

**EVERYTHING YOU NEED TO KNOW FOR THE 2019 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.  It’s not possible to save the application and continue later from where you stopped.

**PROJECT INFORMATION**

o Musical Title

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

o Is the project 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 not apply unless you have acquired the rights in writing. After you submit your application, send an email to info@rhinebeckwriters.org, subject line “Rights Letter for *Title of Musical*," with a letter from the rights holder proving you have the rights.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.

o Name the agent or manager representing each of the writers, if there is one, as well as their agent’s email.

**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.”

Here, you will affirm that you agree to provide Rhinebeck Writers Retreat with this title page credit.

**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 of the dates that your entire team is available. All members of the writing team must participate for the full week. Arrivals are late Sunday and departures are the following Sunday, early morning. The dates for the summer 2019 retreat are as follows:

June 30 – July 7

July 7 – July 14

July 14 – July 21

July 21 – July 28

July 28 – August 4

August 4 – August 11

August 11 – August 18

August 18 – August 25

August 25 – September 1

**DOCUMENT UPLOADS**

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

1. Brief **bios of writers** combined onto one page, not to exceed 150 words per writer.
2. Brief **Synopsis,** not to exceed 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. 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. Describe the history of your musical. Have there been prior readings,  workshops, or productions; if so, when and where?
   3. 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 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).
5. **Lyrics** for the 4 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 song lyrics should be numbered from 1 to 4 in the order that you want the panelists to review the songs. If a song is also in the 25-page excerpt, indicate the page number where it appears in the excerpt. If a song is not in the 25-page excerpt, provide a 2-sentence introduction to set it up and, if it is not in the musical, including the source of the song.

**SONG SUBMISSIONS**

In this section, you will submit **four** songs with a link to an **mp3 file** via Dropbox. The files should be in the order you wish the panelists to hear the songs and should match the order of the Lyrics sheet referenced above.

You will see 8 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 in this box. Immediately below will be a box for “Link to Song #1”. This is where you will put the Dropbox link. You then repeat the same steps for the remaining three song submissions.

**WRITERS SURVEY**

This section is for administrative purposes only and is not seen by the panelists. 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 6 at 6:00pm EST, there is no fee.

If you submit your application between February 6 at 6:00pm EST and the final deadline of February 16 at 6:00pm EST, pay the $20 application fee. The fee is paid from our application page through Donorbox\* with your credit card. Don’t forget to put the name of your musical in the “comment” box. Go back to your application page once you have paid the fee and click “SUBMIT” (See below).

*\*Although we use Donorbox to accept our application fee, please note that this is not a donation. We do not ask for donations from writers; this fee helps cover our administrative costs.*

**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. We will send an email confirmation once we receive your completed application. It could take a few days.