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As of 9/7/2018

## XPERIMENTAL PUPPETRY THEATER 2019

### PROJECT INFORMATION/APPLICATION

**Application Deadline: January 18, 2019**

#### *What's that?*

Puppetry is an art form that combines literature, music, mime, dance and drama with the visual arts. Xperimental Puppetry Theater (XPT) is a program at the Center for Puppetry Arts (Center) that offers artists 18 and up the opportunity to explore the creative potential of the puppet theater and create original puppetry works intended for adult audiences. Proposed pieces must be under ten minutes, and can be in any of the myriad styles of puppetry: shadows, masks, automata, object theater, toy theater, hand puppets, rod puppets, body puppets, stop-motion and live puppet film, marionettes, etc. We also accept puppetry themed installation art for display in the bar area during the production.

#### *How can I get involved?*

You may participate as an XPT Individual Member, or as an XPT Project Director. If you wish to be an Individual Member (that is, participate in someone else's project as a performer, musician, designer, etc), please fill out and return the Individual Membership Application, the Waiver of Liability and the Background Release Consent Form on pages 6, 10 and 11 below. If you choose to apply as a Project Director, please fill out and return the Project Director Application, the Waiver of Liability and the Background Release Consent Form, pages 7-11 below. All applications will be treated equally.

#### *I am a director, and I need money to build a new show!*

We are pleased to offer funding for new works. Project grants up to \$450 may be awarded. In addition, performance space, production space and limited technical assistance will be provided as available.

#### *Mmmm... sounds intriguing! When does it start?*

The deadline for project proposals is **January 18, 2019**. As part of the selection process, Project Directors will also be asked to interview with the XPT Program Director. Applicants will be notified of project application status by **February 4, 2019**. Design, construction and rehearsal periods follow, culminating in public performances **May 16-19, 2019** in the Center for Puppetry Arts' Downstairs Theater.

#### *Tell me more, please.*

As a member of XPT, you have the opportunity to be involved in a unique experience that allows you to interact and collaborate with all types of artists. It is a chance to fine-tune skills you may already have, to develop or try new ones, or to simply develop a greater appreciation for the art of puppetry and its many facets. We invite you to examine the enclosed information and submit an application for XPT membership and/or a project proposal. Emphasis is on the development of new material and the unique adaptation of existing material. All projects selected will be considered works-in-progress. We're looking to break boundaries here.

*A MESSAGE FROM XPT'S PROGRAM DIRECTOR – TIM SWEENEY!*

Greetings!

My name is Tim Sweeney and I am the Program Director for Xperimental Puppetry Theater at the Center for Puppetry Arts. I'm excited to again be coordinating one of the most exciting, vibrant, edgy, and compelling bits of theatre you'll see anywhere. XPT is for seasoned professionals and newcomers alike so I encourage anyone with an inspiration for a short puppet piece to submit their idea. All you need is an idea and some kind of a plan to realize it. In order to help guide your application I have some points of emphasis to consider.

First of all, I'm putting particular focus on puppetry. Puppetry is a wonderfully broad art form that encompasses a wide array of styles and disciplines. XPT is a creative environment where all of these aspects of puppetry can be explored and challenged. Human actors or mask work may be considered and non-traditional puppets are welcome but your piece must be first and foremost a puppet show.

Secondly, I want to encourage the great film work that has become such a part of the XPT community. However, I will ONLY be accepting films that are specifically created for XPT. Already existing works will not be considered. The same goes for the live performance pieces although I am willing to consider ideas that have been workshopped looking to expand to a more fully realized state.

Next, I am particularly interested in installations, environmental pieces, and pieces with non-traditional staging for XPT 2019. For films, the ability to be broken into smaller episodic chunks may be an advantage.

Lastly, I want to re-emphasize something that is already stated on the application and that is to KEEP IT SIMPLE. Keep in mind that your piece has to be able to get on and off stage fairly easily. Ornate sets and high production values are great but they don't trump a novel idea. This doesn't mean you can't go big or that production value is a negative. It simply means that inspired ideas with a realistic plan have the best chance of being selected. I look forward to seeing all the great ideas that come our way this year for yet another mind-melting installment of XPT.

