

**DEPARTMENT
OF
THEATER
HANDBOOK**

September 2011

Welcome.

The Department of Theater at the University of Massachusetts Amherst is a place where excellence is pursued, where mentorship matters, where quality counts. It's a place where lives are changed.

Theater offers a chance for building community, for coming together in our often impersonal world. The skills and values we teach— discipline, teamwork, communication, creative expression, collective problem-solving — are long-lasting and invaluable, whether you choose to work on stage, film, or TV, or to pursue a career in law, broadcasting, management, advertising, arts administration, teaching or social work.

The information in this handbook affects your day-to-day life as a Theater Major. Please read it. Being familiar with its contents and knowing that you can refer to it will make it easier to focus your attention on your reason for being here: your training in theater.

The quality of your experience here will depend largely on your willingness to participate in the work at hand and to engage with your peers and the faculty and staff. If the department is new to you, step out and introduce yourself. Start by contacting your advisor during the first few days of the semester. He or she will be glad to meet with you to answer questions or just to say hi and get acquainted. Take advantage of opportunities to meet people throughout the semester and to involve yourself in the life of the department.

FAQ

WHAT COURSES DO I HAVE TO TAKE?

These are the courses required by the Department of Theater. Students must also meet all University General Education Requirements and College of Arts and Humanities Requirements. Also: check out the Degree progress report on SPIRE. It lists the University, college, and major requirements, [and](#) what you need to do to meet them.

Credits	Courses
3	TH120: Play Analysis for Production
3	TH140: Beginning Techniques in Performance TH140
3	TH110: Performance Management. (3 semesters)
3	TH160: Beginning Techniques in Design
9	Dramaturgy (TH 130, 320, 321, 322, 333) (Not both TH130 and 333)
6	Design, Technology, Management (TH 360, 361 362, 393F, 393S, 397I)
6	Performance (TH 240, 340, 341, 342, 345, 442, 443, 445, 493C, 493D, 493E)
3	Electives in Design, Technology, Management or Performance
36	TOTAL CREDITS IN THEATER REQUIRED

GO TO PAGE 9 FOR MORE INFORMATION

WHO IS MY ADVISOR?

All undergraduates are assigned an academic advisor. Check your student homepage on SPIRE or look at the list posted on the academic bulletin board in the department. You can switch advisors by obtaining the permission of your new advisor.

GO TO PAGE 10 FOR MORE INFORMATION

HOW DO I GET INTO A CLASS?

First, meet with your advisor to 1) discuss your progress in fulfilling the major requirements and 2) to talk about your course plans for the upcoming semester. Until you meet with him or her, there is a HOLD on your SPIRE account that prevents you from registering. For most classes you will be able to register beginning on the “Enrollment Date” on your SPIRE page.

GO TO PAGE 10 FOR MORE INFORMATION

WHAT IF I AM ABSENT OR LATE?

Don't be. Theater is a live event—you have to be there in person. Only University approved absences will not hurt your grade. Absences or lateness for crews, rehearsals and performances may result in dismissal from the project.

GO TO PAGE 16 FOR MORE INFORMATION

THERE'S A SNOWSTORM, IS CLASS CANCELLED?

For classes, check the UMASS website: www.umass.edu.

For Department of Theater events: www.umass.edu/theater/season.html or 413/545-3490

GO TO PAGE 17 FOR MORE INFORMATION

I WANT TO WORK BACKSTAGE, WHAT DO I DO?

All theater majors get a chance to work in a variety of positions in Theater 110. There are many opportunities to build, run and design productions throughout the year. Talk to Michael Cottom, Julie Fife, or your advisor about ways you can get involved.

GO TO PAGE 31 FOR MORE INFORMATION

I WANT TO BE IN A SHOW!

The Department of Theater has a season of productions in the Rand and Curtain Theaters. Cabaret 204 and Studio 204 have a series of productions and events in a smaller venue and are largely student initiated. Proposals and auditions take place throughout the year. Check out the Departmental bulletin board or talk to your advisor.

GO TO PAGE 30 FOR MORE INFORMATION

I NEED TO REHEARSE, HOW DO I RESERVE A SPACE?

Fill out a Department Room Request Form. Forms are available in a wall file next to the production manager's office door, FAC 104.

GO TO PAGE 36 FOR MORE INFORMATION

HOW DO I GET TICKETS?

