

**ADAMS HOUSE POOL THEATRE APPLICATION FORM  
FALL 2021**

The following application is for Fall 2021 residency in the Adams Pool Theater. Please return the filled in form to [jpulice@g.harvard.edu](mailto:jpulice@g.harvard.edu) and [pooltheatre@gmail.com](mailto:pooltheatre@gmail.com) with "Adams Pool Theater Application" in the subject line.

**The priority deadline for applications is Sunday 9/26/21 at 11:59pm, applications will be considered on a rolling basis thereafter.**

PROJECT BASICS

Title:

Type of Project (play, musical, dance, screening, etc):

Brief Description of the Project (100 words or less):

CONTACT

Please list all staff members (incl. designers), beginning with Producer and Director with Name / Year / House Affiliation / Email / Cell Phone

## RESIDENCY TYPE

For Fall 2021, we are entertaining flexible residencies as opposed to the typical Sunday-Saturday residency. The following questions are meant to enable scheduling of the Pool Theater for Fall 2021. Using the next few questions, please describe the length/type of residency you are requesting.

How many dates of performances/shows are you requesting? Please include any relevant information here.

What day(s) of the week would you like these to occur on? (Monday, Tuesday, etc.)

How many days of residency in the space do you need for tech/rehearsals before the first day of performance? Please note that the space must be fully struck after the final performance.

Please rank your top three choices of weeks for your residency to occur during (even if your request is not a full week):

10/3-10/9

10/10-10/16

10/17-10/23

10/24-10/30

10/31-11/6

11/7-11/13

11/14-11/20

## REHEARSAL SPACE

For Fall 2021, all groups using the Pool Theater for artistic/performance events will be "in residence" in Adams House. As such, they will receive priority for use of the Pool Theater for rehearsals when the space is not occupied. If you receive a residency, would be interested in using the Pool Theater as a rehearsal space for your group?

Yes

No

## STATEMENTS/SPACE USAGE

Producers and directors should submit brief statements in which they discuss their vision for the show. Why this show? Why this space? Why this team? Artistic vision? (maximum 200 words amongst all statements).

COVID rules on performances currently require that a distance of at least 6 ft must be maintained between any unmasked performers. A distance of 14 ft must be always maintained between the unmasked performer(s) and the audience. Please affirm that your production is able to meet these requirements and will abide by all COVID rules?

Yes

No

Please describe how you will use the space. Do you intend to use the tech of the space, ie. lights or sets? Please note that COVID rules (above) will significantly limit the ability to use the shop and to put sets in the space.

Shows planning to use the technical capabilities of the space (beyond just the projector) will need to schedule a training session with Tom Morgan ([tmorgan@fas.harvard.edu](mailto:tmorgan@fas.harvard.edu)) at least two weeks before their residency.

## RIGHTS

Shows applying for the space must ascertain that the rights to any work in copyright are available and affordable. All formal correspondence with publishers and copyright management companies should be handled through Dana Knox, Production Coordinator (danaknox@fas.harvard.edu).

Please be aware that rights contracts usually take 4 to 6 weeks to complete (sometimes more); it is both a practical and legal problem to cast, rehearse, advertise, or perform a show before the rights agreement is complete. So start this process early!

Please state below if you will need rights for your production, and if so, what the status of that rights process is.

## FINANCES

We are waiving the typical \$200 Pool Theater residency fee for Fall 2021.

Do you envision requiring money for any show-related expenses besides rights? If so, please use the below outline to enumerate what/where you will spend this money, and where you will solicit funds from.

### EXPENSES

Set supplies  
Props  
Paint  
Costume Construction  
Costume Rental and Dry Cleaning  
Rights and Royalties  
Fees for Guest Artists  
Sound  
Light (rentals)  
Publicity (including posters)  
Programs  
Copying  
Other (specify)

TOTAL EXPENSES:

### INCOME

Confirmed Grants (specify):

Unconfirmed Grants (specify):

TOTAL INCOME:

Please note: Food and Drink are **not allowed** at any time in the Pool Theater. In addition, damage or misuse of the space (including food or drink) will result in termbill charges to those in charge of the event.