Cheers,

*Tim Sweeney*

*What else do I need to know?*

- It may be to your benefit to familiarize yourself with the Center's Downstairs Theater. Remember that your set must be set up and broken down in under four minutes! Set realistic and achievable goals for your piece.
- Remounts of pre-existing pieces will not be considered.
- Any use of previously copyrighted material, music inclusive, should not be submitted without prior written consent.
- XPT is a forum for the development of creative ideas, and not merely a showcase for future production.
- As a Project Director, it is to your benefit to assemble your own team of collaborators prior to applying for XPT. You will be able to meet the Individual Members at the first XPT meeting and discuss with them the possibility of working on your piece, but the essential roles of director, writer, and designer should be in place when you apply.
- Puppetry is a visual artform. Therefore, visuals are very helpful to us in understanding your proposed piece. Please include visuals in your application – from simple puppet or project designs, to completed storyboards.
- The Center scene shops offer a wide range of tools and workspaces that are unique and may not be available to artists under other circumstances. However, the Center shops are not intended for long term use by any XPT artists. XPT artists are expected to use their own facilities and tools for the majority of the work done on their project and the Center shops are intended only as an auxiliary resource for specific needs including the use of specialty tools, space for paint, completing repairs and occasionally for storage. Before being granted access to any of the Center shops, XPT artists must request permission through the XPT Director and be approved by the Center Technical Director. Approval for shop usage may also include scheduling a shop tutorial or specialty training before being granted access to specific facilities or tools. XPT artists are expected to provide all of their own materials when using the Center Shops. Under no circumstances should XPT artists use Center hardware, lumber, fabric, metal, adhesives or any other consumable items. XPT artists are expected to remove all of their materials and tools when finished using Center shops.

## **XPT PROJECT GRANTS**

XPT Project Directors will receive their project grant monies in 3 payments as follows:

1. One-third (1/3) of the total grant amount will be paid on **February 12, 2019** at the initial meeting.
2. One-third (1/3) of the total grant amount will be paid on **March 5, 2019** at the “show and tell” meeting.
3. The remainder will be paid on **May 19, 2019** after the Project Director has removed all sets and puppets from the Center and has been checked out by the XPT Program Director.

It is the XPT Project Director's responsibility to keep records of their expenses for their personal income tax purposes. If for any reason a project is not completed, or is cancelled by the Center, and performances do not occur, any and all monies given to the Project Director must be refunded in full to the Center within two weeks of the termination.

## **XPT: THE PROCESS**

Consider the following methods and suggestions for developing new material:

- Choose material that is of an innovative and expansive nature geared to adult audiences and sensibilities.
- Collect resource materials and brainstorm ideas. (Use scripts, stories, dreams and pictures as a springboard for ideas.)
- Explore the materials by working and reworking ideas through scripting, visualizing, rewriting, storyboarding and experimenting with various puppetry styles.
- Small casts and manageable sets are strongly encouraged.
- Be realistic. Keep it simple. Be aware of time, budget, resources, co-creators and volunteers' availability, and facility and Center staff limitations.
- It is not possible to have flame or fire onstage.
- Use all available resources: Center video and book library (by appointment only, call 404.881.5130), public or school libraries, classes and workshops offered at the Center; view puppetry performances; speak with others involved in the art of puppetry.

Feedback during the development process is essential. All members should be willing to have their work monitored during the development process and should be open to comments and suggestions. Members are also encouraged to ask questions and elicit feedback from the others throughout the process.

- The XPT Program Director acts as the intermediary and point of reference between Project Directors and Center staff. Production, technical and budget questions and concerns should be first directed to the XPT Program Director. A reasonable amount of time should be allotted for a response.
- Project Directors, as well as members, should remain open to suggestions given by other members. Project Directors will be responsible for final decisions and direction of piece.
- Feedback opportunities include monitored rehearsal by the XPT Program Director as well as scheduled open rehearsals for other members to make comments and suggestions. Also included are scheduled show-and-tell sessions of materials, props and set with other XPT participants.
- Project Directors will be responsible for offering visual show-and-tell sessions to the XPT Program Director to ensure the work is moving forward.
- Project Directors (and any other members who wish to participate) must be willing to participate in a feedback session with the audience at the end of each performance evening.
- Proper development of your work is critical to the XPT process. If the project does not progress in a timely manner, according to the schedule outlined herein, the Center reserves the right to cancel the project.

## **REHEARSAL AND PERFORMANCE GUIDELINES**

1) Time:

- Proposals submitted should not be longer than 10 minutes in performance length.
- The time period for development begins as soon as you are notified and continues through the final performance.
- A general rule regarding rehearsals: expect 1 hour of rehearsal time for every 1 minute of expected performance. This applies to shows in which the performers are already familiar with dialogue (if any), actions/blocking of the characters involved, and the style of puppetry that will be used.
- It is customary to use the 10 days prior to Dress Rehearsal to finesse the performance and work out any difficulties that may occur.
- If there is a conflict of time between the Center and XPT participants, where the Center needs the rehearsal hall, downstairs theater, workshop or puppet-making room, the Center reserves the right to override XPT and utilize the space for Center needs.

