

# Puppetry eXploratory Laboratory

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Deadline: January 20, 2012

Please scan and email this form to: school@puppetmongers.com

Or drop it in the mail to: Puppetmongers PXL, 401 Logan Ave., Unit 219, Toronto, ON.  
M1M 2P2

(Please write clearly)

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

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

Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
\_\_\_\_\_ (optional)

Anything you would like to say about yourself: \_\_\_\_\_  
\_\_\_\_\_

**Please choose one of these two options:**

- I have a project to propose** – Please proceed to the A: Project Proposal section
- I wish to participate in a project** – proceed to the B: Participant Application section

**A: PROJECT PROPOSAL**

Project title/name: \_\_\_\_\_

Projected length of performance (No longer than 10 minutes will be performed): \_\_\_\_\_

Anticipated number of participants required for your project: \_\_\_\_\_

Describe the puppetry element(s) you foresee: \_\_\_\_\_

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

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

Summarize the proposed performance: Please use the reverse side of this page or attach a sheet to the application.

Please include with the application a script or storyboard, if available, and any supplemental information such as drawings, photographs, etc., which may further clarify the project proposal.

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The more information you supply, the better we will understand your project.

If your proposal is successful you will be asked to submit a materials budget that reflects the resources available. You will be responsible for any expenses greater than your project's share of the pooled Materials Fees.

## **B: Participant Application**

I am interested in the following activities (check all that apply).

<input type="checkbox"/> Choreography <input type="checkbox"/> Construction <input type="checkbox"/> Costuming	<input type="checkbox"/> Design <input type="checkbox"/> Directing <input type="checkbox"/> Dramaturgy <input type="checkbox"/> Lighting	<input type="checkbox"/> Music/SFX <input type="checkbox"/> Performing <input type="checkbox"/> Video/filmmaking <input type="checkbox"/> Other _____
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Briefly, what is your interest in puppetry: \_\_\_\_\_

\_\_\_\_\_

I will bring my non-refundable \$200 materials & workshop fee to the initial meeting.

I have read this package and understand the PXL process and guidelines. As a volunteer participant in PXL, I will subscribe to the policies set forth by Puppetmongers Theatre regarding the use and limitations of the facilities and staff.

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

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## **OWNERSHIP AND RESPONSIBILITIES OF PXL PROJECTS**

### ***Definitions of Terms:***

1. All the people participating in the Puppetry Exploratory Laboratory (PXL) are the PXL Company, Puppetmongers are the PXL Staff, and Puppetmongers' studio is The Studio.
2. Each project will be created by a Project Group, made of a Project Director and the team of Individual Members who have signed up for that project.

### ***Ownership of Work:***

3. Ownership of the piece belongs to the Project Director and whomever the Project Group designates.
4. Copyrighting a piece is the responsibility of the Project Director.

### ***Branding/Marketing:***

5. Any piece produced in PXL time and space and performed under the auspices of PXL will be considered a PXL piece. No other company name will be used in conjunction with a PXL performance (except by special arrangement).
6. Puppetmongers Theatre may use your name and the title of the piece to promote PXL. We may use your name, likeness and/or photo, as well as photos of your piece in process, on our web site, blog etc. If you wish to use a pseudonym, you must inform us on your application.
7. Puppetmongers may use your name, likeness and/or photo, as well as photos of your piece, to promote future PXL programs.

### ***Storage of Materials/Props:***

8. Project ownership includes storage responsibility. Pieces must be removed from Puppetmongers Studio (the Studio) by the end of strike following the final performance. Materials left in the Studio after that will be considered property of Puppetmongers and may be discarded.

### ***Production crediting:***

9. Any further production or presentation of the piece must carry the credit line "Originally produced in Puppetmongers PXL" in the immediate title area of all programs, posters and printed material concerning the piece, and/or be included in the announcement of the title of the piece, should the title be presented to the public in an audible manner.

### ***Alcohol/Drug policy:***

10. Puppetmongers Studio is a drug free workplace. The consumption of alcohol or any other drug prior to or during your activities at the Studio will result in the immediate termination of your project: any and all monies given to the Project Director must be refunded in full to the Puppetmongers Theatre.

### ***Indemnification:***

11. Both parties to this agreement indemnify, defend and/or hold the other party harmless for losses, claims, damages or liabilities caused by the party, arising out of performance of this contract, or otherwise or in the case of any third party taking action against parties to this contract arising out of activities during the performance of this contract, except in the case of gross negligence or criminal acts.

### ***Force majeure:***

12. If either party is unable to perform as set out in this agreement for any reason beyond their control, including and without limitations: illness, accident or incapacity, fires, labour disputes, acts of God, or any other unforeseeable circumstance which makes the fulfillment by either party impossible, it shall be considered null and void, and neither party shall be liable to the other for any damage(s) arising from the other party's inability to perform.

