

SAMPLE COVER LETTER WRITTEN BY MONICA CROSS (c) 2021

February 4th, 2021

Monica Cross, et al.
[Contact info here]

Jason Chambers
President of the Board
Thieves Guilde Productions
president@thievesguilde.org

Dear TGP Board and Membership,

We are writing to apply to be the Production Team for *The Genesis of Hoggetowne* produced by Thieves Guilde Productions at the 20XX Hoggetowne Medieval Faire. This Production Team has an artistically diverse background with over 50 years of combined experience, and several of the individuals on this team have been active members in Thieves Guilde Productions for over a decade. If selected, we are committed to creating an inclusive rehearsal environment and an uplifting show for this year's faire.

Our team consists of Monica Cross (she/her) as Director, Scott West (he/him) as Fight Coordinator, Miranda West (she/her) as Costume Coordinator, Alan Tyson (they/them) as Stage Manager, and Randall Dees (he/him) as the Production Manger. Monica has an M.Litt/MFA in Shakespeare and Performance from Mary Baldwin College (now Mary Baldwin University) and over ten years of theatrical experience, including areas of directing and production management. She also spent five years as the primary theatre staff at New College of Florida. She has been working with Thieves Guilde Productions since 2019, and has taught Acting since her first season with TGP. Scott West is a member of the Training and Safety Team and has been working with Thieves Guilde Productions since 2001. He has experience as a Director, Instructor, and Fight Choreographer, and serves as one of TGP's Medics. Miranda West has been working with Thieves Guilde Productions since 2002, and has been a Costumes Coordinator and a Stage Manager. She has strong communication and organizational skills and has spearheaded many Sewing Bees over the years. Alan Tyson is a local Stand-up Comedian and has worked as a performer and producer for nearly a decade. They have been working with Thieves Guilde Productions, since 2019, and were instrumental in organizing the post-production for Hoggetowne at Home. Randall has been working with Thieves Guilde Productions since 2008, and has worked with various other theatre groups, ranging from actor to state management. Over the past several years, spearheading Defenders of the Crown, he has overseen construction of the DotC booth and encampment.

While these five Guilde Members will serve as the Production Heads of this team, we plan to have a comprehensive team that will cover all areas of production. Our extended team will include: three (3) assistant directors (one for boards, one for street characters, and one for crowd rousting), three (3) assistant fight coordinators (one for each board), two (2) assistant

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costume coordinators (one for each side), three (3) assistant stage managers (one as time keeper, one as prompter, and one as supervisor of attendance), and three (3) assistants to the production manager (one as head prop master, one as armorer, and one as head carpenter). We plan to accept application from the membership to fill these positions, if this team is selected. There will be a rotation schedule made so that not every extended member of the production team will be required at all rehearsals and this will help us maintain momentum without sacrificing morale.

Our group takes the thoughts and ideas of the membership very seriously, we will endeavor to be accessible and approachable throughout the rehearsal and production process so that members can bring us both ideas so that we can implement them into production and concerns so we can address them head on as they arise. Please see our Production Statement for more on how we plan to foster collaboration and creativity within our group.

We are excited for all this next year has to offer and we want to be a part of the leadership that will bring the 20XX faire to life. If you have any questions or would like any additional information, please contact me at [contact info].

Sincerely,
Monica Cross, et al.
[Contact info here]