

BITE-SIZED BROADWAY SUBMISSION FOLDER GUIDELINES (S2)

Here is a reminder of how to create your submission folder. For this example, we have used selections from Aaron Jensen's season one musical, *The Trial of Bastiano di Bologna*. To see the sample folder, [click here](#).

IndieWorks Theatre Company and *Bite-Sized Broadway* run on Google Workspace. Before filling out your application, please ready your materials, following all submission guidelines, and create a Google Drive folder with the header "BSB" and the title of your musical (i.e. "BSB – [Your Musical]") containing the following items:

- **PDF of your FULL LIBRETTO and label it "[Your Musical] – Libretto"**
 - Your libretto should have a title page with the title of your musical and the names of your collaborators prominently displayed.
 - **Please remove any contact information (address, phone number, email address, and website) from your submission materials, including on your title page.**
 - Your libretto should include a character listing with descriptions including age, gender or non-gender, race/ethnicity, and cultural background if and when those factors affect the story and/or casting of the piece.
 - Your libretto should include information on the time and location of your show on the cast list page.
 - Your libretto should include a list, in order, of all musical numbers (including instrumental numbers and underscores) that appear in your musical.
- **PDF of your FULL PIANO/VOCAL score and label it "[Your Musical] - Score"**
 - Your score should have a title page with the title of your musical prominently displayed.
 - **Please remove any contact information (address, phone number, email address, and website) from your submission materials, including on your title page.**
 - Your score should list, in order, all musical numbers (including instrumental numbers and underscores) and the characters who sing them
- **MP3 Demo Recordings of musical numbers (These can even be composer demos recorded on a phone). All demos should be in a folder labeled "[YOUR MUSICAL] – DEMOS"**
 - Your demos should correlate as closely as possible to your submitted score.
 - While we welcome you to add demos of the underscore music, it is not required.
 - Each demo file should be labeled with the listed musical number (using a zero before digits 1 through 9), followed by an underscore, and then the name of the musical number (eg. 04_His Holiness Prefers to Work in the Bathtub).

PLEASE NOTE: IndieWorks **MUST** have editing access to your submission folder. It allows us to prep them for our readers and producers. Follow these instructions:

1. On your computer, go to drive.google.com.
2. Click the folder you want to share.
3. Click Share. (👤+)
4. Under "General access," click the Down arrow. (▼)
5. Select "Anyone with the link".
6. Once that updates, directly to the right, click on the Down arrow. (▼)
7. In the dropdown, select "Editor".
8. Press the "Copy Link" button.
9. Press "Done" and you can now share the folder link with us.