

HHLT Procedure for Submitting Plays for Production October 2013

Play proposals must be submitted, in accordance with the following guidelines, to the Board of Directors. Play proposals shall contain the following information:

1. Title and author
2. A brief summary of the story
3. Characters including number, gender, and approximate ages
4. Setting
5. Estimated budget (Note: once the budget has been approved, the directors are required to obtain Board approval prior to expending funds for reimbursement, if unexpected expensive items are needed for the production.)
6. Any potential or anticipated difficulties and how these would be resolved
7. The “pitch”—why this would be a great show!

Proposals shall be submitted no earlier than January 1 for the production in the fall of the year and no earlier than June 1 for the spring play in the following year.

Ten copies of the proposals shall be presented to the Vice President or designee prior to a General Membership meeting.

The Board of Directors shall make a decision prior to the next General Membership meeting. Directors will be notified, as soon as possible, of the Board’s decision of acceptance or denial. If a play has been approved, the Board will announce that at the next General Membership meeting. The play will not be revealed until the current production has closed.

If no volunteer director submits a proposal by April 1 for a fall production or October 1 for a spring production, the Board will attempt to recruit a director from the HHLT membership.

Play Criteria

The HHLT Board, under the leadership of the Vice-President, will maintain a library of plays under consideration and those that have been approved as appropriate for production. These plays will have been approved using the *Guidelines for Play Review*.

Director Options

1. A member in good standing may select an already-approved play and submit a production proposal to the board for its consideration.
2. A member in good standing, who wishes to direct a production but who has not preselected a play, must make his or her interest known to the Board. The Vice President will offer a choice of approved plays from which to choose. After making a choice, the prospective director will then submit a production proposal to the Board for approval.
3. A member in good standing who wishes to direct a production in the future, e.g. one year in advance, must make his or her interest known to the Board, indicating the proposed date of production. The prospective director may, at that time, select a play from the HHLT’s selection of already-approved plays or present a play of his/her choosing to the Board for approval. (Should the play not be on the pre-approved list, it must be submitted to the vice president to go through the Play Review Process.) The director may then submit a proposal to the Board of Directors, in accordance with the dates specified above.