

JOKAVAN PRODUCTIONS

Our Mission is to provide exceptional, creative, diverse, and affordable theatrical, film and television productions, which stimulate and entertain both audience and artist. Jokavan Productions strives to increase and enhance the community's appreciation for, and participation in, the experience of a live performance.

PRODUCTION PROPOSAL

All creators must submit a proposal for any productions to be considered for inclusion in the Jokavan Productions catalog. Proposals will be reviewed, considered and an interview may be requested with the creator regarding their proposed production.

Proposals will be reviewed in the following areas:

- + Fulfillment of the Jokavan Productions Mission Statement
- + Feasibility from a financial, practical and logistical standpoint.
- + Ability to broaden and enhance Jokavan's audience base and community image.

PROPOSALS should include the following:

Please limit the narrative to no more than two pages, if possible

1. A short synopsis of the production, including character breakdown. If possible, please include a copy of the script/playwright. (photo copies are acceptable)
2. A brief statement as to WHY this particular production should be produced by Jokavan Productions.
3. A brief statement as to HOW this particular production will be produced at Jokavan Productions. Consider special effects, scenery, blocking, etc that will be effected by the design, and how this will be an enhancement to the production, or how obstacles will be surmounted.
4. A brief statement as to WHAT the marketing plan will be for this particular production at Jokavan Productions. Consider special groups or communities that will be attracted to the production. Consider community organizations that may benefit from this production. Consider special projects or "tag items" that may be included with the production if a substantial budget is needed.
5. Complete the attached forms to the BEST of your ability. We understand you will not be able to provide all the information requested but please provide as much as you can. We expect most proposals to be incomplete. We understand that no one is able to lock in a production team far in advance of a production, but suggests that the PRODUCTION CREW FORM be used as a working tool, to begin to consider the roles necessary to mount a successful production.
6. Please include when you would like this production to start, or any conflicts for performance dates. If there are local events or holidays that would coincide with the production, please note.

We understand that budgeting a show far in advance is difficult. The PRODUCTION BUDGET FORM should be used to begin to formulate an idea of potential expenses and to determine if particular expenses are excessive, to seek other options. This form can also be used to develop fund raising goals and to budget available financial resources. Though we expect the forms to be incomplete no form should be left Blank.

PRODUCTION CREW FORM

Name of Production: _____

Playwright/Scriptwriter: _____

Director: _____

Assistant Director: _____

Musical Director: _____

Stage Manager: _____

Set Designer/Builder: _____

Costume Designer: _____

Property Manager: _____

Lighting Designer: _____

Sound Designer: _____

Booth Tech (Light Board): _____

Booth Tech (Sound Board): _____

Running Crew: _____

Publicist/Marketing: _____

Other staff/crew needed: _____

Jokavan Productions maintains a listing of potential staff, and can assist the creator in securing production staff if needed. Jokavan Productions may also provide INTERNS or other production staff to a production to gain needed experience and skills.

