

**The Exit 7 Players**  
**PROPOSAL PROCESS**

37 Chestnut Street  
PO Box 183  
Ludlow, MA 01056  
413.583.4301  
[www.exit7players.org](http://www.exit7players.org)

The Exit 7 Players thank you for your interest in directing a production.

## MISSION STATEMENT

*THE MISSION OF EXIT 7 PLAYERS IS TO PROMOTE COMMUNITY INTEREST IN THEATER AND TO PROVIDE LUDLOW AND THE SURROUNDING COMMUNITIES THE OPPORTUNITY TO PARTICIPATE IN VARIOUS COMMUNITY THEATER WORK.*

### Important points

- Your production's Producer must be a member of Exit 7 Players Board of Directors.
- Everyone that auditions for your production must be given equal consideration for all roles in your production. No roles may be cast prior to the production's publicized audition dates.
- All proposals Submitted on or before the deadline will be considered equally.
- All members of cast and crew must become members of Exit 7 Players. Current yearly membership fees: \$5 an individual or \$10 a family.
- All proposals must be complete with production synopsis, performance dates, cast requirements, anticipated audition dates, and all forms filled in with production staff, budget information, and Disclosure Contract. Bring at least 15 copies to hand out.
- If you need assistance or clarification on this proposal process, please contact the Exit 7 Players **play reading committee** ([exit7players@gmail.com](mailto:exit7players@gmail.com) - **Attention: Play Reading Committee**).

## Timeline for proposal submission

Spring Performance (April/May)	**Summer Performance (July/August)	Fall Performance (Sept/Oct)
Must be presented: August or earlier	Must be presented: November or earlier	Must be presented: January or earlier
Decision: September	Decision: January	Decision: February

**\*\*The Summer Performance time slot is traditionally presented by the Exit 7 Youth Players. A Youth Players production requires all performers to be 18 years of age, or younger at the time of auditions.**

Proposals for any **seasonal time-slot** must be presented at an Exit 7 Players Board of Directors meeting, on or before the “presented” date listed above. Exit 7 Players Board of Directors will decide by vote on all proposals for the same **seasonal time-slot** according to schedule above. Exit 7 Players holds Board of Directors meetings every month at the theater. Dates of specific meetings are available at [www.exit7players.org](http://www.exit7players.org), or from your proposed Producer.

**If your proposed production’s performance dates do not fall into one of our regular seasonal time slots (holiday, winter, etc), you must present your proposal eight or more months prior to the month the show will have its opening performance. All decisions on these proposals will be made seven months before the month the proposed show opens.**

It is preferred that the production’s proposed Director attend the Board of Directors meeting to verbally present their idea with proposed Producer. Please bring at least 15 printed copies of your proposal when presenting, so each board member may have their own copy to take away with them. The Board also asks that a perusal copy of your script be provided when you present your idea. If assistance is needed obtaining perusal scripts and royalty fee information please contact Exit 7 Players **play reading committee** ([exit7players@gmail.com](mailto:exit7players@gmail.com) - **Attention: Play Reading Committee**).

The Board of Directors requests that theatrical resumes be attached with proposals for the following key production staff members if they have not worked in that capacity for the Exit 7 Players in the past.

- **Director**
- **Musical Director**
- **Choreographer**

## GUIDELINES FOR ALL THEATRICAL PRODUCTIONS

- There is no smoking on the property.
- Use of computer equipment in theater office is not permitted by anyone but authorized users.
- No one from the cast will be permitted into the lobby 1 ½ hours before curtain time.
- Patrons will not be allowed in the theater auditorium until the house opens 30 to 40 minutes before curtain time.
- All vocal warm-ups, mic checks and production staff notes must be finished with main drape closed 40 minutes prior to curtain time. Breaking curtain not permitted any longer until conclusion of performance.
- If cast members need to use the bathroom 1 ½ hours prior to curtain time and during performance, please check with the stage manager and he/she will let you know which bathroom you can use.
- All actors' food and drink must be out of the refrigerator in the office after final dress rehearsal. We need refrigerator for refreshments for the performances.
- A fire/emergency evacuation procedure, as well as, an established meeting place outside of the building, must be presented to the entire cast and crew during production week. The House Manager must review these procedures with the house staff before every performance.
- House staff will be posted at the stage apron at the conclusion of each performance to keep audience members from going onstage or backstage.

# MUSICAL PRODUCTION PROPOSAL

Please attach production title page with synopsis. This information is obtainable from various theatrical libraries. For assistance please contact the **play reading committee** ([exit7players@gmail.com](mailto:exit7players@gmail.com) - **Attention: Play Reading Committee**).

**POPULAR THEATRICAL LIBRARIES** (to obtain perusal scripts\*\*, royalty quotes, and production synopsis)

Assistance from the **play reading committee** will most likely be required to obtain both perusal and royalty fee information. The Exit 7 Players has established restrictions with many of these Theatrical Libraries to offer perusals and royalty fee quotes solely with authorization of the **play reading committee**.

**\*\*All fees associated with receiving perusal materials is the responsibility of the production team presenting the proposal. If this proposal is accepted by the Exit 7 Players Board of Directors, then all fees associated to obtaining perusal materials will be reimbursed to the production team.**

**MUSIC THEATER INTERNATIONAL**

421 West 54<sup>th</sup> St  
New York, NY 10019  
Phone: (212)541-4684  
Fax: (212)397-4684  
[www.mtishows.com](http://www.mtishows.com)

**TAMS WHITMARK MUSIC LIBRARY**

560 Lexington Ave  
New York, NY 10022  
Phone: (212)688-9199  
Fax: (212)688-5656  
[www.tamswhitmark.com](http://www.tamswhitmark.com)

**THE RODGERS & HAMMERSTEIN ORG.**

229 W. 28<sup>th</sup> St., 11<sup>th</sup> floor  
New York, NY 10001  
Phone: (212)541-6600  
Fax: (212)586-6155  
[www.rnh.com](http://www.rnh.com)

**SAMUEL FRENCH**

45 West 25<sup>th</sup> St  
New York, NY 10010-2751  
Phone: (866)206-8990  
Fax: (212)206-1429  
[www.samuel french.com](http://www.samuel french.com)

**DRAMATISTS PLAY SERVICES INC.**

440 Park Avenue South  
New York, NY 10016  
Phone: (212)683-8960  
Fax: (212)213-1539  
[www.dramatists.com](http://www.dramatists.com)

**BAKERS PLAYS**

7611 Sunset Blvd  
Hollywood, CA 90046  
Phone: (323)876-0579  
Fax: (323)876-6822  
[www.bakersplays.com](http://www.bakersplays.com)

***All areas marked with an asterisk (\*) must be filled in, others may be listed as TBA (to be announced)***

**\*Proposed Dates & Curtain Times**

**\*Cast Requirements**

**\*Anticipated Audition Dates**

## Production Staff

The Exit 7 Players understands it may take some time, consideration, and networking to fill some staff areas. An individual may be listed as a production team member on more than one proposal for the same seasonal time slot. If listed Director is a member of Exit 7 Players Board of Directors then he/she must abstain from voting for all proposals in shared seasonal time slot.

Assistants to staff positions welcome. We support the learning process. Names may repeat for dual responsibilities.

*All areas marked with an asterisk (\*) must be filled in, others may be listed as TBA (to be announced)*

Director\*  
Producer\*  
Music Director\*  
Choreographer\*  
Master Carpenter\*  
Costumer  
Lighting Designer  
Technical Director\*  
Set Designer  
Stage Manager  
Props  
Musicians  
House Manager  
Refreshments  
Lighting Operators (board & spots)  
Projection Designer  
Projection Operator  
Sound Board & Mic Keeper  
Publicity

## \*Budget

### Production Expenses

- Royalty fee, deposit, and music books/sheet music

### Salaries

- Director
- Music Director
- Orchestra(\$50/musician, each night; excludes Music Director if playing)
- Choreographer
- Janitor: \$75 each performance (non-negotiable - is town or senior center employee)

## Technical Expenses

- Set
- Props
- Lights
- Sound
- Projection
- Costumes/Hair
- Printing (photocopies, programs)
- Banners: \$120 (non-negotiable)

## Total Expenses

### \*Break-even analysis

Total Expenses ÷ Total # performances ÷ average ticket price (\$13) = minimum attendance required at each performance to support budget\*\*\*

### \*Projected profit

Expected average audience# × Total # performances × average ticket price (\$13) = Total Income

**Total Income minus Total Expenses = Projected Profit**

\*\*\*Exit 7 Players averages 138.5 audience members each performance of a musical and seats 224 at capacity. We would like to maintain a goal projected profit of at least 10% of Total Expenses to help maintain the building and to upkeep the equipment required to present stage productions.

# NON-MUSICAL PRODUCTION PROPOSAL

Please attach production title page with synopsis. This information is obtainable from various theatrical libraries. For assistance please contact the **play reading committee**.

**POPULAR THEATRICAL LIBRARIES** (to obtain perusal scripts\*\*, royalty quotes, and production synopsis)

Assistance from the **play reading committee** will most likely be required to obtain both perusal and royalty fee information. The Exit 7 Players has established restrictions with many of these Theatrical Libraries to offer perusals and royalty fee quotes solely with authorization of the **play reading committee**.

