

Meadville Community Theatre Play & Director Selection Guidelines

2025-2026 Season

Thank you for your interest in directing and/or submitting a play idea for Meadville Community Theatre's consideration! This will be our inaugural season at the NEW Penny Theatre at Cussewago Square! The purpose of this packet is to outline the director and play selection process, as well as to clarify MCT's director and play selection criteria. All required forms and applications are included in this packet. If at any time you have a questions or concerns, please don't hesitate to contact our Production Chair at production@mctbackstage.com.

Who Can Apply to Direct

Meadville Community Theatre is both a community theater and a theater community. Our directors, like all of our volunteers, are unpaid. Any community member may apply to direct one of the suggested plays or propose a show for consideration. All applications are read by the Production Committee and approved to be presented to the Board of Directors by the Production Chair. Final season approval is subject to the entire Board of Directors.

Each show is a financial risk, and therefore we take them very seriously. Before you direct at MCT, we prefer that you have been involved in at least one MCT production, especially as a Stage Manager or Assistant Director.

If two or more people submit an application to direct the same show, it will be up to the Production Committee to determine who, if any, is selected to direct the show. That decision will be based on the director's qualifications, scheduling, and the technical crew they may have in place.

Choosing a Show to Submit

You are invited to submit up to three shows for consideration. To give the Production Committee the greatest flexibility (and yourself the greatest chance), we recommend choosing three shows that have different styles, cast sizes, periods, etc.

When choosing what shows to submit, please consider our audiences. MCT strives to create seasons with something for everyone, however, our typical patrons are made up of couples 40+, families, and school aged youth. An important question to keep in mind is "Who will want to come see this?" It is also important to consider the talent pool that you have to pull from, both for cast, crew, and pit requirements. Submitting a show that we don't have the talent for benefits no one. Always try to submit shows that you as the director are passionate about or have a vision for. That vision and passion will come across in your descriptions and likely increase your chances of being chosen.

Season Selection Process

A typical Meadville Community Theatre season is made up of six shows, usually two musicals, one or two youth shows, and two or three plays. We also produce locally written productions and other special events. Please keep that in mind when submitting your application.

The Production Committee is made up of the Production Chair, other MCT Board Members, and past directors, producers, and technical directors. They represent a broad range of theater experience, MCT interests, and the community's tastes.

The committee will make its decision based on the following criteria:

- Director's Theater Experience – directing is not a skill that you can learn “on the fly.” If you wish to direct and have no prior experience directing, assistant directing, or stage managing, please consider volunteering as an Assistant Director or Stage Manager before tackling a show of your own.
- Director's People Skills/Reputation – MCT is a 100% volunteer organization. People volunteer because they love theater and love MCT. No matter how brilliant your vision, your ability to work with people plays a large part in whether those volunteers come back. Without our volunteers, MCT cannot exist.
- Play Submission Form – The Play Submission Form is your chance to sell a show to MCT. The level of thought, preparedness, and organization that goes into your submission will be indicative of how you will run your production.
- Appeal of Play to Audience – The marketability of your show is crucial. It is always helpful to include aspects of the show that can be emphasized in the publicity to “hook” an audience.
- Balance of material and roles – MCT offers to create a season that has a show that appeals to all audiences, as well as being balanced with comedies, dramas, musicals, and youth oriented shows. We also strive to offer a season with roles that appeal to all of our volunteers.
- Ability of MCT to produce the play – MCT has a limited staging area, due to the size and backstage space available. Some shows are not feasible for MCT to produce, due to technical requirements, such as set, lighting, pit size, etc.

During the process, committee members may contact you with questions about your play(s), schedule, or other issues. If you do not hear from a committee member, do not be concerned. It is in your best interest to fill out the forms as thoroughly as possible. This is your chance to sell your show and yourself as a director.

2025-2026 Season Deadlines

February 28, 2025 – submission deadline for play proposals and/or director applications

March 31, 2025 – Notification about MCT's decision regarding your play.

