

GUIDELINES FOR PROJECT SUBMISSION  
PLEASE READ

GAC solicits projects from a wide variety of sources. To make this process fair to all and to assure that GAC has the best possible season, these are the guidelines for the selection process:

Anyone can submit one or more projects for consideration; however, Directors are permitted to produce only one selected project per season. Directors who submit multiple projects may reserve the right to withdraw any unselected project submissions from consideration for that season. GAC may consider submissions for this or future seasons.

A full proposal for a **GAC-sponsored production** should include the following:

- Four copies of the completed **Project Submission Application Form** (coming soon for the 2015-2016 season in a savable [Adobe Acrobat](#) format) for **each** project submitted, which outlines the basic requirements for production, including rough estimated budget and concept.
- Four complete hard copies or an electronic version of the full script.
- A named director, a named producer and any other named production company members.
- A sample of the expected set design or staging requirements.

Full proposal submissions will be given greater weight than projects submitted without such material.

See the **Project Submission Application Form** for the schedule of slots available. Our production schedule is tight and facility availability depends on the flexibility of our Directors. To be considered, project submissions will include three (3) choices among our available slots, in desired order.

Please bring the submission package to the GAC facility at 123 Centerway (when we're open for a rehearsal or show), or mail to PO Box 293, Greenbelt MD 20768-0293.

Anyone can apply to direct or produce without a specific show in mind. Please provide the Play Selection Committee with a copy of your resume or CV and the types of shows you would enjoy directing for GAC. The Play Selection Committee may be reached via email at [programs@greenbeltartscenter.org](mailto:programs@greenbeltartscenter.org).

Guest Theater Organizations (GTOs) and other event sponsors may also submit projects for consideration during each season. GTO projects do NOT require the full proposal but DO require the **[Project Submission Application Form](#)**.

Acceptance of all submissions is at the sole discretion of GAC's Program Leadership.

GTOs taking advantage of the 50/50 split are encouraged to request at least two weeks for their performance time slot as listed on the application. Please know that with ALL 50/50 agreements, GAC expects to receive a minimum of \$75 net per performance (after splitting the cost of paid advertising in the Greenbelt News Review and reconciling for complimentary tickets). Outright rental is at the rate of \$50/hour, or \$25/hour for Greenbelt residents/organizations and requires no minimum beyond hourly rental fees.

Should the project proposal be accepted, as either a GAC-sponsored production or GTO-sponsored event, you will be required to complete the appropriate Production Agreement and will be expected to read and abide by GAC's Production Handbook, which is available on request and will also be available online on our website in the future, to use when planning your production at GAC.

NOTE: GAC-sponsored productions require membership in GAC for all company members. [Membership](#) information is available on our website.

See our website for the deadline for submitting the Project Submission Application Form. GAC's seasons run from September to August.

For more information contact [programs@greenbeltartscenter.org](mailto:programs@greenbeltartscenter.org).