2) Meetings and scheduled events:

- Please note the schedule below. Other meetings may be scheduled (in addition to or in place of those below) as the process continues. Members should take every effort to attend all scheduled events.
- **All meetings are scheduled for 7:00pm unless otherwise indicated.**
- All members must be willing to be involved in the setting up and striking of all productions to ensure smooth transitions during performance evenings.

**SCHEDULE**

<b>January 18, 2019:</b>	Deadline for proposals. Applications must be <i>received</i> by 5:00 pm. Late applications will not be considered.
<b>January 22-27:</b>	Interviews between potential Project Directors and XPT Program Director.
<b>February 4:</b>	Notification of project application status.
<b>February 12:</b>	Initial meeting. During this orientation, the project directors describe their projects to the XPT company, and solicit assistance from individual XPT members. First payment available.
<b>March 5:</b>	Show-and-tell for all projects. Project Directors and members give a progress report to the other members of the XPT company. Second payment available.
<b>March 25-31:</b>	XPT Program Director views rehearsal of all projects at the CPA. Program Director must view a FULL run-thru of each piece. Projects must be near completion in terms of puppets, set and script, or project will be cancelled.
<b>April 15-21:</b>	2 <sup>nd</sup> viewed rehearsal and Dry tech. After the viewed rehearsal, the Project Director meets with the lighting designer, stage manager and XPT Program Director and goes through the piece, cue by cue, and discusses specific technical needs. Final technical requirements due by end of dry tech.
<b>May 3:</b>	Program Information due date.
<b>May 3:</b>	Film due date.
<b>May 6-10:</b>	Individual technical rehearsal (2-3 projects per day).
<b>May 11 (Sat.):</b>	Full tech with set changes; run all pieces for other XPT members. 7pm call.
<b>May 12-13 (Sun.-Mon.):</b>	Dress rehearsals. 7pm call, 8pm curtain.
<b>May 14 (Tues.):</b>	Staff preview. 7pm call, 8pm curtain.
<b>May 15 (Wed.):</b>	Donor preview. 7pm call, 8pm curtain.
<b>May 16-19 (Thurs-Sun):</b>	Performance run. 7pm call, 8pm curtain.
<b>May 19 (Sun):</b>	Final performance. 4pm call, 5pm curtain. All set pieces and puppets removed from Center following show. Final payment available.



**INDIVIDUAL MEMBERSHIP APPLICATION**  
***XPERIMENTAL PUPPETRY THEATER (XPT)***  
**Center for Puppetry Arts**  
**Application Deadline: January 18, 2019**



Please mail this form to: XPT Program Director  
 Center for Puppetry Arts  
 1404 Spring Street, NW  
 Atlanta, GA 30309-2820  
 Email: [xptdirector@puppet.org](mailto:xptdirector@puppet.org)

*(Note: you must also send pages 10 & 11, the Waiver of Liability & Consent Form, with this form)*

*{Please write clearly}*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I am interested in the following: (please check all that apply)

- Scripting       Lighting       Choreography  
 Design       Costuming       Music       Videotaping  
 Construction       Painting       Performing

I have read this packet and understand the XPT process and guidelines. As a volunteer participant in XPT, I will subscribe to the policies set forth by the Center for Puppetry Arts regarding the use and limitations of the facility and staff.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



**PROJECT DIRECTOR APPLICATION**  
***XPERIMENTAL PUPPETRY THEATER (XPT)***  
**Center for Puppetry Arts**  
**Application Deadline: January 18, 2019**



Please mail this form to: XPT Program Director  
 Center for Puppetry Arts  
 1404 Spring Street, NW  
 Atlanta, GA 30309-2820  
 Email: [xptdirector@puppet.org](mailto:xptdirector@puppet.org)

*(Note: you must send the following 5 pages with any other supporting materials)*

*{Please write clearly}*

Name: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

Proposed length of performance (not longer than 10 minutes): \_\_\_\_\_

Anticipated number of puppeteers/performers: \_\_\_\_\_

Describe style of puppets: \_\_\_\_\_

Describe style of music/sound: \_\_\_\_\_

Set, scenery and lighting requirements: \_\_\_\_\_

Please summarize the proposed performance. You may wish to use the reverse side of this page for the summary, or attach it to the application as a separate document. Include script or storyboard as necessary and attach any supplemental information (drawings, photographs, etc.) that may further clarify the project proposal (this will not be returned). Of course, the more information you supply, the better we will understand your proposal.