**\*\*All fees associated with receiving perusal materials is the responsibility of the production team presenting the proposal. If this proposal is accepted by the Exit 7 Players Board of Directors, then all fees associated with obtaining perusal materials will be reimbursed to the production team.**

**MUSIC THEATER INTERNATIONAL**

421 West 54<sup>th</sup> St  
New York, NY 10019  
Phone: (212)541-4684  
Fax: (212)397-4684  
[www.mtishows.com](http://www.mtishows.com)

**TAMS WHITMARK MUSIC LIBRARY**

560 Lexington Ave  
New York, NY 10022  
Phone: (212)688-9199  
Fax: (212)688-5656  
[www.tamswhitmark.com](http://www.tamswhitmark.com)

**THE RODGERS & HAMMERSTEIN ORG.**

229 W. 28<sup>th</sup> St., 11<sup>th</sup> floor  
New York, NY 10001  
Phone: (212)541-6600  
Fax: (212)586-6155  
[www.rnh.com](http://www.rnh.com)

**SAMUEL FRENCH**

45 West 25<sup>th</sup> St  
New York, NY 10010-2751  
Phone: (866)206-8990  
Fax: (212)206-1429  
[www.samuel french.com](http://www.samuel french.com)

**DRAMATISTS PLAY SERVICES INC.**

440 Park Avenue South  
New York, NY 10016  
Phone: (212)683-8960  
Fax: (212)213-1539  
[www.dramatists.com](http://www.dramatists.com)

**BAKERS PLAYS**

7611 Sunset Blvd  
Hollywood, CA 90046  
Phone: (323)876-0579  
Fax: (323)876-6822  
[www.bakersplays.com](http://www.bakersplays.com)

***All areas marked with an asterisk (\*) must be filled in, others may be listed as TBA (to be announced)***

**\*Proposed Dates & Curtain Times**

**\*Cast Requirements**

**\*Anticipated Audition Dates**

## Production Staff

The Exit 7 Players understands it may take some time, consideration, and networking to fill some staff areas. An individual may be listed as a production team member on more than one proposal for the same seasonal time slot. If listed Director is a member of Exit 7 Players Board of Directors then he/she must abstain from voting for all proposals in shared seasonal time slot.

Assistants to staff positions welcome. We support the learning process. Names may repeat for dual responsibilities.

*All areas marked with an asterisk (\*) must be filled in, others may be listed as TBA (to be announced)*

Director\*  
Producer\*  
Master Carpenter\*  
Costumer  
Lighting Designer  
Technical Director\*  
Set Designer  
Stage Manager  
Props  
House Manager  
Refreshments  
Lighting Operators (board & spots)  
Projection Designer  
Projection Operator  
Sound Board & Mic Keeper  
Publicity

### \*Budget

#### Production Expenses

- Royalty fee, scripts and deposit, if applicable

#### Salaries

- Director
- Janitor: \$75 each performance (non-negotiable - is town or senior center employee)

## Technical Expenses

- Set
- Props
- Lights
- Sound
- Projection
- Costumes/Hair
- Printing (photocopies, programs)
- Banners: \$120 (non-negotiable)

## Total Expenses

### \*Break-even analysis

Total Expenses ÷ Total # performances ÷ average ticket price (\$13) = minimum attendance required at each performance to support budget\*\*\*

### \*Projected profit

Expected average audience# × Total # performances × average ticket price (\$13) = Total Income

**Total Income minus Total Expenses = Projected Profit**

\*\*\*Exit 7 Players averages 55 audience members each performance of a non-musical and seats 224 at capacity. We would like to maintain a goal projected profit of at least 10% of Total Expenses to help maintain the building and to upkeep the equipment required to present stage productions.

# The Exit 7 Players

## PRODUCTION DISCLOSURE CONTRACT

This contract must be completed and signed by the Director and Producer of the proposed stage production and included with the performance proposal submitted to the Board of Directors of the Exit 7 Players. Performance proposals without this disclosure agreement will not be considered by the Board of Directors. The proposal must include production staff and an itemized budget. Exit 7 Players requires the listed Producer be a member of the Board of Directors of the Exit 7 Players. The production team listed is required to perform all tasks related to proposed production; no assumptions should be made that the Exit 7 Players Board of Directors will fill your production's staffing needs. Once a proposal is approved by the Board of Directors, the Exit 7 Players will provide the use of the theater, financial support, the responsibility of publicizing the performance, and a box office staff that will manage reservations and selling of tickets. The Producer from proposed stage production may assist in recruiting production staff members through Exit 7 Players contacts. Thank you for your interest in directing for the Exit 7 Players.

### ITEM I: STAGE/THEATER RESTRICTIONS

Due to fire safety laws, the use of an open flame (candles, lanterns, etc), smoking materials (cigarettes, cigars, etc), or pyrotechnic devices in a stage production are strictly prohibited. The Exit 7 Players can suggest "illusionary" options for some of these effects.

