



# Pitch Proposal

1. Please indicate the type of performance proposed:

☐ Show      ☐ Workshop      ☐ Master Class      ☐ Other

2. The title of the performance: \_\_\_\_\_

3. Please provide the name and contact information for production committee: \_\_\_\_\_  
\*indicates necessary field

\*Director/Leader: \_\_\_\_\_

\*Stage Manager: \_\_\_\_\_

Set Designer: \_\_\_\_\_

Costume Designer: \_\_\_\_\_

Lighting Designer: \_\_\_\_\_

Sound Designer: \_\_\_\_\_

Properties Designer: \_\_\_\_\_

4. Is this a single performance or multiple?      ☐ single ☐ multiple  
If multiple, how many performances? \_\_\_\_\_

5. Proposed dates and times. In addition, provide alternative dates and times.

6. Is rehearsal time needed?      ☐ yes      ☐ no  
If yes, please indicate the amount of time and type of space needed.

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7. What kind of venue is preferred? Is it flexible?    ☐ yes    ☐ no  
☐ Hal Todd    ☐ Studio/Classroom    ☐ Outdoors    ☐ Other

8. What will the performance cost? Please consider:

A. Royalties

B. Publicity/Marketing

C. Programs

D. Properties

E. Set

F. Lights/Sound

G. Rentals

**\*\*Please provide a separate but attached budget with a detailed estimate. Also indicate if there are additional fees that should be noted.\*\***

9. Briefly describe what the performance will entail. Please consider cast size, ratio of male/female, audience participation, supervision, director's vision, ect.

10. Briefly describe the technical elements. Please consider build times, supervision, special effects, crew, ect.



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11. Please provide a description on why SPOTLITE Stage Company should produce this performance. How does this fit with our mission statement?

**This form must be submitted with the detailed budget to the leadership board of SPOTLITE Stage Company, who will then schedule an appointment to review.**

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

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## BOARD USE ONLY

- ☐ Pitch Proposal form
- ☐ Detailed Budget
- ☐ Meeting with leadership/Advisor
- ☐ Finalized/ Approved

Approval date: \_\_\_\_\_

Board Signatures: