



ARTS PROJECT CHERRY GROVE

511 Avenue of the Americas, Suite F10, NY, NY 10015

2024 SHOW PROPOSAL GUIDELINES

Thank you for your interest in developing a show/production/event for the APCG 2024 Summer Season. We receive many proposals each year and take much care and time evaluating each submission before determining the roster of performances and events. It is very important that you provide some basic information about the event you are proposing in order to help us in our selection process.

PLEASE FOLLOW THESE GUIDELINES as closely as possible and return the form to us by January 31, 2024.

Contact information can be found at the end of these guidelines.

IMPORTANT NOTES:

1. The APCG is the "Producer" of all productions mounted under the aegis of the Arts Project of Cherry Grove.
2. If your proposal is selected, you will receive an appropriate budget and be assigned a board member to act as your liaison to the Arts Project. Your board liaison will function as your day-to-day contact to ensure that your needs are addressed, and you understand your obligations.
3. Housing cannot be provided
4. APCG By-Laws specify that ALL PARTICIPANTS in APCG Shows/Productions must be APCG MEMBERS. Please work with your liaison in advance of all on-site rehearsals and performances.
5. All New York and Suffolk County guidelines and CDC recommendations must be followed.



BASIC PROPOSAL INFORMATION NEEDED (please use additional paper for answers requiring additional space)

Your Name _____

Contact Information (Address, email, telephone)

- 1) **Title** (or working title)

- 2) **Author**

- 3) **Concept** — The theme or subject with a brief description. For musical reviews, please be as specific as you can about individually numbers.

- 4) **Name of Production Director** (or lead point person, if applicable)

- 5) **Names of Other Principal Directors** — Musical Director, Choreographer, etc. Please provide credit for each if applicable.

- 6) **Approximate Number and Source of Performers** — Local talent, off-island performers, a combination of both, etc.

- 7) **Auditions/Casting Calls** — Please indicate if auditions are necessary in the theatre, and coordinate with your Board Liaison.

- 8) **Staging Needs** — The theater is equipped with some very basic props only. Please advise what is needed to stage your production and give reasonable estimations of lighting, sound and stage crew needs. NOTE: the APCG does NOT provide any support staff, stage crew, etc., except for Lighting and Sound.

- 9) **Rehearsal Time** — Advise how much time is requested in the theater for on- site stage, blocking and rehearsals and coordinate with your Board Liaison.



10) Copyright and Contract Issues — Do you have, or will you be obtaining performance contracts and other performance arrangements with the holder of the rights to the production?

11) APCG Liaison — Please advise if you prefer a particular board member to serve as your production liaison

12) Budget — Please provide a budget for review for your production. Include all costs except for advertising and programs. The APCG is a 501(c)3 nonprofit organization and our standard allotment is limited.

13) Performance preferences — Some dates on the APCG Calendar are prescheduled, but every effort is made to accommodate date preferences when possible. Flexibility in scheduling is appreciated.

14) Benefit — Proceeds from APCG Productions are used to further our Mission Statement, benefiting the Cherry Grove Community and its residents. Please advise if you are proposing a portion of any net profit from your performance to benefit another not-for-profit organization besides the APCG and the percentage to each organization.

15) Importance of Proposal — Please provide a brief overview as to why your show/production/event would be an important addition to the Calendar of Events for the 2019 Season

16) Additional Details — Please add any additional information that you feel should be considered in the evaluation and review of your proposal.

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Should you have any questions, please contact Michael Moran, APCG President at 917-747-7643 or inquiriesAPCG@gmail.com Your proposal can be submitted to any officer or director of the Arts Project, e-mailed to the above address, or mailed to:

**Arts Project of Cherry Grove
511 Avenue of the Americas,
Suite #F10
New York, NY 10011**