

**ADAMS HOUSE POOL THEATRE APPLICATION FORM  
SPRING 2023**

The following application is for Spring 2023 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 – [Application Title]” in the subject line.

**The priority deadline for applications is Friday 12/23/22 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  
Adams affiliation is taken into account (though not required) for applications, so please include any Adams House affiliates and their roles.

### RESIDENCY TYPE

For Spring 2023, 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 Spring 2023. Using the next few questions, please describe the length/type of residency you are requesting.

Are you requesting a full week residency?      Yes      No  
If not, please indicate below the time in residence you are requesting (day(s) of week, etc.)

What performance schedule are you planning? Tentative days/times.

Please rank all the week choices that you would accept a residency:  
(Note: ranking fewer or more will not affect your chances to get your top choice week)

- 2/5-11
- 2/12-18
- 2/19-25
- 2/26-3/4
- 3/5-11
- 3/19-25
- 3/26-4/1
- 4/2-8
- 4/9-15
- 4/16-22
- 4/23-4/29

Anything else we should know about your desired week choice?

### REHEARSAL SPACE

Will your planned event be open to the Harvard and Adams community?      Yes      No  
If not, please indicate for whom the event will be open to.

## 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).

Do you intend to use the tech of the space, ie. lights or sets?

Yes

No

If so, please describe how you will use the space, as well as who on your team will be responsible for being trained, setting up, and running the technical aspects. Please note that OFA and TDM rules significantly limit shop access, please reach out to the Agassiz or Farkas shops to inquire about availability..

**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 Spring 2023.

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 (besides water) are **not allowed** at any time in the Pool Theater. Damage or misuse of the space (including food or drink) will result in termbill charges to those responsible for the event.