

ZCT Play Submission Form  
Guidelines for Production Teams  
2016-2017 54th Season

Enclosed please find:

- Pages 1 through 4 as the instructions and background you may use in preparing your submission package. With the exception of page 4, please keep this information. Return page 4 as per instructions when your show is selected for the season.
- Pages 1 through 6 of the forms package is to be returned to Zanesville Community Theatre as your completed submission package. You may add additional sheets as necessary.

*Please Note: Submission of a script or musical with your completed package to the ZCT Board of Directors does not guarantee a place in the 2016-2017 54th season. Only the acceptance of the season as proposed by the Play Reading Committee to the Board of Directors will be chosen. You will be notified in a timely fashion as to the acceptance or rejection of your submission.*

Please mail or deliver your completed package ASAP to **ZCT, Attn: Board of Directors, P.O. Box 2967, Zanesville, Ohio 43701. Submission deadline: March 1, 2016 as the season will be selected before the Annual Carr Center Cake Auction held in mid-April. Early submissions for our 54<sup>th</sup> season are encouraged. Late/incomplete submissions will not be considered.**

*For your own records, you should make a copy of the submission package.*

Be sure your packet is complete according to the checklist enclosed. Any incomplete submission packet may be returned, and might not be considered by the Play Reading Committee unless completed.

All submitted materials will be returned to you in a timely fashion. You will be notified in writing and/or via phone call as to the results of the submission process.

### **General Information**

Presently, the house seats 92 people, is completely air-conditioned, and is handicapped accessible. Performances are typically scheduled for Friday and Saturday evenings at 8:00 PM and Sunday afternoons at 2:30PM. Shows are scheduled to run for two consecutive weekends. Additional special performances can be added on an "as needed" basis. For various reasons, some shows may also start an hour early on Friday and Saturday.

ZCT ticket prices are as follows: Full Price - \$15, Senior(55+)/Military/Student - \$10, and Children 12 or younger - \$5. Ticket packages generally represent a savings of over 25%. Ticket packages are good for 1 year from date of purchase. Tickets may be ordered on-line at [www.zct.org](http://www.zct.org). Credit cards are accepted at the door and on-line.

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**ZCT PROPOSED CALENDAR**

Shows are usually 2 consecutive weekends and are held at ZCT, 940 Findley Ave. Evening performances begin at 8:00 PM and Sunday performances begin at 2:30 PM. Each slot allows sufficient rehearsal time in the space.

**This draft schedule considers that May is just a very busy month; therefore, no performances are scheduled.**

**SLOT #1:** Show Dates: Sept. 16-18 and Sept. 23-25, 2016 (Tech does **not** fall Labor Day Wknd!)  
Auditions: June 26-27, 2016  
11 weeks from Auditions to Opening (12 weeks is on Strike)  
8 weeks in building

**SLOT #2:** Show Dates: Nov.4-6 and Nov. 11-13, 2016  
Auditions: Aug. 14-15, 2016  
12 weeks from Auditions to Opening  
6 weeks in building

**ZTP/ZCT: ATB 26 – Dec. 8-11, 2016**

**SLOT #3:** Show Dates: Feb. 3-5 and Feb. 10-12, 2017  
Auditions: Nov. 6-7, 2016  
12 weeks from Auditions to Opening  
\*\*\*12 weeks in building\*\*\*

**SLOT #4:** Show Dates: Mar.31-Apr. 2 and April 7-9, 2017  
Auditions: Jan. 8-9, 2017  
12 weeks from Auditions to Opening  
7 weeks in building

**SLOT #5:** Show Dates: June 9-11 and June 16-18, 2017  
Auditions March 19-20, 2017  
12 weeks from Auditions to Opening  
9 weeks in building

**SLOT #6:** Show Dates: July 21-23 and 28-30, 2017  
Auditions May 7-8, 2016  
11 weeks from Auditions to Opening  
\*\*\*5 weeks in building\*\*\*

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**Budget Sheet Instructions - Revised 2014**

Based on your prior experience, please enter your best estimate of your show's expenses for budgetary purposes. **Consider your projected Box Office income based on this formula.**

**Seat 92 per performance. Average income per seat: \$7.50**

**Formula: # seats sold (multiplied by) number of performances (multiplied by) average income per seat = show income from box office**

*REVISED 2015: Note that the profit from your show will offset the cost of building operation and overhead as well as your show expenses and provide a profit to the organization.* Each production team's show will receive 1/6 of the pre-season ticket sales as well as be responsible for 1/6<sup>th</sup> of the season overhead. For the 2012-2013 51<sup>st</sup> Season these numbers were a total of \$7,000 and \$13,000 respectively.

