

Black Box Production Guidelines

I) Financial Guidelines

- A) The SCP Board sets up a specific line item in our yearly budget. ALL royalty payments come from that account.
- B) The BBP Account will be used to pay for royalties and ONLY royalties of BBP's. **NO** honorariums will be paid nor production expenses and costs be reimbursed.
- C) ALL funds will come from ticket sales of BBP's. 50 % of ticket sales will go into the BBP Account, and the other 50% will go for either building improvements or for operating expenses, whichever the SCP Board deems more necessary.
- D) Ticket prices will be as follows:
 - 1) \$5.00 for a non-musical BBP.
 - 2) \$8.00 for a musical BBP.
 - 3) These ticket prices will be in place for a period of five (5) years, after which the SCP Board may vote to raise or lower ticket prices.
Further decisions on ticket prices can be discussed when necessary.

II) The creation and choice of a BBP.

- A) Since this production is not about making money, the SCP Board will not vote on the submissions. Rather the Workshop Committee Chair (WCC), the SCP Board President and a third SCP member in current good standing will choose the BBP.
- B) Submissions for a BBP will be open from January 1st through September 15th of the prior year. Each submission must include the following. ALL are required.
 - 1) Name of director
 - 2) Name of producer
 - 3) Title of play, author, publisher (Samuel French, Dramatists, etc.)
 - 4) Proposed production dates
 - 5) The decision to pre-cast or hold auditions
- C) The BBP will be chosen on the following criteria and others deemed necessary.
 - 1) The production's short odds of being produced as a main stage production.
 - 2) The reasonable ability to produce the play with NO budget.
- D) BBP's may be submitted by any SCP member in good standing with the following stipulations. Either the director or producer must have directed or produced for SCP in the past or the producer must be a member of the SCP Board during the production.
- E) The remainder of the crew, if any, is up to the discretion of the director/producer.

- F) The BBP may either be pre-cast or cast through auditions. If pre-cast, this must be included in original announcement. If auditions are to be held, the director or producer will be in charge of organizing and holding auditions.
- G) Since this is not a main stage production, space at SCP Theatre will not be guaranteed for either auditions or rehearsals.
- H) All set, set pieces, paint, construction equipment and hardware, sound and all other production essentials will be taken from current SCP stock. NO prop, costume, set piece, platform or flat may be destroyed, reconfigured, taken apart or otherwise altered without WRITTEN permission from the SCP Board. Exceptions are: lumber can be cut and built onto platforms/flats (plats) (so long as they can be removed); platforms and flats may be painted (so long as they may be unattached with no damage to them during strike).
- I) NO SCP money will be spent on the publicity of a BBP. It will therefore be necessary for the director or producer to creatively publicize. Press releases, WLBK and Midweek interviews, Chronicle 'Plan!t' and DeKalb Chamber posts along with SCP Constant Contact, Facebook and Instagram posts are some examples. The latter will be handled by the marketing team – please submit your information for publication.
- J) BBP production/program will be from 45 minutes in length to 150 minutes in length.
- K) All cast/crew MUST BE current SCP members in good standing or will join as a member at the first rehearsal for insurance purposes.

III) Production & Production Scheduling/Publicity

- A) The BBP can be produced up to one time a calendar year. Suggested dates are the final weekend in January, the first weekend in February, the first two weekends in April or the last two weekends in October.
- B) BBP will be held for **one weekend only** and consist of a minimum of three performances and a maximum of five performances.
- C) ALL dates that will utilize the SCP theatre space MUST be given cleared by the SCP President, all directors for main stage productions currently using the SCP theatre space, the House and Grounds Chair and the Workshop Chair. Productions and events that will make SCP money as well as needed renovations must take priority. Keeping that in mind, it should be emphasized that BBP also hold some importance with our organization and we should work together to further that end.
- E) Announcements including, but not confined to PR's, scheduling, casting is to be done by the director or producer of the BBP.
- F) The Usher Chair and SCP President are to be notified one month in advance of opening night of the production dates so that they may find ushers and BMOD's for the production.
- G) The Box Office Chair is to be notified by the director or producer that tickets will be sold, the dates, admission price and requested for any additional information the Box Office Chair needs. This is also one month in advance of opening night.

BLACK BOX PRODUCTION SUBMISSION FORM

This form is to be filled out completely.

Contact Name _____

Telephone _____ Email _____

Production Title (ONE ONLY). **Please include a copy of the script.**

Director _____

Producer _____

Production Dates

of productions

1st Choice _____

2nd Choice _____

Casting (circle one): Auditions Pre-cast

Pre-Cast Actors' Names _____

If you plan to use SCP space for production dates only, skip to the signature line.

Additional dates SCP space is needed for the following:

Auditions _____

Rehearsals _____

I have read and understand the guidelines for Stage Coach Players Black Box Productions.

SIGNATURE

DATE