

ZCT Play Submission Form  
**Submission Deadline is December 1, 2003**  
Guidelines for Production Teams  
2004-2005 42nd Season

Enclosed please find:

- Expected timetable for submission process
- General information about Zanesville Community Theatre
- Information form to be filled out and returned with your completed submission packet
- Submission packet checklist
- Information on Live Stage and Synchronization Licensing of pre-recorded music  
(From The Harry Fox Agency: <http://www.nmpa.org/hfa/perform.html>)

See forms on the site: [Synchronization License Request Form](#) , [Live Stage License Request](#), and [Synchronization Account Application](#) as well as their FAQ on music licensing.

- Budget sheets
- Script and Material request order form to Treasurer

**Keep pages 1-6, return pages 7-11 with your script**

*Please Note: Submission of a script or musical with your completed package to the Play-Reading Committee does not guarantee a place in the 2004-2005 42nd season.*

Please mail your completed package to ZCT, P.O. Box 2967, Zanesville, Ohio 43702-2967.

Mark to the Attention: **Play Reading Committee.**

You may also drop off the package at the Theatre located at 940 Findley Avenue, Zanesville. Please also call the theatre at (740) 455-6487 or 1-800-850-1519 and leave a message on the machine notifying the Play Reading Committee that you have submitted material for their consideration.

Be sure your packet is complete according to the checklist enclosed. An incomplete submission packet may be returned, and may not be considered by the Play Reading Committee.

All submitted materials will be returned to you in a timely fashion.

You will be notified in writing (postal or e-mail) and/or via phone call as to the results of the submission process.

The 2004-2005 42nd Season is expected to be selected by early January 2004.

ZCT Play Submission Form  
**Submission Deadline is December 1, 2003**  
Guidelines for Production Teams  
2004-2005 42nd Season

General Information

The house seats 92 people and is fully handicapped accessible, both for audience members and actors. Performances are typically scheduled for Friday and Saturday evenings at 8:00 PM and Sunday afternoons at 2:30PM. Shows are scheduled to run for two consecutive weekends.

Presently, no part of the theatre is air conditioned, although fundraising towards this goal is an on-going activity.

ZCT ticket prices are as follows: Full Price - \$10.00, Senior/Student - \$6.00, and Children 12 or younger - \$4.00. Pre-season tickets are also sold at the following rates: Full Price: \$8, Senior \$5.

Web-based \$1 off coupons are offered for each show as well as special discount programs for Ohio University-Zanesville Students and Zanesville-Muskingum County Chamber of Commerce members.

Please, do not misquote our seating capacity, ticket prices, or other information to the publisher of the play/musical that you are submitting when you ask for a royalty quotation.

Tentative audition and show dates (subject to change) for the 2003-2004 41st season:

Time Slot:	Possible Auditions:	Performance Dates:
Fall #1	July 2004	Late September 2004
Fall #2	Late August/Early Sept	Early November 2004
Angel Tree	October 2004	December 2004 (1 wk)
Winter #3	November 2004	January 2005
Winter #4	January 2005	March/April 2005
Spring #5	March 2005	Late April/Early May 2005

Your show will receive start-up costs (script & rights acquisitions, pre-audition publicity & postage, etc.) as a loan from the organization. This loan must be repaid with the proceeds from ticket sales or Corporate or Individual Sponsorships. To make other overhead expenses, you must sell at least 75% of the seats for each performance. Your budget must reflect projected income as well as expenses. You may supplement box office proceeds with Corporate or Individual sponsorships. Please contact the treasurer ([treasurer@zct.org](mailto:treasurer@zct.org)) for details.

Tours of our facility may be arranged by contacting Carl Underwood at (740) 454-0881 or e-mail: [cunderwo@columbus.rr.com](mailto:cunderwo@columbus.rr.com). If you are not familiar with our space we recommend a tour before completing your submission packet.

ZCT Play Submission Form  
**Submission Deadline is December 1, 2003**  
 Guidelines for Production Teams  
 2004-2005 42<sup>nd</sup> Season

Planning Calendar 2004- 2005  
**(Subject to Revision)**

Auditions are usually held Sunday and Monday evenings at 7:00 PM. All shows are 2 consecutive weekends and are held at ZCT, 940 Findley Ave. Friday and Saturday performances begin at 8:00 PM and Sunday performances begin at 2:30 PM. Scheduled rehearsal time does not include the week of auditions, or tech week.

