16, 2024 for the 2025-2026 Season. Note: Submittal packages will be accepted year-round.

Remember to include with your *Play Submittal Form*:

- 1 copy of the script (pdf preferred)
- 1 copy of the libretto (if you are submitting a musical)
- 1 copy of a CD or tape of the music (if you are submitting a musical)

If you are unable to provide the full libretto or recording at the time of submission, please include a note as to when it will be made available.

All scripts must be submitted at the prospective director's own expense. Scripts will be returned after the selection process is completed. If you have any questions about this, please contact the Chair of the Committee directly.

You will be notified about BCT's decision regarding your play or musical once licensing availability has been confirmed and the season approved by the Board of Trustees.

### **Selection Committee**

The Play Selection Committee consists of:

#### Committee Chair

The Chair of the Play Selection Committee also serves as Vice President on the BCT Board of Trustees.

#### Committee Members

Committee members will be chosen to represent a broad range of theatre experience, interests, and tastes. Committee members may not be members of the BCT Board of Trustees.

### **Selection Process**

The Play Selection Committee will make its decision regarding submissions based in part on the following criteria:

### Director's Prior Experience in Theatre

Like most community theatres, BCT is funded primarily by ticket sales. Every play that BCT produces is a financial risk. Thus, we must take into consideration a potential director's previous production experience, such as directing, assistant directing and stage-managing. If you are new director, please see the "*New Director Guidelines*" section for further instruction.

### Director's People Skills

BCT is a 100% volunteer-operated organization. People volunteer to participate in BCT productions because they love theatre, and because it is fun. No matter how brilliant your vision, your ability to work well with people will determine whether those volunteers return to BCT in the future.

### Play Submission Packet

The *Play Submittal Form* is your chance to "sell" your play to BCT. The level of preparation, organization, and thought that goes into the assembly of your Play Submission Packet could also be seen as indicative of how you might run a production.

### Appeal of a Play/Musical to an Audience

Given that the sustainability of BCT depends almost entirely on ticket sales, the marketability of your play/ musical is crucial. If your play/musical is not especially well known, or it is not written by a well-known author, you might strengthen your submission by discussing what aspects of the play could be emphasized with publicity to "hook" an audience.

### Balance of Material and Roles

BCT strives to offer a variety of comedy, drama, and musicals during any given season. Furthermore, we try to balance the number of male and female roles. To increase your chances of getting a play/ musical to direct, consider submitting both a comedy and a drama, or if you submit a play that has mostly male roles, consider also submitting a play with mostly female roles.

### Ability of BCT to Produce the Play/Musical

Across seasons, BCT's financial situation and available resources vary. Please feel free to talk with the Selection Committee Chair about what the organization can realistically produce.

The Play Selection Committee will read the submissions and generate a packet of suggested plays/ musicals for the upcoming season. The list will be submitted to the BCT Board of Trustees for approval. The packet will include the following information:

- Director's *Play Submittal Form*
- Brief explanation of why the submission is a good candidate for the upcoming season

The BCT Board of Trustees will convene a special meeting for play/musical selection once all board members have had an opportunity to read the plays/musicals in consideration.

- This meeting may be a special meeting which will include only the topic of play selection or may occur as part of a regularly scheduled Board meeting.
- If a board member has not read a play, they will not be allowed to vote.
- The Selection Committee will be invited to a future Board meeting to answer questions and comment as necessary on the plays if needed.

- If the Board rejects a Committee recommendation, the Committee will nominate an alternate choice for that slot if one has not already been submitted therefore we encourage the Play Selection Committee to submit "A" and "B" choices for plays and musicals.
- The Committee will actively negotiate with the Board and every effort will be made to achieve a mutually agreed consensus, though the ultimate decision rests with the Board.

### **Deadlines**

**September 16, 2024:** Final day that packages will be accepted for consideration for the 2024-2025 season.

**November 9, 2024:** Play Selection results are presented to the Board of Trustees and the Play Selection Committee chairperson contacts all directors who submitted plays regarding the final decisions, pending confirmation that the play/musical is available for licensing.