The Fine Arts Center Box Office handles ticketing for Department productions, can be reached at: 413/545-2511. Reserving tickets ahead of time for Department productions, especially those in the Curtain Theater, is recommended.

WHO DO I CALL?

Campus Security:	413/545-2121
Departmental questions: Theater Department Main Office	413/545-3490
To reserve tickets: The Fine Arts Center Box Office	413/545-2511
Problems with Spire: Office of Information Technology	413/545-9400.
Late for a costume fitting: Costume shop	413/545-3525
Serious grievance: Ombuds Office	413/545-0867
Financial aid problems: Office of Financial Aid	413/545-0801
Medical advice: Triage Advice Nurse	413/577-5229

WHAT'S THE WEB ADDRESS?

Department of Theater:	www.umass.edu/theater/
Department of Theater bulletin board:	www.umass.edu/theaterinfo/ .
Production Calendar:	www.calendarwiz.com/umasstheater
Commonwealth College	www.comcol.umass.edu/index.html .
The Financial Aid Services:	www.umass.edu/umfa/ .
University Health Services:	www.umass.edu/uhs

WHAT'S THE MAILING ADDRESS?

Department of Theater
112 Fine Arts Center – West
University of Massachusetts
151 Presidents Drive Ofc 2
Amherst, MA 01003-9331

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UMASS Theater

THE DEPARTMENT

Since 1972, the Department of Theater at the University of Massachusetts Amherst has been a center for vibrant teaching and exceptional theater training. On the undergraduate level, the Department offers a Bachelor of Arts, or B.A., in Theater. The department requires undergraduate majors to gain knowledge and experience in all facets of theater, with the opportunity to study and practice at advanced levels in specific areas of interest. The department offers courses in acting, directing, play analysis, dramaturgy, design, theater technology and stage management. It also produces a full season of productions on our two stages, as well as many smaller productions in other venues.

Currently, the Department counts about 200 majors. No audition is required for the major. Small classes allow maximum interaction between students and a world-class faculty. Professors are dedicated to teaching and committed to the highest professional standards. At the heart of it all is a creative, energetic student body.

On the graduate level, the Department offers the M.F.A. in Directing, Dramaturgy, Costume Design, Lighting Design, or Scenic Design. The program values personal mentorship and the production season serves as a teaching laboratory. In addition to the rigorous core curriculum, students can tailor their programs of study to individual interests. Most graduate students receive full tuition-waivers and assistantships during their three years at UMass.

THEATERS

The Department has two major performance venues: The Rand, a 560-seat proscenium space, and The Curtain, a 100-seat black box. These theaters, along with our classrooms and studios, bustle throughout the year. We normally produce 4-6 fully mounted mainstage shows annually, plus a number of special presentations and co-productions. Additionally, we host dozens of more informal lab offerings as part of our Cabaret 204 and Studio 204 series, along with many other classroom- or student-generated projects.

MISSION

Within the context of a broad-based liberal arts education, the bachelor of arts in theater at the University of Massachusetts Amherst offers an integrative, balanced program of studies that prepares students either to undertake specialized training for careers in theater or to draw upon their arts education in allied fields and pursuits. The master of fine arts program in theater prepares students to compete effectively for careers as directors, designers, and dramaturgs.

In both programs, a production season is central to the Department's mission — providing not only a laboratory for arts instruction but a dynamic and multifaceted outreach component that enables the Department both to draw upon and serve the larger community. The Department of Theater is committed to the goal of cultural diversity and to the belief that a systematic study of theater in its many aspects can impart lifelong learning skills in creative problem-solving, effective teamwork, and interpersonal communications

EXPECTATIONS

The Department has high expectations for its majors, challenging them to meet high standards in preparation for academic and professional success.

You will not have any unexcused absences, lateness, disorderly behavior, or poor attitude in classes, meetings, rehearsals, technical calls, performances or department events. Remember that in theater, your reputation precedes you.

You will be professional in attitude, approach, and dedication. Personal problems, prejudices, and personality differences are incompatible with the nature and spirit of theater as collaborative art and work.

You will work hard all the time—as opposed to whenever you feel like it or whenever it is convenient—at whatever you do. Do your share, do it well, and do it willingly. Know that you are engaged in an art and a craft that is special. Take as much pride in the process as you do in the product.

You will be prepared, organized and focused in order to achieve your goals. A plan, a set of objectives, and an idea of how to achieve those objectives will go a long way in advancing your study.