<b>Date 2004</b>	<b>Event</b>
June 27, 28	Auditions: Time Slot: Fall #1
<b>July 4</b>	<b>Independence Day</b>
<b>July 18</b>	<b>Copy DROPDEAD date for Season Program</b>
<b>August 2</b>	<b>Season program to printers</b>
August 15, 16	Auditions: Time Slot: Fall #2
<b>August 16</b>	<b>Show program to printers</b>
<b>September 6</b>	<b>Labor Day</b>
September 17 18 19	Performance Weekend #1 (Fall #1)
September 24, 25, 26	Performance Weekend #2 (Fall #1)
October 3, 4	Auditions: Time Slot: Winter #3
October 10, 11	Auditions: Angel Tree Benefit
November 12, 13, 14	Performance Weekend #1 (Fall #2)
November 19, 20, 21	Performance Weekend #2 (Fall #2)
<b>November 25</b>	<b>Thanksgiving</b>
December 10, 11, 12	Angel Tree Benefit Performance
<b>December 25</b>	<b>Christmas</b>
<b>January 1, 2005</b>	<b>New Year's Day</b>
January 21, 22, 23	Performance Weekend #1 (Winter #3)
January 23, 24	Auditions: Time Slot: Winter #4
Jan. 28, 29, 30	Performance Weekend #2 (Winter #3)
March 13, 14	Auditions: Time Slot: Spring #5
<b>March 20</b>	<b>Palm Sunday</b>
<b>March 27</b>	<b>Easter</b>
April 1	Membership dues cutoff date for 2004-2005
April 8, 9, 10	Performance Weekend #1 (Winter #4)
April 15, 16, 17	Performance Weekend #2 (Winter #4)
May 20, 21, 22	Performance Weekend #1 (Spring #5)
May 27, 28, 29	Performance Weekend #2 (Spring #5)
<b>May 30</b>	<b>Memorial Day</b>
June 12	ZCT Annual Membership Meeting – 7pm

## Budget Sheet:

Please read the following information prior to completing your budget.

Please enter your best guess for budgetary purposes. Figure each seat sold at a cost of \$6.50 (average of at-the-door prices without a discount).

Your budget for script cost or musical rental can be obtained directly from the licensing company and should be reflected accurately on this form.

Other items, such as set, costume, make-up and props may be a general estimate.

Please keep in mind as you obtain your figures, the Theatre has many set, costume, make-up and prop resources to utilize. This helps to keep production cost reasonable.

If you want posters or other fliers and table tents you will be required to itemize and list a budgetary figure. For example, show posters can (in many cases) be obtained from the company handling your scripts, they should be able to provide you with a cost, i.e.: 25 posters for \$13.95.

Keep in mind that some scripts may suggest music requirements for pre-show, scene changes, intermission and internal cues as are required during a scene.

If the show you are submitting requires a certain piece of music, you must obtain rights to use the song and may be required to pay royalties for the selection. If you choose to use the suggested music, the rights and royalties must be reflected in your budget. If no music is required, but you would like pre-show and intermission music, please contact the Harry Fox Agency or the publisher to obtain the proper permissions in advance of your production. As this process usually takes 10 weeks, enter an estimated figure for budget purposes. See attached materials from the Harry Fox Agency.

Keep in mind: in plays, you buy the scripts, in musicals, you **rent them**. Rented materials must be returned or else a late fee will be assessed. Any lost or late fees assessed by a publisher or rental house will become the responsibility of the production team. You may wish to charge a nominal fee to your cast for their scripts to cover any that get lost or damaged, and to cover the late fees.

Please complete all the budget items that pertain to your particular show. If you are submitting a drama, you do not need to complete the items associated with musicals.

From The Harry Fox Agency: <http://www.nmpa.org/hfa/perform.html>

## Synchronization of Music In Live Stage Performances

The recorded use of music in combination with visual images ("synchronization") does not come within the scope of the compulsory license provisions of the U.S. Copyright Act. Licenses for use of music in live stage performances must therefore be negotiated on an individual basis between the copyright owner and the prospective user. In this regard, HFA acts non-exclusively as an intermediary for many of its publisher principals in negotiations with producers, facilitating communication between the two parties which often leads to the implementation of a license agreement. HFA synchronization licenses can be issued for global use, in addition to domestic use.