June 2025 – MCT 2025-2026 season announcement

- If you are interested in just proposing a potential show, please fill out the Show Proposal Information form (page 4 – 7) and return it as detailed below.
- If you wish to propose a show that you also wish to direct, please submit both the Show Proposal Information form (page 4 – 7) and the Director Application (page 8).
- If you wish to direct one of the shows selected by the Production Committee, please complete the Director Application (page 8) and a letter of interest outlining which shows you are interested in directing (page 9).
- Preferred submission method - Email all paperwork to: production@mctbackstage.com
Applications may be mailed to:

Production Committee
Meadville Community Theatre
PO Box 330
Meadville, PA 16335

Note: In the event that not enough appropriate submissions are received, the committee reserves the right to solicit other submissions.

Show Proposal Information

*Please fill this section out only if you wish to propose a specific show for the 2025-2026 season.
If you have a copy of the script, please include it with your application.*

Title & Author: _____

License holder (i.e. Samuel French, MTI, etc.): _____

Royalty Fee per show: _____

Are you interested in directing this play? YES NO

If not, who might you suggest to direct this show? _____

Genre: Comedy ___ Drama ___ Mystery ___ Musical ___ Classic ___ Youth ___ Other _____
(Check all that apply)

Script Purchase/Rental Cost (if this is a musical, please include cost of Orchestration rental):

Brief Synopsis:

Target Audience (i.e. adults, children, family, etc.): _____

Number of Characters:

Adult Male: _____

Adult Female: _____

Teen Boys: _____

Teen Girls: _____

Young Boys: _____

Young Girls: _____

Cross casting possible? YES NO

Not Gender Specific: _____

If this is a musical, please list leads and vocal ranges required:

Chorus/Ensemble: _____

Technical Requirements:

- Set – describe the set requirements for this play. How many sets required? Complete scene changes?
- Costumes – What period is your set in? How extensive are costume requirements? Any special costumes?
- Props – What does the prop list look like? Any specialty or challenging props?
- Lights & Special Effects – what kind of lighting is required? Are spotlights needed? Any special effects?
- Orchestration – If the show is a musical, what is the pit requirements?
- Other – Are there any other foreseeable production challenges? If so, please list them here.

Other considerations (strong language, mature content, smoking, violence, etc.)

Production Staff

MCT is a strictly volunteer organization. While the Board will help however needed, it is the director's responsibility to gather his or her production crew. Please list anyone who has already tentatively committed themselves to your production.

Technical Position	Name	Tentative/Committed
Assistant Director		
Stage Manager		
Musical Director (if applicable)		
Choreographer (if applicable)		
Costume Designer		
Lighting Designer		
Prop Master		
Set Designer		
Set Builder		

Please give a basic breakdown of the costs you think may be associated with your production. If you have a tentative budget, please attach it to the application.

Please indicate which timeslots you would prefer for your show and number them in order of your preference. If you are not willing or unable for a particular time slot, please mark it with a zero.

Potential Performance Month	Possible Production Time (Bear in mind MCT does six performances a season)	Preferences (By number with 1 being first choice and 0 being not an option)
Early Fall Show (September)	Summer through September	
Mid Fall Show (October/November)	August/September through October/November	
Winter (December)	We try to avoid major productions during December due to holidays but we will consider certain shows to run at this time.	
Late Winter (January/February)	November through January/February	
Early Spring (March/April)	January through March/April	
Late Spring (April/May)	February through April/May	
Early Summer (May/June)	March/April through May/June	
Late Summer (June/July)	April through June	
Specific date suggestion:		

Please tell us why you'd like to direct this show at MCT.

Is there anything else you'd like us to consider when we are making our decision?

2025-2026 Season Director Application

Name: _____

Address: _____

Phone: _____ Email: _____

Theater Experience

Please list productions that you have directed and where they were produced (please give theater name, city, and state). Be sure to indicate production dates for each play.

Please list any MCT productions you have been involved in. Include name of the director and what your role was in the production.

Other theater experience/training (you may attach additional sheets and/or a resume, if needed):

Are you a current member of MCT? YES NO