

The Children's Theatre Company

Building Character Onstage/

PRODUCTION COORDINATOR

APPLICATION / DATA

Please fill out all fields, (if by hand, USE BACKSIDE AS NECESSARY) and email to admin@childrenstheatercompany.org or fax to 212-633-6629.

FIRST NAME:	
LAST NAME:	
Address line 1:	
Address line 2:	
Daytime Tel:	
Evening Tel:	
Cell:	
Email:	
Website / URL (if any):	
Why do you wish to license a Children's Theatre production? <i>Please explain...</i>	
Will you be the Production Coordinator or Executive Producer?	
Do you have performance space? If so, how many seats in the space?	
Do you have rehearsal space? If so, how many rooms will you be using per session?	
Do you have a sponsoring organization / committee?	
Is your sponsoring organization a non-profit 501c3 organization?	
Can you provide proof of insurance for your current / upcoming activities?	
Do you have teaching experience, or experience with the arts? <i>Please describe...</i>	
Do you have any teaching artists committed to your chapter? <i>Please explain....</i>	
Do you have any teaching artists committed to your chapter? <i>Please explain....</i>	
Can you commit to coordinating efforts with your community to produce a CTC Licensed Production for the next two months? <i>Please explain....</i>	
Can you commit to serving your community for one year? Do you have another person in mind? <i>Please explain....</i>	
Do you have volunteers or have a plan for recruiting volunteers?	
Do you already have a group of children and youth? If so, how many and what age range?	
Do you already have a group of teaching artists? If so, what areas of teaching / directing?	
If not, do you have a recruiting plan for kids and teaching artists? <i>Please describe...</i>	
How often do you plan on meeting with your organizing / sponsoring committee, planning group, LSA or church? <i>Please explain....</i>	
Will you make time to attend a conference-call for CTC Production Coordinators once a month on an agreed upon date? <i>Please explain....</i>	
What other special resources, connections, affiliations, or related experience do you have which will help you build a strong CTC production? <i>Please explain....and USE BACK SIDE</i>	

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ASSISTANT PRODUCTION COORDINATOR

APPLICATION / DATA

FIRST NAME:	
LAST NAME:	
Address line 1:	
Address line 2:	
Daytime Tel:	
Evening Tel:	
Cell:	
Email:	
Website / URL (if any):	
What special resources, connections, affiliations, or related experience do you have which will help you build a strong CTC chapter? Please explain....	

Please indicate the number of teachers you currently have available to teach:

TEACHING ARTISTS / TEACHER ASSESSMENT	1-3	4-6	7-9	10+
Number who can commit to Saturdays for one hour (recommended day)				
Have at least one year of experience working with children ages 4-7 yrs old?				
Have at least one year of experience working with children ages 8-10 yrs old?				
Have at least one year of experience working with children ages 11-14 yrs old?				
Have at least one year of experience working with youth ages 14-18 yrs old?				
Have at least four years experience as a professional actor / director/ dancer or an MFA?				
Have at least four years experience as a professional actor/ director / dancer of a BA?				
Have experience as a visual artist: ceramic, clay, paper mache, multi-disciplinary? Please be specific.				
Have experience with physical theater?				
Have experience with ethical, spiritual & character education curriculum and concepts?				
Have experience creating lesson plans?				
Have experience collaborating with elementary schools?				

Signature of Production Coordinator / Director

Printed Name

Date

Email to:

admin@childrenstheatercompany.org

or fax to: 212-633-6603

OFFICE USE ONLY:	

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WRITTEN PROPOSAL:

To allow us to assess your needs and aide you in a more relevant way, please submit a brief statement and answer as many of the questions that apply? Rest assured that we are prepared to share with you all the necessary steps and techniques to achieve each of the below items...

Your proposal should include:

1. Why do you want to become a CTC Production License?
2. How do you plan to organize your rehearsal days? (*on Saturdays or Sundays, weeknights, hours?*)
3. Your plan for recruiting kids; artists; volunteers; interns
4. How many kids you hope to serve each season / year?
5. The demographics of the population you plan to develop in the future? (*ie race, religion, age, socio-economic*)
6. What other programs you plan to develop in the future (*ie: Study Circles, Devotional Gatherings, Parenting, Service Projects*)?
7. Sources of funding? (*or will you be making the program available at a 'suggested tuition' / donation or pledge?*)
8. Tentative budget
9. A list and contact information of your Sponsoring Committee, Board of Directors, an LSA or Artists and Co-directors that states their names, professional affiliations and contact information (very important).
10. Three letters of professional reference that provide complete contact information (*postal address, phone number and email address*)
11. *A brief description of the interests, goals, and qualifications of your staff and volunteers*
12. A written statement covering the purpose and history of your organization, including mission statement and goals;
13. A written statement describing current programs offered by your organization. Do you currently have any children's classes or arts programs?
14. Brochure or newsletter from your organization;