Welcome to The Theater Project (TTP) Playwrights Workshop. As a member of our monthly group, you will have an opportunity to have your work read and discussed by fellow playwrights. It is chance for you to further develop and craft your plays. But along with that opportunity comes an expectation – that you will become part of The Theater Project, supporting the work of this living theater and contributing to its growth and success.

Becoming Part of The Theater Project

To join the TTP Playwrights Workshop, a writer submits representative pieces to Mark Spina. The work is then reviewed by two or three current members of the group who offer feedback and make a recommendation.

Once a playwright joins the group:

- We expect you to attend all three of our main stage productions during the year. Please help us promote our work and bring friends and family to our productions. Your dues entitle you to two (2) comp tickets per production, pending availability.
- The Saturday afternoon reading series at the Cranford Community Center: We urge you to attend these presentations as part of TTP.

Monthly Playwrights Workshop Meetings

Attendance at our monthly Playwrights Workshop is required. Understanding that illness, family commitments or work assignments may not always make this possible, it is expected that each playwright make every effort to attend our workshop nights.

In addition to receiving constructive criticism and feedback from the group, it is also required that a script be read and discussed (and, hopefully improved) before it is ready to be read as part of our reading series at the Cranford Community Center. We can read 20-25 pages of a script at our monthly meetings. Playwrights are asked to bring multiple copies of scenes to be read that night. When an entire play is going to be read, playwrights are asked to share it with the group beforehand via e-mail.

Plays will be scheduled for the reading series after they have been read, discussed and further developed via the Playwrights Workshop. Mark will make the final decision on plays that will be
presented as part of the reading series. In some cases, Mark may recommend presenting only one act or a section of a work in progress.

**Staged Readings at the Cranford Community Center**

Thanks to the Cranford Community Center, The Theater Project is able to offer our playwrights the experience of having their work read and critiqued by a live audience. Eight times a year (September through May), TTP sponsors “Opening Night on Saturday Afternoon,” a script-in-hand reading of new plays that have been previously discussed and developed at the playwrights workshop.

**Playwrights have responsibilities when it comes to reading series. If your play is chosen, please note:**

- Your director must be approved by Mark Spina, and he/she must be acquainted with our format and structure
- It is primarily the writer's responsibility to line up the cast, consulting with the director and Casting Director Bev Sheehan.
- We ask that all rehearsals be held the day of the performance (starting at 10 a.m. at the Cranford Community Center). Curtain is at 2 p.m. Since the actors and directors are giving their time without remuneration, we ask you to adhere to this rule.
- Playwrights are asked to assist staff at the end of the event in clean up, etc.
- The playwright provides 50 copies of a program insert, preferably on a half-page of paper that includes all of the information about the play (e.g., title, author, director, cast list, and any other information the playwright thinks is vital)
- The playwright provides morning refreshments and lunch for the actors and director.
- If actors are coming in via train, the playwright is responsible for pick up and return of the actors to the station.

**TTP’s One-Act Festival**

Each year, TTP presents the “Kaleidoscope Kabaret of One Act Plays.” These productions – a weeklong festival of four performances – give members of our Playwrights Workshop the opportunity to see their work performed on stage before a live audience.

One-act plays performed at the “Kaleidoscope Kabaret” will have gone through these steps:
- Reading and critiquing as part of the monthly Playwrights Workshop
- Final decision by Mark Spina

As with the reading series, playwrights taking part in the Kaleidoscope Kabaret have responsibilities:

- Director must be approved by Mark Spina, and acquainted with our format and structure if he/she is new to the group. Please do not ask a director to work with you before you speak to Mark.
- The playwright works with the director and Mark to line up a cast, but it is primarily the writer's responsibility. Casting director Bev Sheehan can provide you with contacts based on cast breakdowns.
- Finding rehearsal space is the playwright’s responsibility. TTP cannot provide you with rehearsal space.
- Plays must be limited to no more than 15 minutes running time. Please time your play during rehearsals to assure that it is no more than 15 minutes. If it is, please cut!
- Please be respectful of your actors' time. If the rehearsals are spaced far enough apart to allow for memorization and digestion, three 3-4 hour rehearsals should be more than adequate prior to dress rehearsal for a short one-act play.

**Guidelines for One-Act Plays**

- You must give Mark an approximate running time on the show based on your first rehearsal.
- Playwrights and/or their representatives (directors) are responsible for the production of their play including casting, rehearsal space, props, etc.
- TTP will provide basic set pieces and lighting, and programs (although information must be put together by the playwright). There will also be limited rehearsal space (and time) before we open. Please let us know of any special requests one (1) month before the production.
• Actors of each piece will be asked to move their own set pieces on and off and to help set up for the following play.
• One day will be provided for a tech rehearsal. Each play will have an allotted time to run the show at least once, and set up any special cues.
• Sound cues are discouraged – if you need them, you will have to provide equipment and a sound operator.
• A stage manager script should be provided no later than one (1) week before the production.
• There is no budget for lighting effects or internal cues.

TTP will also look to the playwrights to provide volunteers to assist us. Needs may include:
  • A person to head the creation of the playbill (program).
  • A person to handle concessions on show nights.
  • A person to assist at the box office
  • People to strike set pieces after the final performance

• The playwrights group should provide a light dinner for the actors and stage manager between the Saturday matinee and evening performance.

Feel free to enlist spouses or friends to help out.

The success of the production rests with the positive contributions of the writers.

**Yearly Dues**

Every September, we will ask all participating writers to pay $200 for the next 12 months. Any new writers entering the group between September and February will also pay $200. Any new members wishing to join after March 1 will pay $100 for the remaining sessions until September 1, when all members are asked for their yearly dues.

Checks should be made payable to: The Theater Project and given to Mark Spina.

Your yearly dues entitle you to two (2) complimentary tickets to each main stage production of TTP.

Thank you and welcome to The Theater Project Playwrights Workshop.