

# Proposals

*director submission guidelines*



## THE LISBON PLAYERS

**theatre in english since 1947**

2020

# Submission Info:

*This is what we need to know about the play/event and director(s):*

1.a) Name of the play and playwright.

Full-length or one-act? If possible, give a rough estimate of performing time.

2. A short synopsis of the play.  
1 or 2 paragraphs.

3. Cast; number of characters.  
State gender / age.

4. Set and costume requirements.

5. Any musical requirements.  
Specify if possible the instruments / voices. Is it live /recorded? Do you have musicians in mind to play?

6. If it is not a classic or well-known play (or easily accessible) please attach a copy of the play.

7. Will it require rights?  
Plays are only out of copyright 70 years after the death of the playwright, and / or if applicable, the translator, (for 2016, the writer must have died before 1946). (Also see 'Budget' below.)

Can you confirm that you know performing rights are available? Yes / No.

8.Dates.

Lisbon Players productions usually last for 3 weeks, and are put on between September and June.

Your availability to rehearse is indispensable.  
Give an estimate of the rehearsal time you require.

Are there any dates/periods you cannot do, or which would be difficult?

Yes / No

If yes, please say here when..... Are these difficult / impossible?

Please note that LP takes a summer break around the first week of July to re-open in September. However, rehearsals and other preparatory activity do still continue during this time.

9. Please enclose a CV describing your theatrical experience and a short statement explaining your vision for the play. Also, if you are submitting a proposal for a full production, state whether you would be open to putting on the same piece as a short production/rehearsed reading and/or open to conducting an exploratory workshop ?

10. Have you got a production team (designer, stage manager, etc...) in mind? LP will help you acquire some of these essential people via advertisements or by putting you in touch with people with the right skillset who have worked at LP before. However, their availability is never guaranteed and the Director is ultimately responsible for securing his / her production crew.

11. Draft budget. When compiling a budget you need to consider the following:

*i. Production costs – set, props and costumes, bearing in mind that the LP has a large range of flats, curtains, rostra, stairs and costumes.*

*ii. Performing rights (if applicable): this varies but is usually between €90 and €130 per performance or about 10% of total Box Office takings. Information can be obtained from Samuel French, the Society of Authors or the writer's agent. Please try to get a quote for rights into your proposal, so this can be considered by the committee when voting on proposals.*

*iii. Musicals: remember if it's a musical you'll probably have to pay for the hire of the score and musical parts.*

*iv. Printing scripts: to print scripts you should budget at least €100 for a full-length play with a cast of 10 (remember you need scripts for IGAC, designer, stage manager and lighting and sound operators too).*

*v. Posters, flyers and outside banner. You'll need a small number of posters and flyers – perhaps 20 posters and 50 flyers. It's not worth spending a lot of money on printed publicity as the info is far better spread through the social media, the*

internet and the press. A banner is essential for every production. This alone costs €58. Suggested expenditure €85.

**vi.** Programmes should be self-financing; in other words sales should cover costs. We suggest a print run of 150/200 programmes of 8 pages A4 at a selling price of €1 or €2. The cost of printing will be around €150.

**vii.** IGAC costs €58.80. This is a set cost and is required for every production open to the general public.

As a guideline a full length play with a cast of 10 might expect a budget of between €500 and €1000 without rights. This might more than double if rights are required.

It's always a good idea to talk to someone who's directed a play at LP for more information; please feel free to do so.

For assistance/clarification at any stage of the proposal, feel free to contact us on Facebook or mail [Suresh Nampuri](#)

**ALL THOSE INVOLVED IN THE LISBON PLAYERS ARE EXPECTED TO BE OR BECOME MEMBERS OF THE ASSOCIATION** (for more information please see our [Website](#))

**THE LISBON PLAYERS IS A NON-PROFIT MAKING ASSOCIATION.  
ALL WORK IS VOLUNTARY**



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