## **OWNERSHIP AND RESPONSIBILITY OF XPT PROJECTS**

1. Any piece produced in XPT time and space and performed under the auspices of XPT will be considered an XPT piece. No other company name will be used in conjunction with an XPT performance (except by special arrangement).
2. The Center will use your name and the title of your piece to promote Xperimental Puppetry Theater 2018. The Center may use your name, likeness and photo, as well as photos of your piece in process, on the Center's Web site ([www.puppet.org](http://www.puppet.org)) on the "In The Works" page and/or the Xperimental Puppetry Theater 2018 performance page, and/or on a Center-sanctioned blog. If you wish to use a pseudonym, you must inform the Center during this application process.
3. The Center may use your name, likeness and photo, as well as the name, title of your piece and photo from the piece to promote future productions of Xperimental Puppetry Theater.
4. Ownership of the piece belongs to the project director and whomever the group designates.
5. The Center has the option to pick up exclusive production rights of a piece for one year after its XPT debut. This will involve a separate contract between the Center and the artist(s) involved.
6. The artist has the right to veto the Center's production option, but then the piece may not be produced anywhere for a period of one year (except by special arrangement).
7. The Center may waive its rights to production option.
8. If the Center contracts to produce a piece with new sets, puppets, props, etc., then the ownership of these physical aspects of the piece belongs to the Center. The project director retains ownership of the aspects of the intellectual properties of the piece (i.e., concept, script, etc.).
9. Copyrighting a piece is the responsibility of the project director. The Center and XPT Program Director will help provide information necessary to complete that process, upon request. If you would like to investigate copyright issues, please visit [www.copyright.gov](http://www.copyright.gov).
10. Project ownership includes storage responsibility. Pieces not being retained for further development by the Center or by XPT must be removed from the Center by the end of strike following the final performance. Materials left at the Center after that will be considered property of the Center and may be discarded.
11. Any future production or presentation of the work must carry the credit line "**Originally Produced for XPT (Xperimental Puppetry Theater), Center for Puppetry Arts, Atlanta GA, 2019**" in the immediate title area of all programs, posters and printed materials concerning the work, and/or be included in the announcement of the title of the work, should the title be presented to the public in an audible fashion. All films must include this credit line in the credit portion of the film.
12. The Center for Puppetry Arts is a drug-free workplace. The consumption of alcohol or any other drug prior to or during your activities at the Center will result in the immediate termination of the project; any and all monies given to the Project Director must be refunded in full to the Center.

I have read both the packet and the above information and agree to the concepts and terms, and consider this an agreement with the Center for Puppetry Arts, Inc., for all work I shall produce in Xperimental Puppetry Theater. As a Project Director participating in XPT, I will subscribe to the policies set forth by the Center for Puppetry Arts regarding the use and limitations of the facility and staff.

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Signature

Date

# **XPT BUDGET SHEET**

Please complete budget page with entire project cost, estimating and specifying details as best you can. Understand that the maximum that the Center for Puppetry Arts can offer is \$450 toward that total project cost.

Name of Project: \_\_\_\_\_

Name of Project Director: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

## **ITEMIZE BUDGET ALLOCATIONS:**

### **MATERIALS:**

Puppet Materials

1.	_____	\$ _____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Set Materials

1.	_____	\$ _____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Miscellaneous

1.	_____	\$ _____
2.	_____	_____
3.	_____	_____

**SUB-TOTAL**

\$ \_\_\_\_\_  
=====

**TOTAL**

\$ \_\_\_\_\_  
=====



--- WAIVER OF LIABILITY ---

The undersigned assumes all responsibility for injury and/or damage to their person and property when using the facilities of **Center for Puppetry Arts**, known as **CPA**. Facilities include but are not limited to: scene shop, puppet shop, rehearsal space, and performance spaces. The undersigned releases **CPA** from all liability for injury and/or damages to person and property while using **CPA** facilities. The undersigned assumes any and all risk and/or liability for any injury and/or damage to their person or property incurred while using ANY tool or equipment while using **CPA** facilities. The undersigned agrees to repair or replace any **CPA** tool and/or equipment and/or facilities damaged by the undersigned's use.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

The undersigned agrees to be drug and alcohol free while using any **CPA** facilities, tool and/or equipment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_



Consent Form

I hereby authorize the Center for Puppetry Arts to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

\_\_\_\_\_  
Full Name (print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Race

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Special employment provisions (check if applicable):

\_\_\_\_\_ Employment with mentally disabled (Purpose code 'M')

\_\_\_\_\_ Employment with elder care (Purpose code 'N')

\_\_\_\_\_ Employment with children (Purpose code 'W')

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This authorization is valid for 90 days from date of signature.