



Show Production Proposal Guidelines

A potential director should address each of the points below, because they provide an overview of the matters which are part of a successful production (a comprehensive proposal is likely to be more persuasive).

- **Show concept**
 Demonstrate to the satisfaction of the committee an understanding of the synopsis of the script, era for which the show is set, the style of staging, and the overall big picture (a perusal script can be purchased/hired by the club if required).
- **Production team**
 Identify your proposed directing team - director, musical director, choreographer, producer/s and production team, and have approached these individuals for an expression of interest/commitment to the project (MMCP committee can assist in identifying suitable candidates if needed). The Producer must be a committee member.
- **Stage design**
 Demonstrate a sound stage design (sets, props) which can be achieved within club budgets. Options can include hiring set, building set, using existing sets, other. Identify potential sources of set hire or build and preferably have approached individuals as necessary. MMCP's Sets Coordinator can also assist in this regard with information regarding available resources and volunteers.
- **Costuming ideas**
 Demonstrate an understanding of the era and design costume within club budgets. Reuse existing club resources where possible. Sketches and photographs of possible costume options should be considered. MMCP's Costuming Coordinator can also assist in this regard with information regarding available resources and sourcing costumiers and sewers as required.
- **Cast size**
 Consider recommended cast size as per script. When looking at chorus or ensemble numbers, an average major show cast includes an adult ensemble of approximately 20-25 plus leads (total cast of 35-40). These numbers may be exceeded if a children's ensemble is required.
- **Orchestration**
 Your musical director will be required to source orchestra/band members from suitably skilled musicians on a volunteer basis. An indication of size and style of this musical ensemble needs to be included in your proposal (assistance can be given with sourcing musicians and rehearsal spaces if needed). Consideration needs to be given to transportation needs and costs of possible hire of some instruments e.g. percussion. Your musical director needs to consider whether a vocal coach will be required.
- **Basic budget**
 Please seek advice from the committee for standard show budgets and typical allowances for sets, costumes, props, advertising, theatre costs, programs, makeup/hair, transportation needs & rehearsal venues. Ultimately the MMCP Management Committee will set the show budget and your producer will be responsible for managing this.
- **Commitment to club ideals/code of conduct/policies**
 Demonstrate an awareness of the club's code of conduct, child protection and safety policies to comply with MMCP's Policies and Procedures.
 Please be aware that you and your proposed team will be required to become financial members of MMCP. The directing team is expected to attend the majority of rehearsals and also to assist with or provide ideas and guidance for set construction, costume design, hair and makeup needs.

- **Musical numbers**
Where possible provide a simple breakdown of each major musical number, in terms of staging, costuming, and suggested lighting.
- **Rehearsal schedule**
Please provide as part of your proposal a draft rehearsal schedule. Wednesday evening and Sunday afternoon are the traditional rehearsal times that MMCP utilise. Generally a rehearsal period for a major show is 10-12 weeks.
- **Technical requirements**
You should consider which of the following aspects may apply to your show:
Stage manager, lighting, sound requirements, sound effects, number of radio microphones required, backstage crew, mobility of and crew requirements for sets, flyman, flying and rigging of sets, perspex shielding for musicians, set transportation, prop sourcing and construction (MMCP's Props Coordinator can also assist in this regard with information regarding available resources and volunteers).

Major Show Additional Guidelines – Staged in May at the MECC

An average major show cast includes an adult ensemble of approximately 20-25 plus leads (total cast of 35-40).

This show will include a technical allowance for lighting, miking and flying sets.

Must have a minimum of director, musical director, choreographer in the Directing Team.

Minor Show Additional Guidelines – Staged in Sept (at the MECC or another venue)

The cast size is reduced for an average minor show to approximately 30 in total.

This show will include a technical allowance for lighting and miking (but not flying sets).

Set and overall production designs should include ways to creatively stage the production utilising available technical resources.

Must have a minimum of director, musical director, choreographer in the Directing Team.

Theatre Restaurant Additional Guidelines – Staged in Nov/Dec (at venue determined by MMCP)

Small cast size of approximately 8 - 15 in total.

This show will include a technical allowance for miking and basic/minimal lighting.

Set and overall production designs should include ways to creatively stage the production utilising available technical resources and a unit set design.

Must have minimum of two members in the Directing Team to cover the roles of director, musical director and choreographer.

Pantomime Show Additional Guidelines – Staged in Feb Biennially (at the CQ Conservatorium)

The cast size is reduced for an average panto to approximately 30 in total.

This show will include a technical allowance for lighting and miking and some flying of sets.

Set and overall production designs should include ways to creatively stage the production utilising available technical resources.

Must have a minimum of director, musical director, choreographer in the Directing Team.

Your proposed team should be familiar with MMCP's Production Roles & Responsibilities (available on our website at <https://www.mackaymusicalcomedyplayers.com/documents>).

Please note that your proposal will be considered and discussed by all eligible committee members.

Committee members may also present a competing proposal.

The club policy is that committee members presenting a competing proposal may be present for all presentations and discussion of relevant proposals, but must abstain from voting on all show production team selection decisions, in relation to when they have presented a proposal.