

Board Use Only: Date Received: _____

Received By: _____

Production Committee Date: _____

General Board Date: _____

Star Theater – Director Application Form

The purpose of these forms is to allow the Star Board of Directors a complete picture of a show being proposed, as well as to help make sure that all the aspects of the production are considered.

Name of Submitter: _____

Date Submitted: _____

Name of show: _____

Author / Composer / Etc: _____

Can this show be performed any time? Y / N

If no, what time frame for rehearsals and production? _____

Company that holds production rights: _____

Brief synopsis of show:

Casting Requirements:

Set / Scene Needs:

Target Audience: _____

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Music Level of Difficulty: _____

Dance Level of Difficulty: _____

Special Production Issues / Requirements:

Additional Information Not Yet Listed:

Budget Breakdown

Royalties: _____

Set Materials: _____

Costumes: _____

Properties / Specials: _____

Publicity: _____

Total: _____

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*** Once a budget is approved by the Board, the director will be bound to the approved budget. Any expenditure beyond the approved budget without prior Board approval will be deducted from the director's fee. ***

Director: _____
(paid position)

Previous Directing Experience:

Show Name	Theater	Dates

Music Director: _____

(paid position: *The Star Theater provides for 1 paid music director for both vocal and instrumental direction*)

Piano Accompanist: _____

(paid position: *The accompanist will play for performances and rehearsals.*)

Choreographer: _____

(paid position)

Stage Manager / Assistant: _____

Head Costumes: _____

Costume Assistants: _____

Sound Designer / Technician: _____

Properties Master: _____

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Light Designer/ Technician: _____

Set Designer: _____

Set Construction Crew: _____

Ticket Coordinator: _____

Ticket Crew Members: _____

Publicity: _____

Miscellaneous Notes For Directors:

- 1) The Star Theater has a website (<http://www.starplayers.net>) that can hold information for your production, including but not limited to, rehearsal schedules, advertising information, cast lists, special events, and other general information. If you have information you would like posted on the webpage, send that information to ckgroth@bright.net .
- 2) The Star Theater does not purchase or reimburse for cast gifts. Cast gifts are the financial responsibility of the director and/or gift coordinator

Star Theater Rules and Policies

- 1) Directors are responsible to maintain general tidiness of the stage and auditorium.\
- 2) Directors are required to attend 1 (one) Star Board meeting prior to production rehearsals and 1 (one) Star Board meeting during the production rehearsal

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process. Additional attendance of Star Board meetings during rehearsals are encouraged to keep the board updated.

- 3) Concerns of the directors should be addressed to any member of the production committee.
- 4) The director will be paid upon return of all rental materials and after returning the stage and basement to pre-show condition.
- 5) Directors shall contact the production committee regarding schedules of all productions, movies, events, and general availability of the theater.