

# Cleveland Public Theatre

## Local Request for Proposals

### Big Box

Deadline for submissions is  
**Thursday, April 30, 2015**

**Big Box** has been the centerpiece of Cleveland Public Theatre's season over the past twelve years. New work development is a core value at CPT, and we are always looking for the best way to support the new work by Northeast Ohio artists. Big Box has played an integral role in new work moving onto full, professional productions (at CPT and elsewhere) and the formation and growth of three local theatres. We are proud of Big Box's impact on our artistic community over the years.

The idea of Big Box from its inception has been to serve as a launch pad for artists who are ready to move work forward. Big Box 2016 will focus more on this goal and we are seeking work in development that has extraordinary potential for future success. Future success includes, but is not limited to, full professional productions and tours. CPT believes that the greatest strength of Big Box is its ability to function as an incubator of new work and artistic growth. We anticipate that this greater focus will limit selection to 4 – 6 exceptional projects ready to move to the next level after a workshop production.

If you have applied to the Big Box Series before—it's important that you read the new guidelines and adjust your proposal accordingly.

## **Big Box 2016 Guidelines**

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Big Box offers artists or groups the opportunity to self-produce original works of theatre, dance, performance art, music or genre defying performances. We open the doors and support artists experimenting, charting their own course, making their own decisions and taking their own risks.

CPT offers organizational guidance through strict deadlines and clear deliverables, and provides resources of space, equipment, front-of-house, basic technical and marketing support. In Big Box 2016, CPT will be investing more in projects by providing guidance. We will invest more time, provide additional training in self-producing and may play a minimal role in the development of work.

Big Box features premiere workshop productions. This series is not about huge production values. This series is for developing new work beyond a staged-reading or rough draft, but just short of a full production. This is about core artistry, not fancy finishes. The artist shouldn't get too caught up in elaborate plans, because they don't have much time in the space. However, don't confuse minimalism and resourcefulness with lack of style and quality.

While CPT will produce a direct mail piece advertising the series, and therefore all of the artists/groups, it is up to the individual artists/groups to promote their own show. We will send out a press release for listings only, provide flyer templates, offer use of copy machine and may be able to help with distribution. Since the work being done is in development, there will be no critics invited.

# Big Box 2016 Series Logistics

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- CPT will select four or more artists/groups to be part of Big Box.
- Each artist/group will be required to attend 3 – 4 informational meetings and professional development sessions, to be scheduled on Saturday mornings July – December, 2015.
- Each artist/group has access to the James Levin Theatre for one week, Sunday through Saturday.
- Performances are Thursdays, Fridays and Saturdays at 7:00pm.
- Timing of Big Box is currently in flux due to potential construction. The series may run in the months of January, February or March.
- The James Levin Theatre is set up with a repertory lighting and sound plot suitable for theatre and dance. Each artist will have a few lighting instruments that can be moved around for their specific needs, but the lighting plot must remain intact.
- Each project will receive a minimum guarantee of \$750 (\$500 each for projects sharing a double bill) against gross box office split of 50/50 (30/30/40 for double bills). For example if a project makes \$1000 at the box office the project will still get \$750. If the box office is \$4000, the project will get a total of \$2000, an additional \$1250 over the original \$750.
- CPT provides a Big Box series Stage Manager, box office and house staff, but it is up to each artist to provide their own artistic collaborators and technical staff.
- CPT will provide production guidance, coaching and training in self-producing and may play a small role in advising the development of a piece.

## Selection Criteria

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In selecting projects for our New Work Development Series we will look at a number of factors.

### **Adventurous, New Work**

Is the work adventurous and new? CPT has a history of producing work that no one else in town will produce because it is somehow “outside the box.” Artists proposing for CPT’s development series are encouraged to consider why CPT is the right place for their project to grow.

### **Artistic Growth**

How will participation in this program impact the applicant professionally and artistically? CPT wants to have a real impact on the community and provide resources to projects that will benefit the most.

### **Potential for Production Life after Big Box**

Is there a plan to move the project forward after Big Box and what does it entail? How does the artist/group plan to continue developing the piece and move towards a full production or tour?

### **Leadership Skills**

Has the artist/group demonstrated the ability to produce and create the proposed work? We aren’t looking for top notch producers, but we do want to feel confident that the artist/group has a clear understanding of what it takes to pull off a show and how to assess their own capacity.

### **Artistry**

All artistic enterprises require risk and there are no guarantees. However, it’s important to demonstrate a level of artistic excellence and an understanding of artistry. This might be demonstrated in a work sample, résumés of lead artists, script of past or current work or in a project summary. Video materials are NOT necessary to apply, but can be helpful in demonstrating artistic level.

