



CAMBRIDGE UNIVERSITY AMATEUR DRAMATIC CLUB

**APPLICATION TO DIRECT/PRODUCE
IN THE MICHAELMAS TERM 2009
(In the ADC Theatre or elsewhere in Cambridge)**

Applications to be received by 6pm on Wednesday 6 May 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 at other venues around Cambridge (further information about potential venues can be found on our website, www.cuadc.org). 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.

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 should 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 on the club website.

By far the most important factor in show selection is the potential artistic success of a show. To this end we warmly welcome applications from anyone, for any venue, and we encourage applications of a more experimental nature, including devised work and new writing.

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 production being selected above others. Your proposal needs to concisely outline your ideas about why and how you'll approach your chosen production. It must be **no longer than 4 typed pages**, not including the coversheet or drawings, sketches, artwork, diagrams, financial figures etc (which we strongly encourage as a picture really can speak a thousand words!).

Remember that the selection panel will be reading a considerable number of applications, and you need to make yours stand out. *Why are your ideas more exciting than those of other applicants? Why should you be selected above other applicants?*

Your application should address the following:

- What is the show about? (plot, themes, synopsis) *Not all members of the selection panel will have read your script (see below), so a 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 or audio impact will the show have? *Although the ADC requires open applications for all other roles, directors are welcomed to apply with designers, choreographers, and musical directors.*
- What in your previous experience will help you approach this project?

If there is already a producer onboard, 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 advertising copy or a blurb to sell this show?
- At this stage can you foresee any unusual or challenging technical or budgetary requirements for this show? A rough budget plan is advisable.
- How will you go about managing production resources and the team?

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

After your written proposal is submitted, a panel of five members of the ADC Committee (including the President and Junior Treasurer) will review the applications and invite a shortlist to interview. If invited, all members of the team making the application should attend. **Interviews will be held on Saturday 9 May - Sunday 10 May 2009. Please ensure you state when you are unavailable during this time on the coversheet as interviews are not normally moveable.** You will be interviewed by the same panel who read the applications, and at least one of the interviewers will have read the full script.

The interview is an opportunity for us to discuss your application and for you to ask any questions you may have. You can explain in person why you want to stage your production, and present your ideas in more detail. The selection panel will also have questions arising from 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 are not covered in your written proposal. **The interview is intended to be a friendly and interesting discussion of your proposals rather than an interrogation!** Please feel free to bring additional materials such as drawings or models to interview.

After all the interviews, the selection panel will discuss all the applications and interviews and decide on a programme for the Amateur Dramatic Club for Michaelmas Term 2009. **All**

programming decisions should be made by Tuesday 19 May. 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 are welcome to provide feedback on the ADC's applications process so we can continue to improve.

For further advice or information:

The ADC Committee will be available for advice about applications (or indeed about anything!) at Clubnight on Wednesdays during full term, from 9pm until 11pm in the ADC Theatre Bar. Alternatively, please do not hesitate to contact Adam Wood (President) on president@cuadc.org with any questions about any aspect of the application process.

We look forward to receiving your application!

There are two ways to submit your application:

1. By email:

Send a word document (or equivalent) of your **written proposal**, the first page of which contains all the relevant **coversheet information**, to president@cuadc.org. Put a **complete script*** in the President's pigeonhole as below or email a copy if available online.

2. By post:

Put a **completed coversheet**, your **written proposal**, and a **complete script*** in the Amateur Dramatic Club President pigeonhole in the ADC Theatre Clubroom. Your application should be in one envelope and **not stapled together**. Postal address is: CUADC President, ADC Theatre, Park Street, Cambridge CB5 8AS.

Applications must be received by
6pm on Wednesday 6 May 2009.

A coversheet is at the back of this document. Late applications cannot usually be accepted.

* If the work does not yet have a script, try to provide as much information as possible in the form of (for example) synopses, outlines, drafts and excerpts.



**Application to direct/produce
in the Michaelmas Term 2009**

COVERSHEET

Your details	People involved <i>You may apply with Directors, Producers, Designers, Choreographers, and Musical Directors</i> You must apply with at least one director				
	Name	Role	Email	College	Telephone
When will you be UNAVAILABLE for interview on <u>Saturday 9 May - Sunday 10 May</u>? <i>Please note interviews can run quite late into the evening</i>					

Your proposed production	Title									
	Author							Length		
	Please provide as many details as possible about performance/translation rights <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 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>									
	Proposed venue, performance time and performance week Indicate 1 st /2 nd /3 rd choice of performance week (shaded weeks unlikely to be available)									
	ADC Theatre Mainshow 7.45pm	0	1	2	3	4	5	6	7	8
	ADC Theatre Lateshow 11pm	0	1	2	3	4	5	6	7	8
Elsewhere (including the ADC Larkum Studio)	0	1	2	3	4	5	6	7	8	
If elsewhere, please provide details about venue (location, hire cost etc) and proposed performance time:										
In addition to considering your application for Club funding, we can pass your application directly to the ADC Theatre, who cannot offer funding but may offer you a performance slot. <i>Do you wish your application to be passed to the Theatre?</i> YES / NO <i>Do you wish your application to be considered for the Citigroup bursary?</i> YES / NO										

Applications to be submitted by 6pm on Wednesday 6 May 2009. Please ensure you include your written application and a complete script with this coversheet.