

**EVERYTHING YOU NEED TO KNOW FOR THE 2025 RHINEBECK WRITERS RETREAT APPLICATION**

Before you begin the online application for 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.

USE THIS DOCUMENT AS YOUR ROADMAP, to collect all the information **BEFORE** you start the application, as we are unable to follow up if the application is incomplete.

*If you have any questions, please email us anytime at* [*asst@rhinebeckwriters.org*](mailto:asst@rhinebeckwriters.org)

**PROJECT INFORMATION**

o Musical Title

o If you have applied to Rhinebeck Writers Retreat with this musical before, be prepared to tell us which year you applied.

o Is the project a commission? (Yes or No) If so, provide the name of commissioning organization.

o Is the musical wholly original or in the public domain? If not, have you acquired the necessary underlying rights to your musical, including the rights to a full production? **You may only apply if you have acquired the rights through the end of this year in writing. After you submit your application, send an email to info@rhinebeckwriters.org, subject line “Rights Letter for *Title of Musical*," with a signed letter proving you have the rights.** You can black out the dollar figures, if you like.

o Confirm that all members of your team will be 21 years or older by June 22, 2025.

**ARTIST INFORMATION**

o Please assign a Primary Contact who will receive all correspondence regarding the application and is responsible for disseminating information to collaborators. “Writer One” in the application will be your Primary Contact.

o 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.

o Each writer should indicate if the writer is a member of ASCAP, BMI, or Dramatists Guild.

**REQUIRED TITLE PAGE CREDIT**

We ask for no money from our writers, and we pay for housing, food, supplies, train travel from NYC to Poughkeepsie, air travel reimbursement up to $1000, and a stipend of $550 to each writer. 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.”

Here, you will affirm that all the writers on the team have read the “Eligibility and Guidelines” page on the website and agree to provide Rhinebeck Writers Retreat with this title page credit if you are selected.

**PROFESSIONAL REFERENCE**

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

**AVAILABILITY**

Check off all the dates that your entire team is available. All members of the writing team should participate for the full week. There is only one writing team in residence each week. We devote all our resources to that team during their week, so participation by all the writers is crucial. Please contact us at [info@rhinebeckwriters.org](mailto:info@rhinebeckwriters.org) to discuss any questions you have about meeting this requirement, before completing the application. Arrivals are late Sunday and departures are the following Sunday, early morning.  The dates for the summer 2025 retreat are as follows:

  June 22 - June 29

June 29 - July 6

July 6 - July 13

July 13 - July 20

July 20 - July 27

Jul 27 - August 3

August 3 - August 10

August 10 - August 17

August 17 - August 24

**DOCUMENT UPLOADS via DROPBOX, GOOGLE DRIVE or WETRANSFER Link**

Please prepare a shareable/downloadable link with the following nine (9) files: five (5) separate PDF documents and four (4) music files in mp3 format. A breakdown of the separate requirements is below. Please do not include additional materials other than what is listed below, including any external links to additional videos, sound recordings, or other materials. These will not be reviewed.

*If you have any questions, please email us at* [*asst@rhinebeckwriters.org*](mailto:asst@rhinebeckwriters.org)

*and we’d be happy to help you!*

**Five (5) Separate PDF Documents, numbered as you see below:**

1. Brief **bios of writers** combined onto one page, not to exceed 150 words per writer.
2. Brief **Synopsis,**not exceeding 500 words, and be sure to give the plot of your entire musical since we are only reading 25 pages.  After the Synopsis, on the same document, provide a **character breakdown**.
3. **Background and Artistic Goals.** Address the following 2 things in one page or less. Use 12-point type.
   1. How long has your writing team been collaborators and how did you meet? What inspired you to tell this story?
   2. First, share the development history of your musical. Then, tell us what you hope to achieve during your one week in Rhinebeck.
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 of the musical you are submitting, not to exceed 2 pages, which is directly followed by 25 pages of another script by the bookwriter, and clearly indicate that musical’s title and writers. The 25-page count begins with the dialogue (not the title page, etc). Include a page numbers.
5. **Lyrics** for the 4 songs in one single document. This file should “match” the mp3 music files you are submitting (see below), so our readers can follow along while they listen to the songs. Put the lyrics in the order in which you want the readers to listen to the songs, with a number next to the song title, 1-4.  Please note: it's OK if your lyrics are newer than the ones in your demos; just let us know in this document.  Include page numbers.  
     
   Before each song, please provide the following information:   
   - If the song appears in the 25-page excerpt, indicate the page number where it appears in the script.   
   - If a song is not in the 25-page excerpt and/or is from another source, provide a 2-sentence plot introduction to set it up.

**Four (4) Song Submissions:**

Please submit **four** songs in **mp3 format**. It is helpful to have at least one song from the 25-page excerpt. The files should be numbered in the order you wish the readers to hear them, and should match the order of the Lyrics sheet referenced above.

If 4 songs aren’t yet completed from your musical, you will include other songs by the composer, but **at least 2** of the 4 songs must be from the submitted musical.

**WRITERS SURVEY**

This section is for administrative purposes and grant proposals to foundations. It is not seen by the readers. We do not discriminate on the basis of race, color, national origin, disability, religion, age, gender identity, sex, or sexual orientation.

If a member of your team requires wheelchair accessibility, we will provide accessible housing for the entire team in one location, upon request. Please indicate if accessible housing is needed for your team.

Secondly, please indicate if you or a member of your team would like to bring a child and a caregiver to the retreat.

Lastly, please indicate the race/ethnic heritage(s) that members of your team identify with.

**APPLICATION FEE**

If you submit your application **before February 3rd at 6:00pm EST**, there is no fee.

If you submit your application between February 3rd at 6:01pm EST and the **final deadline of February 10th at 6:00pm EST**, there is a $30 application fee. You will be automatically prompted to pay after you hit “Submit” on the online application page.

If the fee poses a problem for you, please send us an email at asst@rhinebeckwriters.org.

**FINAL STEP...**

Don’t forget to click the "Submit" button at the end of the online application. Remember, once you hit “Submit”, you cannot make any changes to your application. You should get a web screen confirmation immediately after.