# Advice to Applicants

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## **Incomplete Script/Project**

If you are submitting an incomplete script or project please explain the process for completing the script. For example, what are your deadlines for the script and who will you be working with to give you feedback along the way?

## **Applying as a Playwright or Performer**

Please identify who will direct your piece. CPT rarely accepts proposals in which the playwright or performer will be the director as well.

## **Devising**

If you are devising, then please explain the devising process and the structure (hierarchy) of the collaborators. Without a script to judge artistic merit, experience in devising work is important. CPT rarely accepts proposals in which the main deviser is also an actor in the show.

## **Non-“theatre” proposals**

Big Box often includes work that is not considered “theatre” by the conventional definition—we have included music composition, dance, performance art and opera. It is important for applicants in the non-theatre arena to explain their process and how Big Box will serve the development of the work.

# Applying for Big Box

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If you would like to be considered for the 2016 Big Box Series, please complete the application form.

**Deadline for submissions is Thursday, April 30, 2015.**

# Questions

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Please contact:       Caitlin Lewins  
                                 New Play Associate  
                                 216-631-2727 x 211  
                                 clewins@cptonline.org

# Big Box '16 Application

## Deadline: Thursday, April 30, 2015

Thank you for your interest in CPT's Big Box. Please complete the application and submit it with your resume and any additional materials **electronically** as an attachment to New Play Associate Caitlin Lewins at [clewins@cptonline.org](mailto:clewins@cptonline.org).

Use **Adobe Acrobat** or **Adobe Reader** to complete the fields on page #1. Get the free latest version of Adobe Reader from <http://www.adobe.com/go/reader> (Or contact Caitlin Lewins for a version of this application that does not require Adobe ([clewins@cptonline.org](mailto:clewins@cptonline.org))).

### General Information

**Name/Group:**

**Primary Artist Contact Name:**

**Address:**

**Cell:**

**E-Mail:**

**Other Artists Involved:**

**Title of Work:**

**Length of piece/event:**

**Artistic Discipline (e.g. music, theatre, dance, puppetry, etc.):**

**Sometimes CPT pairs up artists or groups with shorter works to maximize box office and space.**

**Would you be willing to participate if you were on a double bill?**

**If no, please share why your proposal is best served as a singular evening?**

**Timing of Bog Box is currently in flux due to potential construction. The series may run in the months of January, February or March. Please let us know if there are any weeks during that period that you are NOT available to be in Big Box.**

☐ Week 1: Jan. 3 – 9

☐ Week 6: Feb. 7 – 13

☐ Week 11: Mar. 13 - 19

☐ Week 2: Jan. 10 – 16

☐ Week 7: Feb. 14 – 20

☐ Week 12: Mar. 20 - 26

☐ Week 3: Jan. 17 – 23

☐ Week 8: Feb. 21 – 27

☐ Week 13: Mar. 27 – Apr. 2

☐ Week 4: Jan. 24 - 30

☐ Week 9: Feb. 28 – Mar. 5

☐ Week 5: Jan. 31 – Feb. 6

☐ Week 10: Mar. 6 - 12

**Do you have a preferred time window for your project?**

**Web-link to posted video (youtube, vimeo, etc):**

**Please answer each of the following questions individually in a separate document. This document should total at least three pages in length and should be attached to your submission email.**

1. Lead Artist and Team:
  - a. What is your artistic experience?
  - b. What is your background, experience and skill-set that gives you confidence that you can successfully lead and complete this project? (for companies, please provide narrative bio or resume of the company and the individual LEAD artist)
  - c. Who else will be involved in the project? If you have committed artists, tell us about them (provide resumes if available).
  - d. How do you plan to complete your team (auditions, interviews, etc.)?
2. Project Overview:
  - a. Describe the project—plot summary or appropriate equivalent
  - b. What is the current state of this project?
  - c. What is your plan to implement/meet technical and production needs for this piece (set, lights, costumes, etc)? Is there anything beyond the technical support provided (described above) that you expect from CPT.
3. Big Box Impact
  - a. How will Big Box impact you as an artist and the growth of the proposed piece?
  - b. Beyond CPT efforts, how do you plan to get the word out about your show?
  - c. What are your plans to artistically develop the work after Big Box?
4. Trajectory after Launch: (You do not need to have a fully laid out plan for all this, but we want to understand your thinking about the work and its future.)
  - a. What are your plans to move the piece as a full production? If you are planning to submit script to various future venues, tell about what process you will follow?
  - b. If you are planning a tour, share with us a few dream locations for the tour that you feel are possible in the future.
  - c. If you are not yet clear about the trajectory yet (which is ok) tell us about how Big Box will help clarify next steps for you.

**Supplementary Materials:**

Please email additional material to support your application including script, artistic statement, etc.to Caitlin Lewins (clewins@cptonline.org).

**Materials will not be returned to applicants.**