



CAMBRIDGE UNIVERSITY AMATEUR DRAMATIC CLUB

**APPLICATION TO DIRECT/PRODUCE  
A MAYWEEK SHOW  
IN THE EASTER TERM 2009**

**Applications to be received by 6pm on Monday 9<sup>th</sup> February 2009**

*Please read the application instructions carefully*

**General information:**

The Amateur Dramatic Club is the resident company at the ADC Theatre. We usually present between two and six ClubShows there each term, as well as 'Elsewhere' shows at other venues around Cambridge. Being selected as a ClubShow means more than just being given funding. It means that your production will be supported at every step of the journey by the Club Committee, who can offer advice and hands-on help with all aspects of production.

Every Summer, the Club is eager to involve itself in a production during Mayweek, to be staged in a college garden or similar suitable venue (preferably outdoors). Mayweek shows are a staple of the Cambridge theatrical calendar, and continually prove very popular with students who are relieved to be free of exams and are looking forward to relaxing in the sun. That being said, Mayweek shows need not be overly pedestrian or unchallenging; it is simply important to recognize the way in which a Mayweek production differs from a normal term-time production.

**The Club encourages any student in Cambridge to apply to direct or produce a ClubShow, regardless of previous experience or involvement.** Even if you are unsuccessful in applying to the Club, you may still be able to stage your show somewhere. There are many other drama societies who provide funding and venues around Cambridge and you should not feel discouraged from applying to any of them with the same application. You can find more information in the "Guide to Drama: Directing" on the club website, [www.cuadc.org](http://www.cuadc.org).

There are clearly many criteria that need to be considered when selecting our ClubShows: the general interest of a show, the opportunities for people to get involved, commercial viability, the time elapsed since the same or similar show has been produced... **But by far the most important decisive factor in show selection is the potential artistic success of a show.**

*Further details of how to make an application can be found on the following pages.*

## **Making an application:**

To make an application to direct/produce, you need to first submit a **written proposal** that explains your initial ideas and makes the case for your application being selected above others.

Your proposal needs to briefly and concisely outline some of your ideas about why and how you'll approach your chosen production. Feel free to include sketches/drawings etc if you wish. **Remember that the Selection Panel will be reading a considerable number of applications, and you need to make yours stand out as artistically exciting, original and worth choosing.** *Why are your ideas more exciting than those of other applicants? Why should you be selected above other applicants?*

Specific areas you could discuss in your application might include,

- What is the show about? (plot, themes, synopsis) *Not all members of the selection panel will have had time to read your script (see below), so some kind of summary is very helpful.*
- What direction will your production take?
- Why do you want to direct this show?
- Why have you made your choice of venue?
- How would you go about bringing your ideas and interpretation to the stage?
- How would this show appeal to an audience?
- How are you planning to approach rehearsals?
- Do you have any design ideas? What visual and audio impact will the show have?
- What in your previous experience will help you approach this project as proposed?

If at all possible, applications should be made with a producer as well as a director on board. However, applications made without a producer are not at a disadvantage. (Producers are not really in a position to apply without a director, since we need some idea of the artistic vision of a show.)

***Please note that applying with any cast or crew members other than director/producer already on board is to be discouraged, as it compromises the scope for open auditions and applications, which are a hallmark of ADC productions.***

If directors are already working with a producer on the show, it will be **useful for the producer to outline some initial practical, financial and publicity ideas in the application:**

- How would this show appeal to the prospective audience?
- What ideas do you have for publicising this show?
- What might you say in an advertising 'blurb' to sell this show?
- At this stage can you foresee any unusual or challenging technical or budgetary requirements for this show? A budget plan is advisable.
- How will you go about managing production resources?

(If you are a director applying alone, please give these questions some thought yourself.)

## **Venue:**

Whilst it is a possibility that a Mayweek Show might be staged within the ADC Theatre itself, a Mayweek production is arguably better suited to an outdoor venue such as a college garden. Any research that you are able to do into the viability of staging your production in your desired venue will of course be extremely helpful, but is not essential.

The ACTS Website (<http://www.camdram.net>) is an invaluable resource for contacting various drama societies in Cambridge, many of whom control performance spaces that are frequently used during Mayweek.

Where possible, it is highly advisable to select a venue which is situated in fairly close proximity to a wet-weather alternative. Please include details of this in your application.