**HFA does not set rates or determine terms of any such licenses it issues on behalf of its music publisher principals.**

Synchronization License Request forms are available as Adobe Acrobat® PDF (Portable Document Format) files, which can be viewed and printed from any computer with the Adobe Acrobat® Reader, which is free from Adobe.

**[Live Stage License Request](#)** (17 KB)

**Please read the following instructions carefully, as submitting an incomplete request will delay the licensing process.**

- Each license request must include the basic [Synchronization License Request Form](#), as well as the Live Stage License Request Form.
- If you have not previously established a Synchronization Licensing Account with HFA you must submit a [Synchronization Account Application](#) with your license request.
- Print these forms on 8.5" x 11" plain white paper.
- Only typewritten or applications neatly printed in block letters will be accepted.

Return completed license request forms to:

The Harry Fox Agency, Inc.  
Synch Department  
711 Third Avenue, 8th Floor  
New York, NY 10017  
FAX: 212-490-3574

If you have questions about the synch licensing process, please refer to our [FAQ](#) or send e-mail to the HFA Synch Department at [synch@harryfox.com](mailto:synch@harryfox.com).

When your play is selected for the 2004- 2005 season, please send a copy of this form to the Treasurer (by e-mail: [cunderwo@columbus.rr.com](mailto:cunderwo@columbus.rr.com) or US Mail: Carl Underwood, PO Box 2053, Zanesville OH 43702-2053:

Dear Treasurer,

My show (title) \_\_\_\_\_ has been selected for ZCT's upcoming 2004- 2005 Season with tentative performance dates of \_\_\_\_\_.

I need audition materials no later than (date) \_\_\_\_\_.

My show scripts & rights are available from:

Samuel French  Dramatic Publishing  Dramatists  MTI  TAMS

R & H  other: \_\_\_\_\_

The show's code # is: \_\_\_\_\_, catalog date is \_\_\_\_\_

Est. Playbook cost: \$ \_\_\_\_\_ Quantity needed: \_\_\_\_\_

**Musicals: Royalty: \$ \_\_\_\_\_ Orch: \$ \_\_\_\_\_**

**Security Deposit: \$ \_\_\_\_\_ Rental: \$ \_\_\_\_\_**

**Other:** \_\_\_\_\_

I've already attached a copy of my royalty quote, dated \_\_\_\_\_

I'm asking you (ZCT's Treasurer) to get a more up to date royalty quote.

A sound effects/music tape is available, catalog # \_\_\_\_\_ Cost \$ \_\_\_\_\_, please order.

I've already made arrangements to use the recorded music as pre-show. Intermission, and/or internal cues – attached are the complete details (song list and timings, synchronization license, permission from composer/publisher, other licensing details, etc.).

Posters are available for \$ \_\_\_\_\_ each, please order \_\_\_\_\_ (qty).

Radio & TV PSAs are available from publisher, attached are the details.

Thanks very much,

\_\_\_\_\_  
Director or Producer

Enclosed:  Copy of royalty quote  Additional information on materials needed

**Send to treasurer when the season is finalized and your show is selected.**

**Checklist:**

This is for you to double check and make sure all items are being submitted. Be sure to keep all your pages together. Either staple, paper clip or place your materials in a folder. If you are missing any item on this checklist and you turn in your submission packet without it, your packet will be returned to you for its completion. **Only completed submission packets will be considered by the play reading committee.**

\_\_\_\_ Copy of the play or musical (no photocopies please, unless it is an original work).

\_\_\_\_ Submission information sheet

\_\_\_\_ Agreement contract between you and ZCT

\_\_\_\_ Completed budget

Please sign and date this checklist and place it on top of your submission materials. Please **mail** your submission packet to:

ZCT  
P O Box 2967  
Zanesville, OH 43702-2967  
Attn: Play-Reading Committee

You may also drop it off (**please do not mail to this address**) directly to the Theatre at:

ZCT  
940 Findley Ave  
Zanesville OH 43701

Please also call the theatre at (740) 455-6487 or 1-800-850-1519 and leave a message on the machine notifying the Play Reading Committee that you have submitted material for their consideration.

