**Worksheet for Proposals in the Time of COVID**

Proposals for theatrical projects presented to the Pentacle Theatre Governing Board must address the areas listed below.

**Context**

**Financial** – The project must be self-supporting or royalty free. There is a nominal budget for the 2021 season that the board may use, dependent upon potential for return on investment. Directors are encouraged to form partnerships with groups, authors or organizations for some financial support but need to be mindful of other fundraising activities. Before you seek funding with private sources please check with the Executive Director.

The theater can provide costumes, props, notices, advertising and sponsor acknowledgement.

**Safety** – Specifically addressing the adopted COVID protocols (at the end of this document) for Pentacle Theatre through every phase of the rehearsal and performance. If children are involved, there may be additional adjustments to COVID protocols. There are also additional resources regarding minors located on the [Pentacle Theatre Website](https://pentacletheatre.org/wp-content/uploads/2018/06/MinorsatPentaclefinal4.2.18.docx). At the same time, understanding that these protocols can change to be either more restrictive or loosen with little advance notification in response to the state and Oregon Health Authority requirements.

**Submission process**

The theater will accept proposals on a rolling basis.

A person or group wishing to propose will complete the project outline below and submit it to the chair of the work group for distribution to thegroup members ..

The work group will review the proposals for completion and may ask clarifying questions of the proposers to anticipate the expectations of the governing board. The group is not responsible for evaluating the merits of the proposed project, simply whether the proposal is complete.

Once the work group deems a proposal complete, the group chair will forward it to the Executive Director for review by the Governing Board.

**Project outline**

1. **Name or title of the project:**
	1. Who is the author?
	2. Who is the publisher?
	3. Publisher contact info (Address, Phone #, etc.):
2. **How many actors?**
3. **Do you plan to hold auditions for this project?** [ ] **Yes** [ ]  **No**
	1. If so, how to plan to hold them (keeping COVID protocols in mind)?
4. **Is the material royalty free?**
	1. How can you find out?
	2. When was it published?

**Note:** The story in its **original** form may be in the public domain BUT the adaptation and or translation you are looking at, may not. There are royalty fees for both *adaptation* and *translation*. Example: *Little Mermaid* (Disney adapted) is both adapted AND translated. *Alice in Wonderland* is an old story that has been adapted many times over for stage, screen and readers.

With questions regarding royalties, please check with the Executive Director.

**Public domain defined**:

Under U.S. law, works published any time in 1924 will enter the **public domain** on January 1, **2020**. This includes books, films, artworks, sheet music, and other concrete creative works—but unfortunately not audio recordings. That extension is finally over, and now new works will enter the **public domain** every year 70 years after the death of author, or if work of corporate authorship, 95 years from publication.

\*Note: More questions about public domain? [www.Fairuse.stanford.edu](http://www.fairuse.stanford.edu)

**Resources**:

Material: [Project Gutenberg](https://en.wikipedia.org/wiki/Project_Gutenberg) makes tens of thousands of public domain books available online as [ebooks](https://en.wikipedia.org/wiki/Ebook). Other examples: Shakespeare, Radio Plays, Ben Johnson

Original Material: (written word, music or movement) the theater will need to have a signed permission for use. Examples: original plays, original monologues, original music, original choreography, pantomime.

Streaming: There are many streaming platforms out there that can be used to broadcast your event. Some of the popular ones are: [Streamyard](https://streamyard.com/), [dacast](https://www.dacast.com/), [Brightcove](https://www.brightcove.com/en/), [IBM Cloud Video](https://video.ibm.com/), [JW Player](https://www.jwplayer.com/), [Vimeo Live](https://vimeo.com/features/livestreaming), [Muvi](https://www.muvi.com/), [StreamGuys](https://www.streamguys.com/) and many others. Here is a link to a comparison of costs, functionality and pros and cons: <https://www.dacast.com/blog/10-best-live-streaming-platforms-for-pros/>

\*Note 1: Please make sure that if you are using a company to help livestream or video that they do not already have an agreement or a working relationship with a certain streaming platform.

\*Note 2: If you plan to have this a streamed event, please check with the Executive Director to first see if we have already procured a streaming platform for other projects that may be happening. This could defray the cost of your project.

1. **How many technical people do you plan to use for this project?**

Check off the technical roles you plan to fill.

