



# Hartland Community Arts Show Proposal Form

*(Proposal must be submitted two months in advance of production date)*

## **Contact Person:**

Name:

Address:

Phone:

**Show Concept:** Please write a brief description of your idea. Include detailed description, the genre (play, variety show, cabaret, band, choral concert, dance, etc). Who is the intended audience (families, adults,). Attach a separate sheet if necessary.

Details:

## **Production Team:** (\*must be committed in advance)

Producer\*

Director\*

Designers (sets, costumes, etc)

Tech

## **Production Details:**

Estimated number of performers:

Venue:

Damon Hall     Hartland Elementary School     Other:

Do you have permission to use the Venue:     Yes     No     Request Pending

Waiting for HCA approval

Performance Dates: Please attach (or provide) tentative rehearsal/production schedule.

Do you want the HCA Board to assist with publicity and advertising for your event?  Yes  No

Do you have any special needs - such as equipment, lighting, tables, chairs, etc?

Total projected income:

Total projected expense:

**Budget: Projected Expenses**

Music/Scripts:

Contract/Rights:

Rentals:

Costumes:

Sets/Props:

Programs\*:

Posters\*:

Publicity/Ads\*

Other

\*HCA Board members can assist with these items if desired.

**Budget: Projected Income**

Ticket Sales (how many tickets at what price?)

Other income (raffles, donations, concessions)

**NOTE:** All net income produced by shows goes back into the HCA general fund pool for use to finance future shows, to fund arts in education programs at Hartland Elementary School or scholarships.

Form completed by:

Date