Please initial: \_\_\_\_\_

### ITEM II: STAGE/THEATER MODIFICATIONS

The Exit 7 Players realizes many productions may require complex sets to be built for a stage production. We do require knowledge of any modifications to our stage, backstage, or house necessary for the proposed production. The Exit 7 Players also realize that some of the modifications may not be part of an original set plan. Therefore immediate notification to the Board of Directors (through your Producer) will be required as soon as you become aware of these modifications. The Exit 7 Players Board of Directors will make all final decisions regarding modifications to our stage, backstage or house. The production Director must comply with all Board of Directors decisions.

The following questionnaire will aid the Exit 7 Players Board of Directors in realizing your productions staging needs.

1. Is your set a single unit, static setting; or does your production require multiple settings with scene changes? \_\_\_\_\_
2. Does your production require going beyond the limits of the permanent stage with performers coming into the house? \_\_\_\_\_

If yes, do you require temporary stairs to be placed in front of the apron for actors to go on and off the stage? \_\_\_\_\_ How many sets of stairs? \_\_\_\_\_

Does this require temporary addition(s) be built in front of the stage? \_\_\_\_\_

If yes, describe addition(s), please include estimated size:

---

---

---

---

3. Does your production require any changes in the appearance of the house of the theater, such as paint color, presidential statues, draperies, etc? \_\_\_\_\_

If yes, please describe:

---

---

---

---

4. Does your production require modifications to the backstage area of theater (area behind cyclorama or in wings of stage right or left)? \_\_\_\_\_

If yes, please describe:

---

---

---

---

5. Do you plan on moving, adjusting, or removing any of the fixed stage curtains, legs, main drape, teasers, or cyclorama? \_\_\_\_\_

If yes, please describe, in detail, proposed changes:

---

---

---

---

---

---

---

---

6. Does your production require the use of drops, or flown in set pieces? \_\_\_\_\_

If yes, please describe pieces flown or dropped in:

---

---

---

---

---

7. Does your production require any changes to the appearance of the surface of the stage, or attachments of set pieces to the surface of the stage? \_\_\_\_\_

If yes, please describe:

---

---

---

---

### ITEM III: PRODUCTION CONTENT DISCLOSURE

The Exit 7 Players prides itself in the variety of performances we've staged throughout the years. We would like to continue the tradition of providing traditional family favorites, compelling dramatic performances, as well as more adult situated shows. The Exit 7 Players requires disclosure of content within a production so our patrons can make informed decisions to what family members may enjoy each of our productions. The public will be made aware of the type of content each production offers through careful and sensible marketing and publicity.

1. If you were to assign a rating to your production, based on the rating system of the motion picture industry, what would that rating be: G, PG, R, NC-17, or X? \_\_\_\_\_
  
2. Does the script of your proposed production include adult language? \_\_\_\_\_  
If yes, please describe level and frequency of such language:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Does proposed production include any actors appearing nude or partially nude? \_\_\_\_\_  
If yes, please describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Besides nudity or language, is there any adult situation included within the proposed production that a parent may find objectionable to a minor child? \_\_\_\_\_  
For example: drug use, violence, sexual situations.  
If yes, please describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Does the proposed production involve any sound or lighting special effects that would require postings in the lobby and program? For example, gunshots or strobe lights. \_\_\_\_\_  
If yes, please describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Does proposed production require information to be placed in programs for audience participation? For example: lyrics for a sing-along, game pieces, etc. \_\_\_\_\_  
If yes, please detail what you need.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **ITEM IV: CASTING**

The Exit 7 Players is a community theater organization that requires all casting to be open. We encourage present members and new members to participate in our open auditions, and promise each of them fairness in the opportunity to audition for every role we offer in our productions. We urge Directors to practice caution in promising roles to anyone in an Exit 7 Players production. A director should encourage everyone to prepare and audition for the role the actor feels they are best suited for. A Director may not cast themselves in their production.

Please initial \_\_\_\_\_

#### **ITEM V: AGREEMENT TO DIRECT FOR EXIT 7 PLAYERS**

I have read and understood the above contract. I have filled in all answers to the best of my knowledge at this time. I do realize that any changes to this information must be communicated to the Board of Directors of Exit 7 Players through myself or my Producer as soon as I am aware. I also understand that said changes may result into further inquiry by the Board of Directors of Exit 7 Players. I understand that if I intentionally violate the terms of this contract or fail to implement final decisions made by the Board of Directors of Exit 7 Players, I may be removed as Director and would forfeit any salary obligations from Exit 7 Players.

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Producer's Signature \_\_\_\_\_ Date \_\_\_\_\_