[ ] Costumes

[ ]  Camera operator

[ ]  Sound

[ ]  Properties

[ ]  Editor

[ ]  Lighting

[ ]  Set

[ ]  Sound mix

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Stage Manager

[ ]  Floor person

1. **List what you will need from the theater:**

[ ]  Costumes

[ ]  Microphones

[ ]  Props

[ ]  Sound mixing board

[ ]  Set

[ ]  Software/Technology

[ ]  Furniture

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Partnerships:**
	1. Are you planning to form a partnership with a community group or individuals? [ ]  Yes [ ]  No
	2. Please tell us about that potential relationship.
	3. What are your partners contributing to the project?
2. **Rehearsal** - How do you plan to rehearse maintaining minimal contact and social distance outlined in the adopted COVID protocols for Pentacle Theatre?
3. **Presentation:**
	1. Where are you planning to perform?
	2. How will this space allow for the implementation of the adopted COVID protocols for Pentacle Theatre?
4. **Do you see this as a ticketed event?** [ ]  **Yes** [ ]  **No**
5. **Do you see this as a free event?** [ ]  **Yes** [ ]  **No**
6. **Do you plan to ask for donations?** [ ]  **Yes** [ ]  **No**
7. **Technology & Software:**
	1. If your project requires specific technology or software/hardware, please realize the theater might not own what you need. This might be a good opportunity to find a partnership to help as well.
	2. **Camera:**
		1. You may use your iPhone or other camera; however, shoot your video in a resolution of 1920 x 1080 or higher. In order for video to meet quality control standards for internet viewing, a 1920x1080 resolution provides the best results for both viewing and streaming.
		2. Use a tripod. Shaky footage is not a creative choice.
		3. An experienced camera operator is always a wise choice. Having the ability to do a master shot vs. closeup on a one-person monologue or multi-actor show can make the difference between a home movie and a professional look.
		4. ALL safety protocols enforced by the COVID Compliance Officer must be complied with.
	3. **Lighting:**
		1. Consult with a Pentacle lighting designer or a photographer to get advice and/or recommendations on lighting for your subject.
		2. Will you shoot your production in color or black and white? Very often, black and white cures myriad problems with video, where color and texture are not able to be as easily controlled.
		3. Whether you are using a light ring or natural daylight, beware of reflection from surrounding surfaces, specifically if the recording is a monologue performed by an actor wearing glasses. Glasses are the curse of light ring users. You can find relatively inexpensive light kits online, some may even be available for loan by other theater members and in some cases a simple work light can provide enough light to cover your subject.
		4. ALL safety protocols enforced by the COVID Compliance Officer must be complied with.
	4. **Video Editing:**
		1. Video standards for editing and distribution on-line are set by the theater and cover opening titles and credits, advertising and sponsorship, graphics or labels and closing credits. The theatre can provide logo and art files for your editor.
		2. Deliver final video in H264, MP4 format at 1920x1080 resolution.
		3. The theater will provide a cloud-based storage link for the upload of the final video.
		4. ALL safety protocols enforced by the COVID Compliance Officer must be complied with.
	5. **Sound recording:**
		1. Sound files recorded in-camera should be at minimum 44.1k with 48k 32bf preferred. External sound recording should meet these requirements as well but should include a sound/video clapper type signal for sync.
		2. Pre-check sound levels in camera or recorder to eliminate distortion or feedback.
		3. Choose your environment wisely. Don’t use rooms or environs that have a significant slap-back, reverb or background noise. Excessive reverberation is difficult at best to remove and is a turn-off for the consumer.
		4. ALL safety protocols enforced by the COVID Compliance Officer must be complied with.
	6. **Music:**
		1. The theater has a policy of strict adherence to licensing and rights requirements. Royalty Free stock music is preferred. The theater has access to services that have extensive license agreements with stock music providers and can assist with selection and licensing. We do have an ASCAP and BMI licenses and so any music covered by ASCAP and BMI can be streamed royalty free. To record and playback music requires a synch license, which is quite costly. If you would like to see what ASCAP and BMI have available simply go to: <https://www.ascap.com/repertory> or <http://repertoire.bmi.com/StartPage.aspx> and search for your song choices.
		2. AVOID published artists or songs as the licensing costs are prohibitive.
		3. We encourage the use of local artists and original music, but the composer/s and performer/s must submit a signed release/permission for use.
		4. ALL safety protocols enforced by the COVID Compliance Officer must be complied with.
	7. **Quality Control and Approval:**
		1. The final approval of every project will lie with the theater’s Governing Board.
	8. **Streaming platforms**
		1. The choice of streaming platform and associated costs will also lie with the Governing Board and is contingent on the decision of the Finance Committee or will be based on their guidelines.

**Financial**

1. **Are there expenses associated with this project?** [ ]  **Yes** [ ]  **No**
	1. Please, detail any expenses you anticipate for this project. (props, set, light, costume, light, rental, royalties for performance or images, or music.)
2. **Time**
	1. Describe the timeline for this project.
	2. When do you project the theater can distribute your project?