



CALLING ALL DIRECTORS for CHATS 2027 SEASON **at The Jetty Memorial Theatre, Coffs Harbour.**

SUBMISSIONS

CHATS (Coffs Harbour Amateur Theatrical Society) *Season Selection Committee* is now inviting **SUBMISSIONS** from directors interested in directing a production for our 2027 season at the Jetty Memorial Theatre (JMT). Information regarding the season can be found below to assist you in making your submission.

If you would like to direct for CHATS in 2027, please provide the information requested on the attached sheet **NO LATER THAN Friday 12th June 2026** by email to info@chats.org.au

USEFUL INFORMATION

- We will be producing 3 plays in 2027, usually staged in **March/April, June/July and Sept/October**. Dates are subject to confirmation.
Each has a season of 9 performances over 2 weeks, and a rehearsal period of approximately 12-15 weeks, with the cast rehearsing 2-3 times per week, depending on Director preference and budget.
- We aim to produce a programme that is a mix of genres (**comedy/farce, drama, thriller, satire, classic**) and the Committee's aim is to deliver a well-balanced programme of genres, styles, modern and classic plays. Full length plays will generally be 2 – 2.5 hours, including interval.
- Each Director's submission should be accompanied by 2 plays of contrasting genre for consideration by the CHATS Committee. We aim to have at least one comedy or farce every season, to ensure that we have guaranteed audience-pleasers in the programme. This will bring in revenue and increase the financial viability of CHATS, which will then allow us to explore plays that may be considered less well known, thought-provoking, avant garde, or challenging.
- As the Jetty Memorial Theatre provides us with a large stage, auditorium and dressing rooms, we can consider plays with both small and relatively large cast numbers.
- Auditions times to be determined at the discretion of the Director, in collaboration with the Production Liaison Committee member. They will be advertised and will generally be private auditions, with a panel of 3 to 4 people (including the Director) selecting the cast.
- Rehearsals will usually be held in Coffs Harbour at either the Community Village Rooms in 22 Earl Street, Coffs Harbour or the Cavanbah rooms at 191 Harbour Drive, Coffs Harbour. Days and times to be determined by the Director.



- Bump-in is expected to be on the Sunday prior to the opening night the following Friday, allowing time for rehearsals in-situ prior to opening night.
- If the Director requires and nominates an Assistant Director, a Production Liaison will be appointed from the CHATS Committee. This person will liaise between Director, cast & crew, and the Committee, and will assist with pre-production matters.
- If the Director does not require an assistant, a Production Liaison representative from the CHATS Committee will be appointed. This person will periodically attend rehearsals to monitor any issues arising between the Director and cast & crew.
- Directors will be required to attend at least one of the monthly Committee meetings during the rehearsal period of the show, to update the Committee on the status of the production, progress of rehearsals, etc.
- All appointed Directors are required to read, understand, accept, and sign our Guidelines for Directors. This document outlines the general requirements of all directors when working with CHATS, as well as what the Director can expect from CHATS. It is designed to make sure that we are all on the same page. A copy of these Guidelines is included in the Director's Kit.
- We also provide a small list of popular and Australian plays for you to consider directing, where the performing rights are available. (See addendum.)



The Selection process

Suggested timing:

- Committee agree to Director submission process and Guidelines by **mid-April 2026**.
- Advertise for play submissions from potential directors by **end-April 2026**, for 2027 program.
- Applicant Proposals & script & Licence Rights received by **Friday 12th June 2026** for CHATS sub-committee reading.
- The CHATS sub-committee (3-4 people) reads, rates and scores the suitability and fit of the plays as a CHATS production by **mid-July 2026**.
- CHATS sub-committee present recommendations for 2027 to the entire Committee by **end July 2026**.
- Committee conducts play readings of 3 shows by **End August 2026**. The Committee confirms the suitability of the play as a CHATS production in 2027.
- Successful Applicants address the Committee on their ideas and budget estimate for their play, which has been chosen by the Committee – by **mid-Sept 2026**.
- Directors to create show logo/image in five display formats for JMT promotion by **End September 2026**.
- The Committee schedules the following year's program from the chosen plays. This should be finalised by **End September 2026**.
- The Director, President & Treasurer organise the CHCC/JMT Hiring Agreement & Ticketing Form, promotional show images and deposit to JMT by **mid-October 2026**.
- Required documentation (as above) and logos should be ready for the JMT Booklet, usually in **November 2026**.



GUIDELINES FOR DIRECTORS

CHOOSING YOUR PLAY.

The applicant chooses the plays they wish to direct and ascertains that the performing rights are available for the Coffs Harbour area. **We also provide a small list of popular and Australian plays for you to consider directing, where the performing rights are available. (see addendum)**

SOME HINTS ON SELECTING YOUR PLAY.

1. Why do you want to stage this play?
2. Will this play appeal to Coffs Harbour audiences?
3. Does it have a special appeal to a select group, e.g. is it on the school syllabus?
4. Available cast: Gender balance may be important here. A large male cast can be difficult to fill. Do you have suitable actors available for your play?
5. Does your play require children to be cast? Are you aware of the legal requirements if so?
6. How will it be promoted and advertised?
7. Please consider staging difficulties. If your play requires large set changes or revolves, it may not be suitable. Coffs City Council are the owners of the JMT and therefore have OH&S requirements. Please be aware that the JMT does not have fly lines. Please flag any likely issues which need to be addressed.
8. Is your play likely to be very expensive to stage? To help estimate your budget, consider:
 - Play licencing rights
 - Rehearsal venue hire cost
 - Jetty Theatre hire cost (hire for 2 weeks bump-in & performances) around \$4600
 - Set construction
 - Props & costuming
 - Lighting & Sound
 - Advertising & Promotion
9. Has the play been performed recently in this area?

RELATIONSHIP BETWEEN THE DIRECTOR AND CHATS PRODUCTIONS INC.

CHATS PRODUCTIONS INC is the Producer of the play.

The responsibilities of the Producer include:

1. Selecting the play and the Director. (Please note that, during the rehearsal period, the Director becomes a full voting member of the CHATS Committee and is expected to attend at least one meeting.)
2. Choosing and booking the rehearsal venue and rehearsal dates/times, in conjunction with the Director.
3. Providing financial reimbursement in the form of payment of all expenses plus \$250 director's expenses to cover phone calls and incidentals.



RELATIONSHIP BETWEEN THE DIRECTOR AND CHATS PRODUCTIONS INC.

4. Filling required Production positions e.g. Stage Manager, Director's Assistant, Production Liaison, F.O.H. Box Office and show Ushers. The Committee will organise for the Stage Manager to have Fire Warden training to comply with Coffs Council/JMT requirements.
5. CHATS President liaises with the Director before completing and signing off the Coffs Council/Jetty Theatre Hiring Agreement & Ticketing forms for each show.
6. The Director, in conjunction with the Committee will develop concept advertising material. The Committee will promote the show via social media, posters, leaflets, radio advertising, mailouts etc.
7. The Committee will arrange any photography and video, including any permission from the rights holder for video.
8. Keeping an eye on the progress of the show. As the Producer, the Committee has final responsibility for the show. In case of unforeseen difficulties, the Committee may, for example, cancel the show, change the venue, replace the Director, or make any other changes deemed necessary.

THE DIRECTOR is responsible for the artistic presentation of the play, and within the context of CHATS Guidelines, has full creative freedom and control of their project.

The responsibilities of the Director include:

1. Providing scripts for the CHATS play reading sub-Committee to evaluate.
2. Providing a budget estimate to the Committee for approval at time of submission.
3. Arranging set design in consultation with Committee approval.
4. Attendance to at least one of the monthly CHATS committee meetings.
5. Arranging Performance Licensing Rights, and APRA rights if necessary.
6. Editing or adapting the script text (if appropriate).
7. Casting the show. The Committee may assist in this, but the Director has the last word.
8. Arrangement of rehearsals and rehearsal schedule. (The Committee will assist with rehearsal venue arrangements)
9. Determine rehearsal dates and times, as well as running rehearsals.
10. After bump-in, by arrangement with the Stage Manager or Director's Assistant, be responsible for securing keys and opening and closing the venue.
11. Overseeing concept advertising material, (poster design, program design and show images, logos and other artistic elements) writing and checking required media copy in consultation with the Committee.
12. Preparing a lighting and sound script for performance.

Directors name

Signature

Mobile

Date

Thank you in anticipation of your interest in directing for CHATS. If you have any queries relating to this notice, please contact info@chats.org.au



CHATS SEASON 2027 - SUBMISSION FOR DIRECTING IN 2027

Name: _____
Mobile no: _____
Email: _____

Preamble: I understand that CHATS is an amateur group and there will be no payment, other than a small nominal payment (currently \$250) to cover phone, petrol, and other related expenses.

If you are not already a CHATS member, you will be required to be a financial member to Direct with us.

PLAY 1:

1. Name of Play : _____
2. Have you confirmed availability of performing rights? Yes ___ No ___
3. Name of performing rights agent: _____
4. Why do you think your play choice(s) would work for the CHATS audience?

5. Preferred production dates for 2027. Please enter N/A if you are not available for that time-slot:

1. March/April 2. June/July 3. September/October

Preference 1:

Preference 2:

Preference 3:

6. Any previous directing experience (and any referee contact information if you have not previously directed for CHATS):

7. If you are not selected to direct for 2027 season, would you like to be considered for future CHATS seasons? Yes ___ No ___

8. Are you directing any plays during 2026? If so, please provide details.

BUDGET

Play licencing rights _____

APRA music rights, if any: _____

Rehearsal venue hire cost: _____

Jetty Theatre hire cost (hire for 2 weeks bump-in & performances): **Around \$4600**

Set construction: _____

Props & costuming: _____

Lighting & Sound: _____

Advertising & Promotion: _____

TOTAL (Estimated): _____

Any other relevant information:



CHATS SEASON 2027 - SUBMISSION FOR DIRECTING IN 2027

Name: _____
Mobile no: _____
Email: _____

PLAY 2:

1. Name of Play : _____
2. Have you confirmed availability of performing rights? Yes ___ No ___
3. Name of performing rights agent: _____
4. Why do you think your play choice(s) would work for the CHATS audience?

5. Preferred production dates for 2027. Please enter N/A if you are not available for that time-slot:

2. March/April	2. June/July	3. September/October
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Preference 1:
Preference 2:
Preference 3:

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BUDGET

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Rehearsal venue hire cost: _____

Jetty Theatre hire cost (hire for 2 weeks bump-in & performances): **Around \$4600**

Set construction: _____

Props & costuming: _____

Lighting & Sound: _____

Advertising & Promotion: _____

TOTAL (Estimated): _____

Any other relevant information:

Please return the above information as soon as possible and NO LATER THAN [12th June 2026](#).

Email: info@chats.org.au subject: "CHATS Submission for Directing in 2027"



Other Popular Play Suggestions:

'Midnight Murder at Hamlington Hall'	(David Spicer Productions hold licencing rights)
'Run For Your Wife' by Ray Cooney	(Origin Theatrical hold licencing rights)
'Money & Friends' by David Williamson	(Concord Theatricals hold licencing rights)
'Blythe Spirit' by Noel Coward	(Concord Theatricals hold licencing rights)
'Dial M for Murder' by Frederick Knott	(Concord Theatricals hold licencing rights)
'Private Lives' by Noel Coward	(Concord Theatricals hold licencing rights)
'Boeing Boeing' by Marc Camoletti	(Concord Theatricals hold licencing rights)
'The Odd Couple' by Neil Simon	(Concord Theatricals hold licencing rights)