



EVERYTHING YOU NEED FOR THE 2017 RHINEBECK WRITERS RETREAT ONLINE APPLICATION

Before you begin the online application for the Rhinebeck Writers Retreat, please make sure you have all the following information and materials at your disposal. Please note: once you begin the online application, you must complete it in one sitting. It's not possible to save the application and continue from where you stopped.

PRIMARY CONTACT INFORMATION

Please assign a Primary Contact who will receive all correspondence regarding the application and is responsible for disseminating information to collaborators. This contact will need to provide their name, email address, phone number, and zip code.

PROJECT INFORMATION

- Musical Title
- Is the project a commission? (Yes or No) If so, you must provide the name of commissioning organization.
- Is the project wholly original or in the public domain? If not, have you acquired all the necessary underlying rights to your musical, including the rights to a full production? **You may not apply unless you have acquired all rights in writing and finalists will be asked to provide documentation.**

ARTIST INFORMATION

- For all writers on the team, you will need to provide the name, artistic role (book/music/lyrics), email address, phone number, and zip code.
- Each writer should indicate if the writer is a member of ASCAP, BMI, or Dramatists Guild.
- Please indicate if any/all of the writers are represented by an agent or manager. If so, you must provide the agent's name and email address.
- Is there a director involved in the project? If so, you must provide the director's name and describe the director's involvement to date.

REQUIRED TITLE PAGE CREDIT

We ask for no money from our participants and we don't take a royalty. The only requirement is a title page credit on all future readings, showcases, productions and publications as follows: "*Title of musical* was developed, in part, at Rhinebeck Writers Retreat."

At this section of the application, you must affirm that if your musical is accepted, you will agree to provide Rhinebeck Writers Retreat with this title page credit.

PROFESSIONAL REFERENCE

Please provide the name, title, organization, phone number, and email for one person who has worked professionally with the writers and who we might contact as a reference for your application.

AVAILABILITY

Check off all of the dates that your entire team is available. All members of the writing team are expected to participate for the entire week. Arrivals are late Sunday and departures are the following Sunday, early morning. The dates for this summer's retreat are as follows:

July 2 - July 9

July 9 - July 16

July 16 - July 23

July 23 - July 30

July 30 - August 6

August 6 - August 13

August 13 - August 20

August 20 - August 27

August 27 - September 3

DOCUMENT UPLOADS

You will need to upload 5 separate documents in **PDF** Format. The following are the separate requirements:

1. Brief **bios of writers** combined onto one page.
2. **Synopsis** (not exceeding 300 words) of your musical followed by a **character breakdown**.
3. **Background and Artistic Goals**. Address the following 3 things in one page or less.
 - a. How long has your writing team been collaborators and how did you meet? What inspired you to tell this story?
 - b. Describe the history of your musical. Have there been prior readings, workshops, or productions; if so, when and where?
 - c. During your team's one week at Rhinebeck Writers Retreat, what do you hope to achieve? Be specific, referencing your musical's history and needs at this point.

4. **25-page excerpt from the script.** Include title and writers' names on first page and number the pages. You can choose any 25 pages, but if they are not the first 25 pages, include a paragraph at the beginning to set the stage. If you don't have 25 pages from the musical you are submitting, the document you attach should start with a detailed outline or treatment of the musical you are submitting which is directly followed by 25 pages of another script by the bookwriter, which clearly indicates the source material. The 25 page count begins with the dialogue (not the title page, etc).
5. **Lyrics** for the 5 songs you are submitting in one single document (see the next section titled "Song Submissions" for the guidelines on how to submit these songs). The lyrics should be numbered from 1 to 5 in the order that you want the panelists to review the songs. Be sure to indicate the source of song, if it is not from your musical. If a song is also in the 25-page excerpt, indicate the page number where it appears in the excerpt.

SONG SUBMISSIONS

In this section, you will submit the songs with a link to an **mp3 file** via Dropbox/SoundCloud (or any similar file sharing service). The files should be in the order you wish the panelists to hear the songs and should match the Lyrics sheet in the "Lyrics" section referenced above.

You will see 10 separate boxes. The first box will be for "Song #1 Title", where you will put the title of the song. If a song is not from the submitted musical, please provide the source. Immediately below will be a box for "Link to Song #1". This is where you will put the link Dropbox/SoundCloud, etc. You then repeat the same steps for the remaining four song submissions.

WRITERS' SURVEY

This section is for administrative purposes only, is not seen by the panelists, and has no bearing on the application process. We do not discriminate on the basis of race, color, national origin, disability, religion, age, or sex. If a member of your team requires wheelchair accessibility, we will provide accessible housing for the entire team in one location, upon request. First, please indicate if accessible housing is needed for your team. Second, does a member of your team have responsibility for a child and want to bring the child and caregiver for the retreat? If your team is selected, we will work with you to accommodate these needs. Third, please indicate the race/ethnic heritage(s) that members of your team identify with.

APPLICATION FEE

Please pay the \$20 application fee. The website is provided by NYCharities.org*, requesting your credit card information. Please note that clicking on this link will open a new window. Remember to put the name of your musical in the "Comment" box of this form and, when done, come back to this application page to click "SUBMIT". (See **Final Step** below)

The link is as follows, and is also available on the application form.

<https://www.nycharities.org/fundraise/Screens/donate.aspx?id=210>

**Although we use NYCharities.org to accept our application fee, please note that this is not a donation. This fee covers our administrative costs.*

FINAL STEP TO SUBMIT

Please don't forget to click the "Submit" button at the end of the application. Once you hit "Submit," you cannot make any changes to your online application. You should get a web screen confirmation immediately after. We will send an email confirmation once we receive this online application, confirmed receipt of all necessary documents, as well as the \$20 application fee. It could take a few days.

