

Bloomsbury Theatre Bid Guidelines 2023/24

Introduction to the Bloomsbury Theatre:

The Bloomsbury Theatre is UCL's very own 541-seat West End theatre which reopened in November 2018, after an extended period of closure and refurbishment, bigger and better than ever! UCL Culture extended clubs and societies access to the theatre from the previous nine weeks to fourteen across all three terms of the academic year, giving UCL students more opportunity than ever before to use this top-class facility.

Priority and Open Weeks:

Of the fourteen 'Union weeks' allocated for, some are prioritised for performance-based societies: e.g. Drama, Musical Theatre, Dance and Music. These are the 'priority weeks'. They are not guaranteed to be given to the prioritised societies, but preference is given to them in the bidding process. The remaining weeks are 'open weeks' and any Students' Union UCL affiliated club or society can bid to put on between one and four performances during these 'open weeks'.

The weeks allocated to student productions for 2023/24 are as follows:

Term	Week	Dates	Week Type
Term 1	Week 7	w/c 06/11/23	Training* (RW)
	Week 8	w/c 13/11/23	Drama
	Week 9	w/c 20/11/23	Open Week
	Week 10	w/c 27/11/23	Musical Theatre
Term 2	Week 2	w/c 15/01/24	Training*
	Week 3	w/c 22/01/24	Open Week
	Week 6	w/c 12/02/24	Open Week (RW)
	Week 7	w/c 19/02/24	Open Week
	Week 8	w/c 26/02/24	Open Week
	Week 9	w/c 04/03/24	Dance

	Week 10	w/c 11/03/24	Open Week
	Week 11	w/c 18/03/24	Music (Opera)
Term 3	Week 5	w/c 20/05/24	Open Week
	Week 6	w/c 27/05/24	Students' Union UCL Awards*

* Non-Performance Week - no bids considered
(RW) Reading Week

The Initial Bidding Procedure:

1. Make sure that you have both a Producer and Director for the proposed bid, as well as a good idea of what you want to do. If applicable, check the availability of performance rights for your chosen production. You must have it confirmed in writing that the amateur London rights are available to you. If you have not done so, your bid will not be considered.
2. Speak to the President and Treasurer of the society you would like to bid on behalf of to get their support. You must get them to sign the bid cover sheet, which must be submitted with your bid.
3. Arrange a meeting with UCL Stage Crew to discuss the technical elements of your proposal such as set, sound and lighting ideas. To arrange a meeting, you should email: su-stagecrew@ucl.ac.uk.
4. Complete the online bid form by **12:00pm on Friday 17 March 2023**. Pay particular attention to the budget at this stage, and involve your Producer, Director, President and Treasurer in drawing it up.

Criteria for a Successful Bid:

When completing your Bid, you should outline the technical and creative aspects of your production and demonstrate clearly how it will be unique and innovative, as well as how it meets the criteria outlined below.

UCL and External Participants

Students' Union UCL wants to provide an opportunity for its members to take part in productions at all levels and supports bids that encourage involvement with other UCL societies. All participants must be fully registered UCL students, unless the Theatre Allocation Committee agrees there are exceptional circumstances. These exceptions are made on a case-by-case basis. If your show is definitely going to require external participants, then this should be declared on the bid form and if accepted, the Theatre Allocation Committee will not have to approve these participants individually.

Criteria for Open Week Proposals

Your proposal must demonstrate how your production, if successful, will:

- » Follow the Students' Union UCL equal opportunities policies throughout the production.
- » Be financially viable.
- » Provide opportunities for UCL students that they would not normally have access to.
- » Provide a wide range of large-scale event experiences to students: performing on stage, producing a show or large-scale event, marketing a large-scale production/event, writing, choreographing, or creating a performance, and all other aspects of the theatre world.

Criteria for Prioritised Week Proposals

In addition to the above criteria, your proposal must demonstrate that:

- » The equivalent show in the previous year was a success.
- » The production team of the equivalent production in the previous year managed the finances of the production efficiently.
- » The production provides opportunities to union members, and particularly the members of the specified society: to perform, to be involved in the production team, to watch and further demonstrate that these opportunities are ones that members of the UCL Community will be interested in taking up.