### **Contact Information**

To submit please drop off or mail your completed packages to:

Bremerton Community Theatre  
Attn: Play Selection Committee  
599 Lebo Boulevard  
Bremerton, WA 98310

Any play submission materials dropped off at BCT should be in a sealed 8 ½ X 11 envelope and clearly labeled "BCT Play Selection Committee."

Submission materials may also be emailed directly to the Play Selection Committee Chair at:

Dan Englehard dre0422@msn.com

<p style="text-align: center;"><b>Bremerton Community Theatre</b> <b>New Director Guidelines</b></p>
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Thank you for your interest in becoming a director at Bremerton Community Theatre. The purpose of this document is to outline the process currently in place for first time directors to direct at BCT.

If you have any questions, please do not hesitate to contact the current BCT Vice President/Play Selection Committee Chair. Their contact information can be found on the Contacts page at [bremertoncommunitytheatre.org](http://bremertoncommunitytheatre.org)

### **New Director Process**

1. The candidate must file a *"New Director"* form with the Vice President of the Board of Trustees.
2. The candidate must serve as an assistant director for two shows at BCT.
  - a. Every effort will be made by the individual to assist with two different directors.
  - b. The director from each show will submit feedback to the VP after production has closed to document the assistant director's performance.
3. Once items 1 and 2 are completed, the candidate must direct a one act play before receiving final approval to direct a mainstage show at BCT.
  - a. The one act play should be approved by the board to ensure that the candidate is judged only on his/her directing work and not the content.
  - b. The production will be evaluated by the Board of Trustees and a minimum of three directors.
  - c. The candidate will receive feedback within one week from the BCT Board of Trustees.
  - d. The final decision will be forthcoming by the next scheduled board meeting.
4. If the New Director is directing a show at another local theater that can be viewed by the Play Selection Committee Chair and 3 other BCT directors, then the New Director does not need to direct a one-act play at BCT.
5. The first production by the new director must have a seasoned director in place as the assistant director.
6. Any of the above requirements can be waived by the BCT Board of Trustees on a case-by-case basis.

**Bremerton Community Theatre  
Play Submittal Form**

This form is split into two parts: *Director Information* and *Play Information*.

Only one copy of the *Director Information* section needs to be submitted per director; however, please complete the *Play Information* section for each play that you submit. You may attach additional pages as needed.

Copies of this form can be obtained in the following ways:

- Downloaded from the link on our BCT website: <http://www.bctshows.com/>
- Emailing the Committee Chair: [dre0422@msn.com](mailto:dre0422@msn.com)
- Pick up hard copies from the BCT office (599 Lebo Boulevard)

In addition to this form, you must submit a copy of the script. If you are submitting a musical, you must also include a copy of the libretto, and one CD of the music.

**All play submission materials are due by September 16, 2024.**

Materials may be dropped off or mailed to:

Bremerton Community Theatre  
Attn: Play Selection Committee  
599 Lebo Boulevard  
Bremerton, WA 98310

Any play submission materials dropped off at BCT should be in a sealed 8 ½ X 11 envelope and clearly labeled "BCT Play Selection Committee."

Submission materials may also be emailed directly to the Play Selection Committee Chair at:

Dan Englehard **[dre0422@msn.com](mailto:dre0422@msn.com)**

If you have any questions, please contact Dan Englehard, the Play Selection Committee Chair:

Dan Englehard **[dre0422@msn.com](mailto:dre0422@msn.com)**

**Remember to Include:**

- Play Submittal Form
- Copy of Script
- Copy of Libretto (if submission is a musical)
- CD or Tape of Music (if submission is a musical)

**Part 1: Director Information**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Cell **Phone:** \_\_\_\_\_

Home **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Theatre Experience**

*(Attach additional sheets, as needed)*

**Have you directed for Bremerton Community Theatre before?** Yes  No

**Please list productions that you have directed below.**

Specify whether it was a production for Bremerton Community Theatre. If for another theatre, give the theatre name, city and state. Be sure to indicate the production date for each play. *(Example: "Romeo and Juliet", 1998 BCT)*. Theatrical resume may be attached instead.

