

Calgary Young People's Theatre

CANNONBALL! FESTIVAL

May 2020

**Please note that exact Festival dates are TBD.
Most likely between April 29 – May 9, 2020*

Submissions Information Package

CYPT's Cannonball Festival is back for it's fifth reincarnation and we couldn't be more excited to get the ball rolling!

Please read the following information carefully!

SUBMISSIONS

The deadline for all submissions is **Saturday August 31st, 2019.**

Please send all submissions and expressions of interest to...

Gillian Webster, Production Manager: gm@cypt.ca

If you have any questions, don't hesitate to send Gillian an email.

We ask that all Playwrights, Directors, Stage Managers, Designers (Set/Props, Costumes, Lights, Sound) apply individually, please see below for details.

PLAYWRIGHTS

You can submit a new work OR an established play.

IMPORTANT: If you are looking to submit an already established play, contact Gillian Webster as soon as possible so we can begin the process of looking into obtaining the rights. We will need this information BEFORE you apply!

HOW TO APPLY:

- 1) A detailed proposal cover letter.** Why do you feel your play would be a good fit for the Cannonball Festival? Do you have a Director, Stage Manager or any Designers interested in working on your show? Please list full names, phone numbers and email addresses of all confirmed production team members as well as your own contact information. (You are also welcome to Direct, Stage Manage or Design your own play if you'd like!) ***PLEASE NOTE: We are asking that all interested production members apply separately, if you know of someone who would be interested in working on your show, please have them submit by the deadline.**

- 2) The pitch.** Why should we pick your play? Sell us on it! What story do you want to tell? What is the plot of your play? What is the conflict? It's a good idea to include an outline! Where and when does your play take place? How many characters are in your play? How many actors are you looking to cast (male/female/gender neutral)? What are your preliminary thoughts on the design of your show (set, props, costumes, lights, sound)? What is the approximate length of your show? The more information you can give us, the better!
- 3) The script or an excerpt from the script.** If you have a completed script, that's great! Send it our way! If not, we ask that all submissions include at least a sample scene.

DIRECTORS

If you are interested in Directing for the Festival, please email Gillian Webster the following information:

- 1) **Contact Information:** Your name, email and phone number
- 2) **Letter of Interest:** A brief letter of interest detailing why you are interested in directing for the Cannonball Festival, past experience directing or working on a production team (beneficial, but not necessary!) and why you would be a good fit.
- 3) Is there a particular play that has been submitted that you are interested in directing? Would you be open to directing any play that is accepted as part of the Festival?

STAGE MANAGERS

If you would like to Stage Manage one of the productions for the Festival, please email Gillian Webster the following information:

- 1) **Contact Information:** Your name, email and phone number
- 2) **Letter of Interest:** A brief letter of interest detailing why you are interested in stage managing for the Cannonball Festival, past experience stage managing or working on a production team (beneficial, but not necessary!) and why you would be a good fit.
- 3) Is there a particular play that has been submitted that you are interested in stage managing? Would you be open to stage managing any play that is accepted as part of the Festival?

DESIGNERS

If you are interested in Designing for the Festival, please email Gillian Webster the following information:

- 1) **Contact Information:** Your name, email and phone number
- 2) **Letter of Interest:** A brief letter of interest detailing why you are interested in being a member of the design team for the Cannonball Festival, past experience designing or working on a production team (beneficial, but not necessary!) and why you would be a good fit.

- 3) **What are you interested in designing?** Costumes, Set, Props, Sound, Lights or any combination and why?
- 4) Is there a particular play that has been submitted that you are interested in designing? Would you be open to designing any play that is accepted as part of the Festival? Would you be open to designing for more than one production?

We will be reviewing all submissions after August 31st and will contact everyone in September 2019 to confirm all accepted productions and team members.

CANNONBALL! 2020 TIMELINE

The Cannonball Festival is a BIG commitment! In order to succeed, we need all production team members to ensure that they will have the time to dedicate to the process such as attending meetings, workshops and rehearsals. Upon receiving your submission, we will take that as confirmation that you will make the Cannonball Festival a priority in your schedule for the year. If you have any questions or concerns about commitment, please contact Gillian Webster.

DESIGN WORKSHOPS – Dates To Be Confirmed

CYPT will be holding a series of Design Workshops at Birds and Stone (1703 1st Street NW) leading up to the festival to assist our designers in completing and executing their set, props, costume, sound and lighting designs.

Please note: Production team members who want to design their own shows will be considered as Designers for the Festival.

There will be three Design Workshops focusing on set, costumes and props and one Workshop focusing on lights and sound, dates and times TBC.

Sunday August 18th, 2019: Submissions Meeting

7:00 – 8:00pm at Birds & Stone (basement of the Unitarian Church of Calgary, 1703 1st Street NW)

**We STRONGLY recommend attending if you are interested in being part of the Festival. We will be covering a lot of important information, reviewing the schedule, commitment, expectations as well as new changes for the 2020 Festival.*

Saturday August 31st, 2019: Submissions Due!

September 2019: Productions Confirmed

October/November 2019: Individual Production & Design Meetings, to be scheduled with each group.

January 2020: Script Workshops

**Sunday January 26 (2-9pm) & Tuesday January 28 (6-10pm), 2020:
AUDITIONS!**

Times TBD at Birds & Stone Theatre (1703 1st Street NW, basement of the Unitarian Church). Directors, please ensure you are available for BOTH of these dates. **Only directors will be attending auditions** so we don't have too many production members in the room. Please plan to stay late on January 28th after auditions as we will be casting right away with all production teams. Shortly after, cast lists will be posted on the CYPT website. **IMPORTANT: We welcome you to encourage friends to audition however, DO NOT cast your shows ahead of auditions. CYPT management must approve all final casting decisions.**

February 2020: Directing & Stage Management Workshop, date and time TBD.

February 2020: REHEARSAL SCRIPTS DEADLINE! All final rehearsal scripts are due, date TBD.

February/March 2020: Individual Production & Design Meetings, to be scheduled with each group.

March 2020: DEADLINE for all DESIGNS and final BUDGETS for productions. Once your show has been accepted, we will let you know what your budget is. Gillian will be able to assist you with compiling your budget and will discuss this further at individual production meetings.

March – April, 2020: Rehearsals!

Each show will have 14 scheduled rehearsals at Birds & Stone Theatre (1703 1st Street NW, basement of the Unitarian Church). Schedule TBD.

April / May 2020: Tech!

All tech and performances will be located at West Village Theatre (2007 10 Ave SW, alley entrance). Each show will have a 4.5 hour technical rehearsal, dates and times TBD. **We will be having a final dress rehearsal for all productions, please note that some school may be missed during tech week.**

April 29 – May 9, 2020: Performances!

Exact dates and times are TBD. ***Please note that this year the Highschool Drama Festival WILL CONFLICT with the Cannonball! Festival dates.**

May 9, 2020: Strike & Clean Up! All production team members are called to assist CYPT with strike and clean up after final performances, times TBD.

Important things to note...

Once you have been accepted into the Festival, we expect you commit to attending all meetings, auditions, rehearsals and performances. It is important to keep in touch with Gillian Webster throughout the process and to meet all deadlines (for scripts, designs, budgets, etc).

We're looking forward to working with you!

Gillian Webster
Festival Production Manager
403-966-6649
gm@cypt.ca