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UPS for DownS Theatre Program Request For Proposal

General Information:

UPS for DownS (United Parent Support for Down Syndrome) is a Schaumburg, Illinois based non for profit organization that has provided support, information, and community opportunities for people with Down syndrome and their families for more than 45 years.

UPS for DownS Theatre Company brings together actors of all abilities to perform community theater with the goal to provide an inclusive forum to highlight the talents and contributions of all, specifically youth and adults with Down syndrome.

Background:

Over the past fifteen (15) years, UPS for DownS has collaborated with a community partner to create inclusive community theatre featuring individuals with Down syndrome performing side by side with neurotypical peers. The program has grown since its humble beginnings and our actors, families, and audiences have come to expect that with hard work we can create amazing performing art when given patience, collaboration, cooperation, and high expectations.

Project Goals:

Seeking a community partner to serve as the creative theatrical team in the production of an inclusive community based musical theatre program featuring individuals with Down syndrome and neurotypical peers. In casting, the community partner will use a creative and thoughtful approach to showcase diversity and a wide range of talent.

The community partner selected will emphasize diversity, kindness, inclusion, high expectations, and relentless positivity.

The community partner will hold high expectations for each participant while providing supports for independence as necessary for each participant. All actors hold responsibility and agency for their own roles.

Project Scope:

- The complete production and administration of four (4) in person performances of one production
- The twice weekly rehearsal process from auditions to production would be a minimum of four to six (4-6) months. See Appendix A for example timeline.
 - The rehearsal process has historically included two (2) rehearsals a week for two hours with one evening weekday and one weekend afternoon
 - The technical rehearsals have historically included three to four days of technical rehearsal with cast present at the performance venue.
- It is critical that production value to be high including costuming, sound, microphones, lighting, and set design.
- Create a team of individuals to fulfill production and performance responsibilities
 - Team members will fulfill the tasks of: Director, Assistant Director, Stage Manager, Music Director, Choreographer, Production Manager, Technical Director, Scenic, Lighting, Sound, Costume, and Prop managers
 - Your production team may include paid support staff, volunteers, and interns to support the rehearsal and production process
 - Volunteers must be available consistently through the course of the program
 - All production staff shall have theatrical experience or expertise in a relevant area such as Speech and Language, Special Education, Education, Music, or similar experience with individuals with disabilities.
- The complete administrative oversight of the production including but not limited to the holding of auditions, casting, rehearsals, set construction, designer contract management, cast management and communication, rehearsal materials (scripts, cast practice materials, soundtrack, schedule, etc), transportation of sets to and from the performance site, production coordination with performance and rehearsal venues and UPS for DownS Theatre Coordinator.
- Communicate to cast and families with a weekly email with the next week's schedule and call, reviewing activities from the past rehearsal, and any notes
- Support and manage a cast ranging from minimum of thirty-five (35) to maximum of fifty (50) actors. All who register shall be cast within the production. The specific role of each actor is based on their audition at the discretion of the community partner.
- Historically actors have ranged from ages 8 through adulthood.
- Collaborate with UPS for DownS to determine mutually agreed upon show, consideration of options for double casting, timeline for upcoming production, and develop a plan for captioning of the show.
- Community partner is an independent contractor of UPS for DownS and is solely responsible for any staff the community partner hires for the project.

UPS for DownS as Producer

- UPS for DownS has been responsible in past productions for the following: ticket sales, registration of participants, cast recruitment, payment and licensing of rights for the show and

materials kit, playbill program ads, playbill publishing, fundraising, promotion and marketing of the show, tshirts, concessions, front of house volunteers, cast photos, video recording of the show, procurement of performance venue and rehearsal space.

- UPS for DownS will host a cast party for the cast and staff with the expectation that all will attend if able.
- UPS for DownS has the right to have a representative at any and all rehearsals.
- UPS for DownS will timely pay the agreed upon amount in installments.
- UPS for DownS will provide community partner with 1099 for tax purposes.
- UPS for DownS can assist if necessary in identifying volunteers and production staff from past productions and community to support rehearsal process and backstage during the production.

UPS for DownS anticipates continuing the above responsibilities unless the community partner proposes otherwise.

Note: The performance venue and rehearsal space can be negotiated based on the resources and proposal of the community partner.

UPS for DownS and the selected community partner will enter into a contract specifying the details and length of the agreement. We welcome proposals for a minimum of one (1) and a maximum of three (3) years.

Minimum Proposal Requirements:

Proposals include:

- Current and past experience as relevant to the services requested and connection, if any, to the disability related community and/or UPS for DownS.
- A statement of the individual/organization/company's philosophy regarding the role of the arts and inclusion in the community as a whole.
- A statement as to how the organization or individual would approach the project.
- A description of the ideal team and qualifications of the people you intend to create the project with. We understand that this may be speculative and will likely not include specific names of individuals.
- Proposals must be submitted with an explanation of how the project would be produced with a budget not to exceed \$40,000. Please see project scope compared to what UPS for DownS provides as producer for what to include within the proposed budget.
- Letter of reference
- Additional relevant information to aid in the selection process.

