

Underground Festival Submission Guide

Festival Timeline:

Submissions are due **July 15** by 5 pm
Festival participants announced August 14 at Ovations
Festival auditions September 11
Festival callbacks September 12
Costume Day October 16
Festival Tech Week October 31-November 3
Festival November 4-7
Festival Finals (tentative) November 12
State Community Theatre Festival Date TBD (likely March 2011)

Festival Selection Committee:

Leslie Charipar
Casey Prince
J David Carey
Scott Humeston

All Underground Festival inquiries should be made via email to Erica Hoye, erica@theatreocr.org

Only completed applications will be accepted

During the selection process more information may be requested from directors

Underground Festival Submission Cover Sheet
(To be turned in with submission)

Name of Director: _____

Name of Show: _____

This submission is a:

_____ Cutting of a full-length play

_____ Cutting of a full-length musical

_____ One act play

_____ One act musical

Author: _____

Publisher: _____

In the event that this is an original work without a publisher, please have the author sign below:

Estimated Royalty Fee: _____ (*Theatre Cedar Rapids will pay up to \$75*)

Please, list below other personnel participating in your production, and their role/function:
(*including actors, designers, crew, etc.*)

Director's Contact Information:

Phone: _____ Email: _____

Address: _____

Don't forget to include a copy of your script with your submission, including cuts, if applicable.

Underground Festival Technical Information (cont'd)

Prop needs

No prop requests may be made to the technical staff at Theatre Cedar Rapids – all requests should go through Erica Hoye

Please, answer the following questions:

| | | |
|---|-----|----|
| Will anyone be barefoot on stage? | Yes | No |
| Are you using any weapons on stage? | Yes | No |
| Are you using any matches, candles, or other open flames? | Yes | No |

Underground Festival Audition Information Sheet
(To be turned in with submission)

Name of show: _____

Number of total cast: _____

Number of males: _____

Number of females: _____

Number of gender-nonspecific: _____

There are children's roles: Yes No

List gender/age below:

I wish to participate in Festival auditions: Yes No

(If "Yes," please complete rest of page)

Number female roles auditioning for: _____

Number of male roles auditioning for: _____

Number of gender-nonspecific roles auditioning for: _____

Number of children's roles auditioning for: _____

List gender/age below for all available roles:

Notes about available roles (e.g. requires singing, age requirements, ethnicities, etc.)

Underground Festival Costume Information
(To be turned in with submission)

Name of show: _____

Name of Director: _____

Director's email: _____

Each production will have the chance to schedule half an hour with Joni Sackett, resident costume designer, on October 16, 2010. During this time, you will be able to look through/borrow available costume stock for the Festival. All other costumes should be provided by each production.

I am interested in scheduling a time with Joni: Yes No

Additional Contest Information

(Please, retain this sheet for your information)

Each director will be required to attend an Underground Festival informational meeting prior to starting rehearsals – meetings will be scheduled for mid-late August.

Each production will have a small budget provided by Theatre Cedar Rapids for the purchase of props/costume/scenery essential to the production. Directors will be provided with a form to complete in order to request use of the funds. If Theatre Cedar Rapids can provide the item in question, we will try to do so.

Theatre Cedar Rapids will provide the space for one set of Festival auditions (September 11-12). No production is required to take part, but Theatre Cedar Rapids will not be able to provide a location for additional auditions.

Due to State/Regional/National Festival guidelines, selected scripts cannot run longer than 60 minutes, with an additional ten minutes of set-up time, and additional ten-minutes of strike time.

Due to copyright law, any cuts made to full-length plays or musicals must be approved by the publisher. Theatre Cedar Rapids will help obtain the necessary permission.

Each production will be granted a set number of rehearsal hours on Theatre Cedar Rapids' premises – times should be scheduled at least two days in advance with Erica Hoye. The number of hours granted to each production will depend on the number of productions accepted into the festival.

Rehearsals at TCR must be between 8 am and 11 pm (depending on staff availability, exceptions may be made).

Theatre Cedar Rapids will provide a small marketing packet to each production for use in marketing the festival, in addition to other marketing as chosen by TCR. Any additional marketing done by a particular production must be approved by Theatre Cedar Rapids.

All participants must be available for at least two hours of dress/technical rehearsal between October 31 and November 3, and must be available November 4 – 7, as performance times will be drawn at random.

All participants should be available in the evening of November 12, in case a 'finals round' must be scheduled due to several outstanding preliminary round performances. The scheduling of a finals round will be subject to how many submissions are received and accepted to the festival.

Each participant in the festival (director/production team/cast/crew) will receive an admission ticket good for the entire festival.