The Selection Process:

Once your bid has been submitted, the producer and director named on the proposal will be invited to give a 10-minute presentation to the Theatre Allocation Committee, which will then be followed by up to 10 minutes of questions from the committee. These presentations will be in-person and will take place on **Thursday 23 March 2023**. Time slots will be allocated once the proposals have been submitted.

The presentation should include a synopsis of the production, set and costume ideas, the number and type of people likely to be involved in the production. You should also be prepared to answer questions about your bid and about your budget.

Based on both the bid and the presentation each member of the Theatre Allocation Committee will rank the proposals. Open week and prioritised week proposals will be ranked and allocated separately.

Miscellaneous Information:

Performance Rights

Where applicable, before you start to write your proposal, you should find out whether it will be possible to obtain the London amateur rights to perform the show from the copyright owner. Do not confirm the rights until you have a successful bid but do get it in writing that they are available to you.

Theatre Hours

Theatre access hours are dependent on the contract with The Bloomsbury Theatre. A copy of the contract will be given to all successful bids.

The cost of any additional hours outside of the contract will be charged to the society.

Technical Requirements and Set

UCL Stage Crew is a student-led society dedicated to enabling other UCL societies to put on productions in the Bloomsbury Theatre, the Roaming Garage Theatre and other UCL and external venues. They are an invaluable resource with years of experience of putting on student productions. Every student show will be allocated a Stage Crew Production Manager, where possible, responsible for your production's technical requirements in the theatre. If Stage Crew are unable to support your production the Union will try to provide an alternative at no or limited cost to the society.

Before submitting your bid, you should contact Stage Crew at su-stagecrew@ucl.ac.uk to discuss technical aspects of your proposal and obtain advice on the technical possibilities in the theatre. Technical aspects of your production are subject to change depending on the availability of Stage Crew and theatre resources. If an open week is split between societies the productions will be produced with the same lighting rig and compatible sets to allow the best possible use of resources and prevent either society going over their contracted hours.

Your Production Team

Although putting on a production is a task undertaken by your entire society, it is essential that one individual has overall responsibility, this is the Producer.

Producer

The Producer is responsible for the co-ordination and delivery of the entire production, from auditions and casting to the after-show party. Their prime responsibility is to ensure that the production is delivered to the required standard of quality and within the specified constraints of time and cost. They are the main point of contact with the Union and the theatre staff.

Producer's Tasks:

- » Prepare the production plan, define responsibilities and allocate tasks
- » Monitor and control progress

- » Manage the risks including submitting the production risk assessment to both the theatre and the Union, the development of any contingency plans etc.
- » Prepare and present regular reports to the Treasurer, production meetings and Theatre Allocation Committee - ensure documentation is maintained, problems are noted, and records are kept.

Treasurer

Is responsible for the whole of the society's finances, of which the production finances are a part. The Treasurer is responsible for writing the Production Budget and should communicate the budgetary requirements for all aspects of the production to the Producer.

The Treasurer should report the financial situation of the production to the production team on a regular basis. Only the Treasurer (or President) can authorise any expenditure including extra hours in the theatre, within the tolerances agreed by Activities Finance Panel.

Major Production Roles

The President and Treasurer cannot hold major production team roles, unless with the express permission of the Theatre Allocation Committee and the Activities and Engagement Officer.

To ensure the greatest amount of opportunity for the greatest number of UCL students, no individual can hold more than one of the following production roles across all Bloomsbury Theatre productions in an academic term:

Producer

Director

Choreographer*

Musical Director*

*There may be an exception made for these roles in productions where there are multiple choreographers and musical directors.

Questions or More Information:

If you aren't sure of the process or if you would like to gain general advice about your bid, then please contact:

Daniel Edge

Arts & Media Coordinator

d.edge@ucl.ac.uk