

**EVERYTHING YOU NEED TO KNOW FOR THE 2023 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*

**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 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 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.** You can black out the dollar figures, if you like.

**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 participants. 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 of the dates that your entire team is available. All members of the writing team should participate for the full week. Please contact us at info@rhinebeckwriters.org to discuss any questions you have about meeting this requirement for all the writers on your team. before completing the application. Arrivals are late Sunday and departures are the following Sunday, early morning. The dates for the summer 2023 retreat are as follows:

June 25 - July 2
July 2 - July 9
July 9 - July 16
July 16 - July 23
July 23 - July 30
July 30 - August 6
August 6 - August 13
August 13 - August 20
August 20 - August 27

**DOCUMENT UPLOADS via DROPBOX OR GOOGLE DRIVE**

Please prepare a shareable link via Google Drive or Dropbox 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.

*If you have any questions, please email us at* *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. During your team’s one week at Rhinebeck Writers Retreat, what do you hope to achieve? Be specific, referencing your musical’s development history, and your plans and goals for your week.
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. Number the files names (1 through 4) in the order you want the readers to listen to them. Please note: If you wish to submit updated lyrics newer than the ones that can be heard on your song demos, that is perfectly acceptable. Let us know in the 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**. 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 13th at 6:00pm EST**, there is no fee.

If you submit your application between February 13th at 6:01pm EST and the **final deadline of February 27th 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.