

Gaylord Community Productions Dinner Theater Proposal

Final Draft

The purpose of GCP Dinner Theater is to offer the community the opportunity to participate in or attend high quality live theater in the Gaylord area. The shows should require financial outlay of under \$1000. GCP will solicit production proposals from its membership and the community, which will be submitted to the GCP Board for review and approval. GCP will provide the "Producer" a mutually agreed upon level of assistance and serve as the Executive Producers to ensure the show meets quality standards.

In order to do this, GCP will have to make arrangements with an area restaurant to host the productions at a mutually agreed upon schedule. GCP should select a Board Member to be in charge of the Dinner Theater program, whose duties should include selecting a restaurant, menu and financial agreements, and joint promotion. The Board should give the restaurant final approval.

In addition to the Dinner Theater restaurant arrangements, GCP will offer "Producers" two types of assistance. First, GCP could give direct financial assistance for production costs (including rights). Financial assistance will be offset by admission receipts. If a production shows profits, GCP will return them to their general fund. Second, GCP could provide in-kind assistance which could include props, costumes, sound, sets, publicity, casting calls, expertise, volunteers, etc. These resources would be mutually agreed upon before a proposal is approved.

GCP will request proposals for productions from the general public and from GCP participants. The proposal forms should include research, a budget, list of committed staff, a production plan, references and what financial and non-financial assistance they are requesting from GCP. GCP will provide help with the production, but "Producers" should be prepared to be in charge of their own projects.

Proposals will be reviewed by the GCP Board, including an in person interview with the "Producer". The GCP Board will then discuss the resources requested by a "Producer" and vote on whether to support the production. The "Producer" and GCP should sign a written agreement detailing what is expected from each party based upon the proposal. The GCP Board will appoint one person to serve as an Executive Producer to ensure timelines are being met, GCP is meeting its terms of agreement, and acceptable quality standards are being met.

After each Dinner Theater production the Executive Director will report to the GCP Board about the success of the production and its budget.