**Example: Using the above figures, on a 6 show season, each show would have been responsible for overhead of \$2,167 and receive \$1,167 from pre-season ticket sales. Therefore, no matter what the expenses and income for the show is, each show would have to clear at least \$1,000 over and above its expenses to make its share of the overhead.**

Your budget for script cost or musical rental can be obtained directly from the licensing company and should be reflected accurately on this form. Please estimate accurately for other items, such as set, costume, make-up props, etc.. Please keep in mind as you obtain your figures, the Theatre has many set, costume, make-up and prop resources to utilize.

Please attach your PR plan on a separate paper and clip to your submission package after your budget. Promotion can include ideas of how you want to promote auditions as well as ways to enhance ticket sales, and increase income during the show such as tie-ins for raffles, etc..

Some scripts may suggest music requirements for pre-show, scene changes, intermission and internal cues. **If the show you are submitting requires a certain piece of music, you must obtain rights to use the song and may be required to pay royalties for the selection. If you choose to use the suggested music, the rights and royalties must be reflected in your budget.** ZCT maintains license agreements with BMI and ASCAP and these agreements only include pre-show, intermission, scene changes in black, and walkout music. **ALL other music used in the context of a show must be licensed for each piece. Generally, allow 90 to 180 days for the licensing process. The treasurer can help with this process.**

With most plays, you buy the scripts; in musicals, you rent them. Rented materials must be returned or else a late fee will be assessed. Any lost or late fees assessed by a publisher or rental house will become the responsibility of the production team. You may wish to charge a nominal fee to your cast for their scripts to cover any that get lost or damaged, and to cover the late fees.

Each show should strive to make their budget. The show's income may be derived from ticket sales and Corporate and/or Individual Sponsorships. Your budget should reflect projected expenses as well as consider possible income - in cash (at-the-door sales) and in-kind donations of goods and services.

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If your play is selected, please send a copy of this form to the Treasurer (by e-mail carleton50@gmail.com or US Mail: Carl Underwood, PO Box 2053, Zanesville OH 43702-2053:

Dear Treasurer,

My show (title) \_\_\_\_\_ has been selected for ZCT's upcoming Season with tentative performance dates of \_\_\_\_\_.

I need audition materials no later than (date) \_\_\_\_\_.

My show scripts & rights are available from:

Samuel French  Dramatic Publishing  Dramatists  MTI  TAMS

R & H  Baker's  Theatrical Rights Worldwide other: \_\_\_\_\_

The show's code # is: \_\_\_\_\_, catalog date is \_\_\_\_\_ Website: \_\_\_\_\_

Est. Playbook cost: \$\_\_\_\_\_ Quantity needed: \_\_\_\_\_ include cast, Directors, Producer, etc.

Musicals: Royalty: \$\_\_\_\_\_ Orch: \$\_\_\_\_\_

Security Deposit: \$\_\_\_\_\_ Rental: \$\_\_\_\_\_

Other: \_\_\_\_\_

I've already attached a copy of my royalty quote, dated \_\_\_\_\_

I'm asking you (ZCT's Treasurer) to get a more up to date royalty quote.

A sound effects/music CD is available, catalog # \_\_\_\_\_ Cost \$ \_\_\_\_\_, please order.

I've already made arrangements to use recorded music as pre-show. Intermission, and/or internal cues - attached are the complete details (song list, CD sources, permission from composer/publisher if not covered by ZCT's BMI/ASCAP music licenses) **Note: Internal cues are NOT covered by BMI/ASCAP licenses.**

Attached is my schedule of music for internal cues.

Radio & TV PSAs are available from publisher, attached are the details.

Thanks very much,

\_\_\_\_\_  
Director

Enclosed:  Copy of royalty quote  Additional information on materials needed