**Cabaret Theatre: Special Project Proposal 2015-2016**

Special Project Proposal Application

Since 1975, Cabaret Theatre has created its season based on the proposals of creative and driven directors. Without artists like you, Cabaret would not have its reputation as one of the best student theatre companies at Rutgers University. We are excited to produce yet another season of innovative and professional quality productions and to continue to expand our mission of education and collaboration.

The Special Project Opportunity at Cabaret falls under the Special Events Department, and it allows students to propose a project outside the realm of main stage Productions. In the past we have had staged readings, academic project work, comedy nights, and collaborations with other theatres and organizations. In addition, we have explored putting up original works, ACT (Affective Catharsis through Theatre for survivors of sexual assault and domestic violence), as well as a full length production of “Little Shop of Horrors,” on which we collaborated with the College Avenue Players.

If you are interested in proposing for the Special Project slot in the 2015-2016 Cabaret Theatre Season, please first email the Producer, Kayla Votapek ([producer.cabarettheatre@gmail.com](mailto:producer.cabarettheatre@gmail.com)), and the Artistic Director, Markus Robinson ([artistic.cabarettheatre@gmail.com](mailto:artistic.cabarettheatre@gmail.com)), letting them know of your interest in proposing. Then, fill out the application below. This application has a seven parts. Please note this is NOT for main stage productions or Special Events [like coffeehouses or open mics], this is specifically for a special project that has a specific purpose, message, or theme. If you would like more clarification on the differences between events, please contact the Special Events Coordinator. The proposal for main stage productions has passed. If you have any questions about the main stage process, please contact the Producer and/or the Artistic Director.

The application below for Special Events, upon completion, should be sent to both our Producer, Kayla Votapek ([producer.cabarettheatre@gmail.com](mailto:producer.cabarettheatre@gmail.com)), and our Artistic Director, Markus Robinson ([artistic.cabarettheatre@gmail.com](mailto:artistic.cabarettheatre@gmail.com)). Only electronic applications will be accepted and all application materials must be completed (including the script of the show if applicable). In order to complete the application process, the applicant may be asked to schedule an interview with the Special Events Coordinator and potentially other members of the Cabaret Theatre Executive Board, though not every applicant will be moved to the interview stage of the selection process.

The Special Project auditions [if needed] will take place on Monday the 14th of September to the 16th. The show will take place the weekend of October 8th.  
  
Finally, if you have any questions or concerns about the Special Project Proposal Process, do not hesitate to contact our Producer and Artistic Director.

We look forward to your proposal!  
Sincerely,   
Markus Robinson  
Artistic Director 2015-2016

*Please Note: Organization and professionalism are important qualities to demonstrate when proposing to fulfill a leadership position. To ensure that your proposal reflects your level of commitment, please consider the formatting, grammar, spelling, and presentation of your composition. Additionally, IF you are proposing an original play written by a Rutgers University undergraduate student, a finalized version of the script, ready for production, must be included with the proposal. The director of the original play must propose the project, not the playwright, unless the playwright is also the director.*

**Application**

1. Cover Letter (minimum 1-2 pages double spaced):
   1. Why should we choose your special project proposal? Why do you want to do this project? This is the section of the proposal where we can really get an idea of who you are and the importance that your event will exude. Please use this section to convince us that this event will prove to be a positive addition to the season.Information:
2. Information:
   1. Name of the person proposing (if there are multiple people proposing one event, please list their information as well):  
      RUID:  
      Fall 2015 Schedule:  
      Work Schedule:  
      Other Clubs/Activity Schedules:  
      Title of Event:  
      Name(s) of others involved and their role(s):  
      Are you planning to do this event for academic credit? (ie. project work, class project, thesis, etc.)  
      Synopsis: (3-5 sentences explaining the event):
3. Artistic Vision:  
   In this section please explain your artistic vision for this special project in these steps:  
   a) Type of Event: (show, staged reading, collaboration, showcase, fundraiser, etc.)  
   b) If you are proposing a show (original or not) please include the themes explored in the piece and how they relate to/impact the characters.  
   c) If you could choose one word to describe the project in which you are proposing, in terms of the significance of the piece, what would it be and why?  
   d) If it is a fundraiser or if any company/organization/non-profit is benefiting from this event please list:  
   e) Are you planning to collaborate with any other Rutgers Student Organizations:  
   f) Any other details regarding your vision and what you want from this experience and how you think Cabaret will benefit from this event in terms of its members and audience.  
   g) Who is the ideal audience for this event?  
   h) Will there be a charge for entrance? Donation? Explain.  
   i) Are you planning on bringing in any specific audience members either from a group or organization that we have to keep in mind of in terms of seating?
4. Resume:
   1. Please include the resume(s) of the person (people) proposing:
5. Staff:
   1. In this section, please provide the names and positions of individuals you plan to have on your production staff. As this is a proposal, the Reading Committee understands that this is a tentative staff. However, please consult individuals before attaching their names to a proposal. Also note that if selected, your final production staff will ultimately be at the discretion of the Executive Board. In order to maintain our mission statement, it is important we include new and old members through these positions.  Please note that production staff positions at Cabaret Theatre are reserved for undergraduate students. If proposing a music based event, you MUST at the time of submission have a Musical Director attached your proposal.
6. Budget:
   1. Please provide any details you can about the financial necessities needed to produce your event. Please provide any and all information you can. If you are proposing a show that requires an estimate for rights, please contact the Producer at [producer.cabarettheatre@gmail.com](mailto:producer.cabarettheatre@gmail.com).
7. Set Design
   1. Please provide us with a basic idea of what the space will look like for your event. Will you need a set? Do you plan to have a bare stage? Are there any props needed? Any and all information you can provide would help us gauge the practicality of your planned set in our space. We will reach out to you if we have any questions about your set design. Feel free to contact our Managing Director, Steph Van Oppen at [managing.cabarettheatre@gmail.com](mailto:managing.cabarettheatre@gmail.com) for any guidance with your set design.

All proposals submitted must be written by the submitter. **Plagiarism** of any kind (the copying of ideas, words, work, etc.) will **NOT** be permitted, and **WILL be reported**. If you are in a time crunch or are afraid that your writing is not of your best quality, we would prefer you let us know and submit late, rather than take someone else’s work. If you are unsure of what counts as plagiarism, you may email artistic.cabarettheatre@gmail.com or producer.cabarettheatre@gmail.com with any questions. In addition, use our Special Events Coordinators as resources; they are here to help you throughout the proposal process.  
  
Please remember to send your proposal, upon completion, to our Producer, Kayla Votapek ([producer.cabarettheatre@gmail.com](mailto:producer.cabarettheatre@gmail.com)), and to our Artistic Director, Markus Robinson ([artistic.cabarettheatre@gmail.com](mailto:artistic.cabarettheatre@gmail.com)).

We Look Forward To Hearing From You!