



STOREFRONT THEATER APPLICATION FORM
Season: July—December 2009
Submission Deadline: October 17, 2008

Company/Artist Name

Company Address

Company Phone Number

Company Email/Website

Contact Name

Contact Number

Contact Email

Has this company performed in a
Chicago DCA Theater space before?
If yes, what production and when?

Title of proposed production

Title of proposed alternate production

Estimated running time of production

Is this a Chicago/Midwest/American or
World premiere?

Preferred production dates

Are your production dates flexible?

Have you presented either your primary
or alternate production before? If yes,
when and where? (please attach
supporting material)



CHECKLIST

PLEASE SUBMIT 6 COPIES OF THE FOLLOWING:

- Completed Proposal Form
- Completed Checklist
- Primary Production:
 - o Full description, detailed production budget (preferably in spreadsheet format), detailed marketing plan
 - o Describe how your production would fit our selection criteria/mission
- Alternate Production:
 - o Full description, detailed production budget (preferably in spreadsheet format), detailed marketing plan
 - o Describe how your production would fit our selection criteria/mission
- Description of your theater company including:
 - o Artistic and mission statement
 - o Administrative breakdown
 - o Staff and member roster and short biographies
 - o Production history
 - o 501(c)3 tax exemption letter (or application for status as a 501(c)3 not-for-profit organization) if applicable
 - o Annual company budget
 - o Board of Directors documentation
 - o Funding history
 - o Summaries of past shows, including financial performance, attendance records, and artistic success
 - o Proof of acquisition of publisher rights for proposed production (REQUIRED once a proposal is selected for the season)
 - o Biography of proposed playwright
 - o Local production history of play

PLEASE SUBMIT 1 COPY OF THE FOLLOWING, IF AVAILABLE:

- Video, music or photo samples/highlights from past productions and/or proposed work
- Press clippings and/or marketing materials from past productions

PROPOSALS MUST BE POSTMARKED NO LATER THAN OCTOBER 17, 2008 AND SENT TO:

CHICAGO DCA THEATER PROPOSALS: JULY—DECEMBER 2009
Theater Department
Department of Cultural Affairs
78 East Washington Street
Chicago, IL 60602

Selected companies will be notified by the week of November 21, 2008. No program is considered confirmed until agreed to in writing by both parties.



SELECTION CRITERIA

Chicago DCA Theater strives to foster freedom of expression and to ensure that standards of excellence are maintained through adherence to our selection criteria. With only a few openings for the Storefront Theater and many applications per season, we are always forced to make difficult decisions during the proposal process.

Programs are chosen based on the following criteria:

- Completion of all proposal packet requirements and submission by application deadline
- Adherence to the mission of Chicago DCA Theater
- Documentation of current standing as a 501(c)3 not-for-profit organization (proof of application for 501(c)3 status is also accepted) and/or a history of past productions.
- Relation to prior productions: it is highly recommended that companies take note of the production histories of Chicago DCA Theater in order to choose projects that are in line with the type of shows we produce but are varied from shows in recent seasons.
- Possible coordination with other performances, events, and exhibits presented by the [Department of Cultural Affairs](#) or in the community in the same time frame.

In addition:

- We are devoted to showcasing the best of Chicago theater. Thorough, complete proposals displaying a high amount of quality, originality, innovation, imagination, and excitement are strongly recommended.
- We primarily accept proposals for new productions; remounts are seldom staged. Companies from outside the city are not eligible unless the program proposed offers an exceptional and unique experience not readily available in Chicago.
- We encourage proposals from both new and established companies. Professionalism is key. It is recommended that companies submit as much information about themselves, their histories, their productions, and their proposals as possible.

Please note:

Companies may only produce three times in a five-year period.

Productions normally run for six weeks. No program is considered confirmed until agreed to in writing by both parties and until proof of the company's acquisition of publisher rights has been submitted to Chicago DCA Theater.



OUR THEATER

The Storefront Theater

The Storefront Theater is a 99-seat black box theater located in the 1st floor of 66 E. Randolph Street. Filled with state-of-the-art equipment and manned by a full-time staff, the Storefront Theater is a flexible, multi-purpose space that has many different configuration possibilities. The set design should be developed with the Theater Technical Director, as space will be used by students/classes on weekday afternoons.

Chicago DCA Theater Provides:

- Performance space, dressing rooms, lighting and sounds package
- Technical support (Minimal support is provided for the Studio Theater)
- Box office staff
- Front-of-house staff
- Marketing support
- Public relations support
- 85% of all ticket income

Theater Company Provides:

- Theater programs and/or surveys
- Any front-of-house signage
- Insurance
- Design and run-crew staffing
- Encouraged to hold public post show discussions, panel discussions and/or interactive theater workshops
- Encouraged to tie-in with other performances, events, and exhibits presented by the or in the community in the same time frame.
- Companies retain 85% of ticket sales.

Box Office

Located in the lobby of 66 E. Randolph.

Tickets may be purchased over the phone, in person, or online. For phone or online sales, Visa, MasterCard, American Express, or Discover credit cards are accepted. Cash, check, and credit cards are accepted for walk-up sales.

Ticket prices are coordinated with Chicago DCA Theater. We strive to keep tickets affordable to encourage audience attendance.

Box office hours are Tuesday to Saturday, 12:00 pm - 6:00 pm and one hour prior to performance. Hours may be extended to Monday in the event of an off-night performance.