### ***Declaration:***

13. I have read both the packet and the above information and agree to the concept and terms, and consider this an agreement with Puppetmongers Theatre for all work I shall produce in PXL. As a participant in PXL, I will subscribe to the policies set forth by Puppetmongers Theatre regarding the use and limitations of the facility and staff.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Puppetry exploratory Laboratory is a program of Puppetmongers Theatre and the Toronto School of Puppetry*

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## GUIDELINES: PXL: The Process

*Consider the following methods and suggestions for developing new material:*

1. Choose material that is of an innovative and expansive nature.
2. Decide if your material is to be for adult or children's audiences.
3. Collect resource materials and brainstorm ideas.
4. Use scripts, stories, dreams and pictures as a springboard for ideas.
5. Explore the materials by working and reworking ideas through scripting, visualizing, rewriting, storyboarding, maquettes and experimenting with various puppetry styles.
6. Small casts and manageable sets are strongly recommended.
7. Be realistic. Keep it simple. Be aware of time, budget, resources, co-creators and volunteers' availability, and Puppetmongers' limitations.
8. Note: It is not possible to have flame or fire on stage.

*Feedback during the development process is essential. All participants should be open to comments and suggestions. This process includes the following:*

9. All members should be willing to have their work monitored during the development process.
10. Project Directors, as well as members, should remain open to suggestions given by other members and PXL staff. Project Directors will be responsible for final decisions and direction of the piece.
11. Feedback opportunities include scheduled show-and-tell sessions of puppets, materials, props and sets for other members to make comments and suggestions, and rehearsals monitored by PXL staff.
12. Project Directors are responsible for offering visual show-and-tell sessions to the PXL staff, to ensure the work is moving forward.
13. Project Directors (and any other members who wish to participate) must be willing to participate in feedback sessions with the audience at the end of the performance evening.
14. Proper development of your work is critical to the PXL process. If the project does not progress in a timely manner, according to the schedule outlined below, Puppetmongers reserves the right to cancel the project.

## REHEARSAL AND PERFORMANCE GUIDELINES

### *Time*

1. Proposals submitted should be not longer than 10 minutes in performance length.
2. The time period for development begins as soon as you are notified and continues through the final performance.
3. A general rule of thumb: Expect 1 hour of rehearsal time for every 1 minute of expected performance. This applies to shows in which the performers already know the dialogue (if any), actions, blocking of the characters, and the style(s) of puppetry to be used.
4. It is customary to use the 10 days prior to the Dress Rehearsal to finesse the performance and work out any difficulties that may occur.

Important notes on limitations:

1. *If there is a time-conflict between Puppetmongers and PXL participants, where Puppetmongers need the studio, they reserve the right to override PXL and use the space for their own needs.*
2. *If Puppetmongers' business takes them out of town, events will be rescheduled in consultation with the members of PXL .*

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## MEETINGS AND SCHEDULED EVENTS:

*Please note the schedule below. This is a tentative schedule, to be finalized at the initial meeting.*

1. Other meetings may be scheduled (in addition to or in place of those below) as the process continues. Members should make every effort to attend all scheduled events.
2. All meetings are scheduled for 7:30 p.m. unless otherwise indicated.
3. All members must be willing to be involved in the setting up and striking of all productions to insure smooth transitions during the final performance evening.
4. Puppetmongers will schedule time at their studio individually with each project group between the meetings and events scheduled below, for brainstorming, design, building, and rehearsal.
5. Each project group is responsible for scheduling their own additional meetings/building/rehearsal time in other locations.

**January 20, 2012** Deadline for proposals and applications.

**January 23-26** Evening Interviews with potential Project Directors.

**January 27** Notification of project application status.

**January TBD** Initial meeting. During this orientation, the Project Directors describe their projects to the PXL company, and solicit assistance from potential project members.

**February** Show-and-tell for all projects. Each Project Director and Project Group gives a progress report to the other members of the PXL company and PXL staff.

**March** Show-and-tell for all projects. Each Project Director and Project Group gives a progress report to the other members of the PXL company and PXL staff.

**April** Show-and-tell for all projects. Each Project Director and Project Group gives a progress report to the other members of the PXL company and PXL staff.

**May** PXL staff view rehearsals of all projects. Projects must be near completion in terms of puppets, set and script or project will be cancelled.

**May** Final Tech requirements due. The Project Directors meet with the stage manager and the PXL staff and go through the pieces, cue by cue, and discuss specific needs.

**May** Individual technical rehearsals: (1-2 projects per evening)

**June** Full tech with set changes: Run all pieces for other PXL members. 7:00 p.m. call.

**June** Dress rehearsals. 7:00 p.m. call, 8:00 p.m. curtain.

**June 9 or 10** All performances as part of the *Fresh Ideas in Puppetry's* evening program. 7:00 p.m. call, 8:00 p.m. curtain. *All sets, puppets and props to be removed from the Studio following the show.*