

**GREENBELT ARTS CENTER
P.O. Box 293
Greenbelt, MD 20768-0293
301-441-8770**

**2014-2015 Project Submission Application
FOR Guest Theater Organization or Event Organizer (GTO)**

(Submit one form for EACH project submitted.)

Choose One: ~~GAC Sponsored~~ GTO-Sponsored (50/50) Music/Other Event (50/50)
 Outright Rental (\$50/hour; \$25/hour for Greenbelt Resident/Organization)

Title of Project/Event: _____

Author (if applicable): _____

Publisher (if applicable): _____

Cast Requirements: # of Men: ____ # of Women: ____ # of Children (under 18): ____

Director: _____

Phone(s): _____ **Email:** _____

Producer/Billing Contact: _____

Phone(s): _____ **Email:** _____

Website URL: _____

2014-2015 Performance Slot(s) Desired: (Choose and Rank – 1st, 2nd, 3rd)

<p>_____ GTO Slot 1 (9 performances possible) Tech: 8/24-9/4/2014 Performances: September 5-21, 2014</p>	<p>_____ GTO Slot 4 (9 performances possible) Tech: 7/5-9/2015 Performances: July 10-26, 2015</p>
<p>_____ GTO Slot 2 (9 performances possible) Tech: 9/21-10/2/2014 Performances: October 3-19, 2014</p>	<p>_____ GTO Slot 5 (9 performances possible) Tech: 7/26-30/2015 Performances: July 31-August 16, 2015</p>
<p>_____ GTO Slot 3 (Up to 12 performances possible, including the 4th of July Weekend) Tech: 6/7-11/2015 Performances: June 12-July 5, 2015</p>	<p>_____ GTO Slot 6 (Up to 9 performances possible, including Labor Day Weekend) Tech: 8/16-20/2015 Performances: August 21-September 6, 2015</p>

Other Date Requirements (Describe): _____

Production Considerations:

Costumes (modern, period, etc.): _____

Set Requirements: _____
(Pieces/Arrangement – attach additional description sheets as needed):

Anticipated Rehearsal Schedule (days per week, etc.): _____

Type of Project (Musical, Play, Fundraiser, etc.): _____

Stage Orientation: Thrust Proscenium Other (Describe in detail below):

NOTE: Slots 3-6 will be in ¾ Thrust and may be limited in allowed set installation during the run of the production. Details are set forth in the Production Agreement.

Any unusual staging requirements: _____

Additional Useful Information: _____

Brief description of project concept: _____

Description of Event for Promotional Purposes (NO MORE THAN 40 Words):

A Ground Plan and Design Drawings (elevation) outlining staging requirements, if known, will help us to understand your requirements. A PDF of our basic ground plan is available on request.

To be included in our annual Season Postcard, this application must be received no later than July 31, 2014.

GTO may use this application at any time to request space at GAC in one or more of the available (unassigned) time slots, subject to availability. Please see the GAC Calendar (on our website) for the current status of available slots.

GTOs are asked to reserve a minimum of two weeks but may not schedule more than four weeks for a project. Slots are subject to availability and adjustments to suit GTO requirements.

GAC will attempt to fulfil GTO's first choice of slot, but will not guarantee space without a signed GTO Production Agreement or other agreement in writing and signed by both parties.

If you require additional space to describe your event, please attach an additional sheet of paper and include the details there.

If you have any questions about the application or scheduling, please contact the General Manager at info@greenbeltartscenter.org. For questions concerning Resident Productions or other program requests, please send email to programs@greenbeltartscenter.org. **Thank you!**