Thank you for considering Zanesville Community Theatre. We look forward to working with you in the near future.

By signing this checklist, I attest to the fact that I am submitting a complete packet to the Play-Reading Committee. I understand if my packet is missing any item or I have failed to complete mandatory sections, my submission will be returned to me for completion. Only after it has been completed will my submission packet be considered.

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Producer's Signature

\_\_\_\_\_  
Date

**Include with your completed package as page 1**

*Agreement between You and Zanesville Community Theatre:*

If my show is selected by Zanesville Community Theatre for production then I/We agree to the following conditions:

1. This submission package represents a contract between my/our production team and the producing organization, Zanesville Community Theatre, Inc.
2. No dramatic work presented by ZCT will be produced in any manner or venue (main season, workshop or second season), without the expressed prior written permission of the publisher, playwright or agent for the dramatic work. Shakespeare and public domain works are exempt from many of the forgoing restrictions.
3. No dramatic work produced by ZCT will be video-taped or reproduced electronically in its entirety without the expressed prior written permission of the publisher, playwright, or agent of the dramatic work. Still pictures and videotaped clips are permitted under most contracts and may be used for PR purposes only. Again, Shakespeare and public domain works are exempt from the above restrictions.
4. The production team will be wholly responsible for all late fees, additional royalty (caused by late return of materials), and material replacement fees for production, such as, but not limited to: orchestra scores, script rental, sound effects, computer disks, costumes, props, set and special effects/lighting/sound equipment, and damage to same. ZCT will not assume these costs due to any negligence or extreme procrastination on your part.
5. Auditions are open to all. If open auditions fail to complete a cast, a production team may use any legal means available to cast the remaining parts.
6. ZCT enjoys free advertising in the form of PSAs from the electronic media as well as free placements in the print media. No paid advertising is ever purchased by ZCT or their production teams. The web site ([www.zct.org](http://www.zct.org)) is supported by an anonymous donor as well as a major operating grant provided by CyberCom Corp ([www.cyberzane.net](http://www.cyberzane.net)).

\_\_\_\_\_ Date \_\_\_\_\_  
Director's Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Producer's Signature

This form must be signed by the director and producer and returned with your submission packet. Failure to do so will mean your submission packet is incomplete and will be returned for completion. If packet is not completed upon return, the Play Reading Committee will reject it.

**Include with your completed package as page 2**

Zanesville Community Theatre  
2004-2005 42nd Season Submission Information Sheet

Director's Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

Play/Musical Title \_\_\_\_\_

Author \_\_\_\_\_

Who is the Play/Musical Licensed from \_\_\_\_\_

Number of characters:

Male \_\_\_\_\_ Female \_\_\_\_\_ Children \_\_\_\_\_

Have you ever directed at ZCT before? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, which shows?

---

Have you directed shows elsewhere? Yes \_\_\_\_\_ No \_\_\_\_\_

If so:

What theatre \_\_\_\_\_

What Shows \_\_\_\_\_

---

Are you a current member of ZCT? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, would you like to join? Yes \_\_\_\_\_ No \_\_\_\_\_

If you aren't a member, how did you learn of ZCT?

Attended shows \_\_\_\_\_

Friends of ZCT members \_\_\_\_\_

Other \_\_\_\_\_

**Include with your completed package as page 3**

Zanesville Community Theatre  
2004-2005 42nd Season Submission Information Sheet

Please give a brief description as to why you would like to direct this play at ZCT:

---

---

If you need more room, feel free to attach additional sheets.

Please list below, according to your show requirements, the names of those who will be part of your production crew:

**Director** \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

**Assistant Director** \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

**Producer** \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

**Musical Director** \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

**Choreographer** \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

**Backstage Manager\*** \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

**Lighting/sound \*** \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

**Publicity Liaison** \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

**Costume/Makeup\*** \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

\*Can be determined after your show has been selected for the season. It is permitted to enter a "TBA" in those fields only. All others must be filled in prior to submission.

Requested Time Slot:

Please choose your top three choices with your 1<sup>st</sup> choice being the most desired time for you.

1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

**Include with your completed package as page 4**