We understand that many college societies might set the condition that their performance space may only be used if they are allowed to co-fund the show with the ADC. We are prepared that this condition may be set, and in the case of Mayweek shows we are willing to discuss arrangements for this with the relevant societies. Should your application be successful, we will assist you in securing your desired venue and will negotiate all such arrangements with the relevant society. In the event that we are unable to secure your desired venue for whatever reason, we will help you find a second choice venue.

After your written proposal is submitted, **you will be invited to an interview on Friday 13<sup>th</sup>, Saturday 14<sup>th</sup> or Sunday 15<sup>th</sup> February 2009.** All members of the team making the application should attend. You will be interviewed by five members of the ADC Committee, all of whom will have read and discussed your written proposals. At least one of the interviewers will have read the full script as well.

**The interview is an opportunity for us to discuss your application and for you to ask any questions you may have.** You will have opportunity to explain in person why you want to stage your production, and to explain your ideas in more detail. The selection panel will also have questions arising from their discussions of your written application – they may ask you to develop some of your ideas further, or may ask specific questions about aspects of your production which you did not cover in your written proposals. **The interview is intended to be a friendly and interesting discussion of your proposals rather than an interrogation.**

**After all the interviews,** the Selection Panel will discuss all the applications and interviews and decide on a May Week show for the Amateur Dramatic Club for the end of Easter Term 2009. **All programming decisions should have been made by Tuesday 17<sup>th</sup> February.** Successful and unsuccessful applicants will be informed of our decisions as soon as possible after they are made.

We try to make the applications process as transparent as possible. Although we do not automatically provide feedback (simply because some applicants do not like receiving it), **we are always ready and more than happy to provide feedback on request,** after programming decisions have been made. Similarly, all applicants will be asked to provide feedback on the ADC's applications process so we can continue to improve.

You will need to submit (1) a completed coversheet, with (2) your written proposal, and (3) a complete script, to the pigeon hole marked “Amateur Dramatic Club President” in the ClubRoom at the ADC Theatre, by **6pm on Monday 9<sup>th</sup> February 2009**.

Please put it all together in an envelope, and do not staple any sheets together (applications need to be photocopied). Coversheets can be found at the back of the application form. Late applications cannot usually be accepted.

**For further advice or information:**

The ADC Committee will be available for advice about applications (or indeed about anything!) at **ClubNight in the Bar at the ADC Theatre on Wednesdays during full term, from 9pm until 11pm**. Discount drinks for members!

Alternatively, please do not hesitate to contact Anna Marsland (Directors' Rep) on [director@cuadc.org](mailto:director@cuadc.org), or Tim Checkley (President) on [president@cuadc.org](mailto:president@cuadc.org) with any questions about any aspect of the application process.

*We look forward to receiving your application!*



# Application to direct/produce in Mayweek 2009

COVERSHEET

<b>Your details</b>	<b>Director(s)</b>			
	Name	Email	College	Telephone
<b>Your details</b>	<b>Producer(s)</b>			
	Name	Email	College	Telephone
<p><b>Please list times you will NOT be available for interview on <u>Friday 13<sup>th</sup>, Saturday 14<sup>th</sup> or Sunday 15<sup>th</sup> February 2009:</u></b></p>				

<b>Your proposed production</b>	<b>Title</b>	
	<b>Author</b>	<b>Length</b>
	<p><b>Please provide as many details as possible about performance/translation rights:</b>  <i>(You need to pay performance rights for any play that has copyright. Generally, plays with copyright are those written by writers who have been alive in any of the last seventy years or those whose estates perpetuate the copyright. Plays not written originally in English may also require payment of Translation rights. Before applying, you must check with the publishing agent that rights are available. Agents' details usually appear in play texts.)</i></p>	
	<p><b>Proposed venue, performance time and performance dates</b>            Indicate 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> choice of performance dates.</p>	
	<p>In addition to considering your application for Amateur Dramatic Club funding, we can pass your application directly to the ADC Theatre for consideration. Note that the Theatre cannot offer funding for your production, but may offer you a performance slot.  <i>Do you wish your application to be passed to the Theatre? YES / NO</i></p>	

**Applications to be submitted by 6pm on Monday 9<sup>th</sup> February 2009. Please ensure you include your written application and a complete script with this coversheet.**