**Please list your other experience working on other productions, and the theatre company.**

Include information about your role, the title of the play, production date, and director of the play. *(Example: Stage Manager, "Romeo and Juliet", 1998 BCT; Director – Jane Doe)*. Theatrical resume may be attached instead.

**Please list any other theatrical experience and training.**

**If you have NOT directed a BCT production before, do you have an experienced BCT stage manager or assistant director lined up for your show? If so, who?**

Below are potential time frames for shows and the related periods of time that would relate to the total production (auditions, rehearsals, etc.). These are broad strokes and are intended to aid in the planning process.

- Please indicate which timeslots you would prefer for your play and number them in order of preference.
- If you would not be willing or available for a particular time slot, please mark it with a value of zero (0).

Mainstage       Blackbox       Either

Possible Performances MAINSTAGE	Possible Production Time	Preferences 1 = 1 <sup>st</sup> choice 2, 3, 4... = 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , choice etc. 0 = not an option
Early Fall (September)	July - August	
Mid Fall (Oct-Nov)	September - October	
Mid Winter (February)	December - February	
Early Spring (April-May)	February - April	
Summer (June)	April - May	
Possible Performances RBS – 2 WEEKS ONLY 3 possible timeslots, only 2 will be used	Possible Production Time	Preferences 1 = 1 <sup>st</sup> choice 2, 3, 4... = 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , choice etc. 0 = not an option
October (Blackbox)	August - September	
January (Blackbox)	November - December	
May (Blackbox)	March - April	

### **Part 2: Play Information**

*Complete a separate copy for EACH PLAY you submit.*

*You may attach additional sheets for proposed set designs, conceptual ideas, etc. if you desire.*

Submitting to Direct: Yes       No

Submitted By: \_\_\_\_\_

Play Title: \_\_\_\_\_

Play Service: \_\_\_\_\_

Author: \_\_\_\_\_

Genre: *(Check all that apply)*

Comedy     Drama     Mystery     Musical     Classic     Other ( \_\_\_\_\_ )

**Cast (*fill in table below*):**

<b>Character Gender</b>	<b>Any</b>	<b>Women</b>	<b>Men</b>	<b>Boys</b>	<b>Girls</b>
<b>Number</b>					
<b>Age Range</b>					

**Roles that can double:** \_\_\_\_\_

**Time Period:** \_\_\_\_\_

**Other casting concerns:** \_\_\_\_\_

**If this is a musical, please list your Musical Director and Choreographer:**

\_\_\_\_\_

**If this is a musical, please list leads and vocal ranges required:**

**If this is a musical, please specify the type/size orchestra that will be needed:**



**What is your vision for this production?**

**Why should this play be chosen as part of the BCT season?**

**Why would this play appeal to the BCT audience?**

**What age groups would this play have the greatest appeal to?**

**Does this play contain any elements that may be "controversial", such as strong language, mature content, or violence? If so, how will you handle this?**

**Do you have any marketing or advertising ideas for this show?**

## Technical Requirements

**Set:** Describe the set for this play. How many scene changes? Are there any aspects of the set that may be especially challenging or expensive to construct? How much flexibility is there in your vision of the set design?

**Costumes:** In what period is your play set? Describe the costume changes required. Are you planning on making or renting costumes? Please note any special costuming needs.

**Props:** Give an overview of the props needed for this production. Can most of them be readily found in the BCT Prop Room? If not, how do you plan to obtain these props? Are any props particularly challenging or expensive to find or build?

**Other Production Challenges:** If there are any other production challenges that you foresee, please address them here.

### Production Staff:

If you already have a production staff in mind for your show, please include names and positions.

Stage Manager: \_\_\_\_\_

Set Design: \_\_\_\_\_

Costumes: \_\_\_\_\_

Assistant Director (optional): \_\_\_\_\_

Props: \_\_\_\_\_

Musical Director (if needed): \_\_\_\_\_

Light Design: \_\_\_\_\_

Choreographer (if needed): \_\_\_\_\_

Light Tech: \_\_\_\_\_

**Is there anything else that you would like us to consider when we are making our decision?**