



# **Cheyenne Little Theatre Players**

**PO Box 20087 Cheyenne, WY 82003 · (307) 638-6543**

**Cheyenne Little Theatre Players (CLTP)- a nonprofit community theatre company- is seeking a graphic designer to work collaboratively with the Board of Directors, Marketing Committee Chairperson, and individual production directors for the 2017-2018 season.**

The 2017-2018 package of deliverables will include original artwork and design layout for 8 productions. Work will begin immediately upon bid acceptance, with the first deliverable (season announcement brochure) due April 15, 2017 and continuing through the conclusion of the season in May 2018.

Deliverables will be required to be provided in multiple formats for use and reuse by CLTP and will include:

- Season announcement brochure
- Logo designs for each production
- Posters for each production
- Postcards for each production
- Programs for each production
- Facebook cover photo for each production
- 7 movie theater advertisement slides
- A mailable season brochure
- Season poster
- Newspaper advertisements
- Online ads
- Miscellaneous promotional item images as requested

Additional projects not included in this contract (special events, fundraisers, etc.) to be billed separately.

A calendar with deadlines will be provided (experience in using Google Calendar and Google Drive preferred).

Bids to be accepted.

Interested parties should submit the following information to [kandicekay@gmail.com](mailto:kandicekay@gmail.com) with the subject line 'CLTP Graphic Design Bid':

- **Resume**
- **Minimum of two professional references**
- **Digital portfolio or website**
- **Bid for package outlined above with hourly rate for additional materials**
- **One submission of original artwork in the form of a show poster (11x17) for the 2017 Melodrama titled: *Under the Station Tower or Ladies of the Line***
- **One submission of original artwork exhibiting the CLTP Board of Directors values as stated here:**

**Safe in All Ways  
Committed to Professional Quality  
Respect for People, Processes, and the Theatre  
Driven by Passionate Volunteers**

For more information about CLTP, please visit our website at <http://www.cheyennelittletheatre.org>

**Position open until filled and proposals will begin being reviewed March 25, 2017.**