Selection Process:

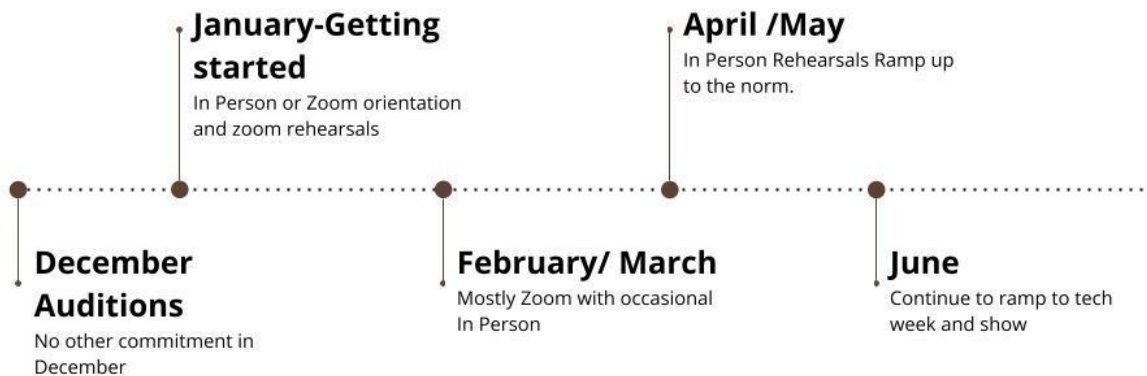
- Deadline for submission of proposal is May 1, 2022.
- Submit proposals and any questions to Sandy Pazerunas spazerunas@upsfordowns.org
- By May 15, 2022, finalists will be invited for an interview with selection committee.

Appendix A:

2021-2022 Timeline of Legally Blonde Jr.

General overview timeline of hybrid of virtual and in-person production due to pandemic

The overview of the timeline of rehearsal



2019-2020 Timeline of Little Mermaid Jr.

Detailed timeline and production schedule

The Little Mermaid Rehearsal/Production Schedule

Key:

- Days of the week:
 - Monday= M
 - Tuesday = T
 - Wednesday=W
 - Thursday= R
 - Friday = F
 - Saturday =S
 - Sunday =Sun
- “Call”: What time you are required to be there.
- “All call”: This means everyone is called.
- “Principals”: This means the Actors with the heavy lifting on lines. You will be told if you are one of those actors.
- “Pick up” Means what time parents are *required* to be there to pick up.
- “Release” What time we plan on letting actors go
- “Rising Star/ Jr. Ensemble= *RS

September 2019					
	Date	Plan	Call	Pick up	Release
1	T 9/17	All New Welcome Meeting (Parent's Required 6:30pm-7:30pm)	6:30 pm	8::15 RS-can stay if desired after parent meeting	8:15 pm
2	T 9/24	Watch Through Part 1	6:30pm	*RS 7:15pm 8:00pm	*RS 7:30pm 8:15pm

October 2018					
	Date	Plan	Call	Pick up	Release
3	T 10/1	Watch Through Part 2	6:30pm	*RS 7:15pm 8:00pm	*RS 7:30pm 8:15pm
4	T 10/8	Read Through Part 1	6:30pm	*RS 7:15pm, Ensemble 8:00pm	*RS 7:30pm, Ensemble 8:15pm
5	T 10/15	Staff Show Pt 1	6:30pm	*RS 7:15pm, Ensemble 8:00pm	*RS 7:30pm, Ensemble 8:15pm
6	T 10/22	Staff Show Pt 2	6:30pm	*RS 7:15pm, Ensemble 8:00pm	*RS 7:30pm, Ensemble 8:15pm
7	T 10/ 29	Sing Through Part 1	6:30pm	*RS 7:15pm, Ensemble 8:00pm	*RS 7:30pm, Ensemble 8:15pm

November					
	Date	Plan	Call	Pick up	Release
8	S 11/2	Sing Through Part 2	1:30pm	*RS 2:15pm, Ensemble 3:15pm	*RS 2:30pm, Ensemble 3:30pm
9	T 11/5	Music Rehearsal	6:30pm	*RS 7:15pm, Ensemble 8:15pm	*RS 7:30pm, Ensemble 8:30pm
10	S 11/.9	Music Rehearsal	1:30pm	*RS 2:15pm, Ensemble 3:15pm	*RS 2:30pm, Ensemble 3:30pm
11	T 11/ 12	Music Rehearsal	6:30pm	*RS 7:15pm, Ensemble 8:15pm	*RS 7:30pm, Ensemble 8:30pm
12	S 11/16	Dance-Large Numbers	1:30pm	*RS 2:15pm, Ensemble 3:15pm	*RS 2:30pm, Ensemble 3:30pm

