

Your Name
YourEmail@aol.com

724 - xxx - xxxx

Proposal Date:

1) Proposal: (Title)

a) **Summary:** (Briefly describe what you want to do.)

2) Materials needed

a) (What do you need for this event?)

3) Tech Requirements

a) (Any tech equipment needed? The Playhouse has stage lights, a sound system, a projector, a CD player. Inquire about other materials available to you.)

4) People needed

a) (How many people do you need to help with this and do you already have people lined up? Do you need special tech people?)

5) Proposed Dates

a) (When? Keep in mind that there are usually rehearsals on week nights.)

6) Anticipated Costs

a) (Publicity? Props? Effects?)

7) Anticipated Income

a) (How will this event bring in money? Will you charge for admission? Will anything else be sold?)

8) Other info

a) (The better idea the Board of Directors have of what your plans are, the more likely your idea is to be approved. Give any other relevant info.)

9) Why should we do it? Who will come?

a) (Most importantly, why should we do this? How does this benefit the Players? How does this benefit the community?)