13	T 11/19	Dance-Large Numbers	6:30pm	*RS 7:15pm, Ensemble 8:15pm	*RS 7:30pm, Ensemble 8:30pm
14	S 11/23	"Hooman", Scuttle, Ariels, Rising Stars	1:30-2:30	*RS 2:15pm,	*RS 2:30pm, Ensemble 3:30pm
		"One Step Closer" Prince Erics and Ariels, Grimsby and Carlotta	2:30-3:30	3:15	3:30
15	T 11/26	Dance-Music Review	6:30pm	*RS 7:15pm, Ensemble 8:15pm	*RS 7:30pm, Ensemble 8:30pm
16	S 11/30	Principal Music rehearsal. Individual calls	1:30pm	3:15pm	Ensemble 3:30pm

December					
	Date	Plan	Call	Pick up	Release
17	T 12/3	Blocking Act 1 Principle- Cast only	6:30	8:15	8:30
18	S 12/7	Principle- Cast only- Blocking Act 1	1:30 pm	*RS 2:30pm, Ensemble 3:15pm	*RS 2:45pm, Ensemble 3:30pm
19	T 12/10	Blocking Act 1 Principle- Cast only	6:30	8:15	8:30
20	S 12/ 14	Large Ensemble- Blocking Act 1	1:30pm	*RS 2:30pm, Ensemble 3:15pm	*RS 2:45pm, Ensemble 3:30pm
21	T 12/ 17	Review-Act 1	6:30pm	*RS 7:30pm, Ensemble 8:15pm	*RS 7:45pm, Ensemble 8:30pm
21	S 12/21	Review Act 1 and Dance for whole show	1:30pm	*RS 2:30pm, Ensemble 3:15pm	*RS 2:45pm, Ensemble 3:30pm
22	S 12/28	Principal Music rehearsal. Individual calls	1:30pm	3:15pm	Ensemble 3:30pm

January					
	Date	Plan	Call	Pick up	Release
23	S 1/4	All Music review	1:30pm	*RS 2:45pm, Ensemble 3:15pm	*RS 3:00pm, Ensemble 3:30pm

24	T 1/7	Blocking Act 2 Principle-Cast only	6:30	8:15	8:30
25	S 1/11	Large Ensemble-Blocking Act 2	1:30pm	*RS 2:45pm, Ensemble 3:15pm	*RS 3:00pm, Ensemble 3:30pm
26	T 1/14	Blocking Act 2 Principle-Cast only	6:30	8:15	8:30
27	S 1/18	Large Ensemble-Blocking Act 2	1:30pm	*RS 2:45pm, Ensemble 3:15pm	*RS 3:00, Ensemble 3:30pm
28	T 1/21	Run show principals only	6:00 pm	8:15	8:30
	S 1/25	Tour Performance Space	11 am-12 noon	We hope to tour the performance space on these dates. Please reserve this time.	
29	S 1/25	Stumble Through Show	1:00pm	*RS 2:45pm, Ensemble 3:15pm	*RS 3:00pm 3:30 pm
30	T 1/28	Run and Work-full show Fin cast	6:00pm	*RS 7:45pm, Ensemble 8:15pm	*RS 8:00pm 8:30 pm

	February				
	Date	Plan	Call	Pick up	Release
	S 1/25	Tour Performance Space	11 am-12 noon	We hope to tour the performance space on these dates. Please reserve this time.	
30	S 2/1	Run and Work-full show Flipper cast	1:00pm	**RS 2:45pm, Ensemble 3:15 pm	RS 3:00 3:30pm
31	T 2/ 4	Costume Run Act 1	6:30pm	*RS 8:00pm, Ensemble 8:15pm	RS 8:15 8:30 pm
32	S 2/8	Costume Run Act 2	1:30 pm	**RS 3:00 pm, Ensemble 3:15 pm	RS 3:15 3:30pm
33	T 2/11	Fix Challenges principals only	6:00 pm	8:15	8:30
34	S 2/15	Run Show with Costumes Fin Cast	1:00pm	**RS 3:15 pm, Ensemble 3:15 pm	3:30pm

35	T 2/18	Snow Day Make up	6:00 pm	8:15	8:30
36	S 2/22	Run Show with Costumes Flipper Cast	1:00pm	**RS 3:15 pm, Ensemble 3:15 pm	3:30pm

Tech week						
	Date	Plan	Call	show	Pick up	Release
37	M 2/24	Tech-Run Act 1	5:00 pm *RS time tbd based on needs of group		8:00pm	8:30pm
39	T 2/25	Tech-Run Act 2	5:00 pm		8:00pm	8:30pm
39	W 2/26	Tech- Run Show	5:00 pm		8:00pm	8:30pm
40	R 2/27	<i>Show 1</i>	5:00 pm	7 pm show	8:30pm	9 pm
41	F 2/28	<i>Show 2</i>	5:30pm	7 pm show	8:30pm	9 pm
42	S 2/29	<i>Show 3</i>	4:45 pm	6 pm show	7:30pm	8pm
43	Sun 3/1	<i>Show 4 (Strike)</i>	12:45 pm	2 pm Show	3:30pm	4 pm
44	T 3/3	Cast party	6:30		8 pm	8:30