You will be open, honest and positive in your collaborations. Remember that everyone is striving toward the same goal.

You will have a sense of humor. Being able to laugh at yourself is an invaluable skill.

Bachelor of Arts Program

AREAS OF STUDY

The department requires students to gain knowledge and experience in all facets of theater, with the opportunity to study and practice at advanced levels in one or two specific areas of interest. The department offers courses in acting, directing, play analysis, dramaturgy, design, theater technology, stage management and playwriting. The department also has a full season of productions on our two stages as well as many smaller productions in other venues. Undergraduates are cast in most of these productions, often direct in the smaller venues, serve as construction and run crews, and occasionally will design departmental productions.

REQUIREMENTS FOR THE DEGREE

For the B.A. degree in Theater, students must fulfill all University General Education requirements as well as appropriate requirements in the College of Humanities and Fine Arts. In addition, Theater majors must complete at least 36 credits in theater. **Courses in Theater with a grade below C are not accepted towards the major.** The 36 credits must be completed as follows:

Dramaturgy (12 credits)

- 120 Play Analysis for Theatrical Productions (required)
- 9 credits of electives by choosing any three of these five courses, but not both THEATER 130 and THEATER 333:
 - 130 Contemporary Playwrights of Color (ALU)
 - 320 Classical Repertory
 - 321 Renaissance and Neoclassical Repertory
 - 322 Modern Repertory
 - 333 Contemporary Repertory

Note: Successful completion of THEATER 120, and either TH 320, 321 or 322 fulfills the Junior Year Writing requirement.

Performance (9 or 12 credits)

- 140 Beginning Techniques in Performance (required)
- 6 or 9 credits of electives by choosing any two or three of the following:
 - 240 Beginning Voice for the Actor
 - 341 Stage Movement
 - 342 Acting
 - 345 Directing

- 442 Acting II
- 445 Directing II
- 493C Ensemble Acting (change this course title)
- 493D Performance in Detonated Language

Design, Technology and Management (12 or 15 credits)

- 110 Performance Management; 1 credit; must be taken for three semesters (required)
- 160 Beginning Techniques in Design (required)
- 6 or 9 credits of electives by choosing any two or three of the following:
 - 360 Scene Design
 - 361 Lighting Design
 - 362 Costume Design
 - 393F Technical Direction
 - 393S Sound Design
 - 397I Stage Management

REGISTERING

Your scheduled registration date and time will be posted on your SPIRE Student Center page. You must meet with your academic advisor well in advance of your registration date to insure that you plan your semester well and that you complete your Theater major requirements.

Enrollment in some upper-level theater courses is by consent of instructor. It is not possible to register for those courses on SPIRE. Contact the instructor and arrange to meet with him or her. If you are permitted to take the course, fill out a Permission to Register form and ask the professor to sign it. Submit the signed form to the Department Secretary. **All majors must see their advisors to determine eligibility for, and appropriate placement within, the various courses.** Because there is limited enrollment in these Department courses, instructors often create a waiting list of students who wish to be enrolled.

GO TO PAGE 12 FOR MORE ON WAITING LISTS.

ACADEMIC ADVISORS

All undergraduates are assigned an academic advisor who is available to you throughout your college career. Your advisor is listed on your SPIRE student center page on the lower right-hand side. If it is not listed, email Professor Julie Nelson, Undergraduate Program Director, at jnelson@theater.umass.edu and she will assign you an advisor. You can also switch advisors by obtaining the permission of your new advisor.

During Registration your academic advisor in the Theater Department will post an advising sign-up sheet on his or her office door. All theater majors must meet with their advisors before their scheduled registration date and time (which will

also be posted on SPIRE). Incoming students are given a SPIRE ID and informed of the date and time for advising in July or January.

Get to know your advisor. It's a good idea to meet with your advisor several times a semester, especially at the beginning and end of each semester. Faculty advisors post office hours on their office doors and can make special appointments if necessary. Take advantage of your advisor's experience and knowledge of the University. Your advisor wants to help, and your visits will not be perceived as intrusions. Stop in during their office hours or email them to make an appointment. Faculty advisors monitor academic progress and review your remaining degree requirements each semester. However, you are responsible for maintaining your progress and fulfilling degree requirements.

PERMISSION TO REGISTER FORMS

Permission to Register forms are found on the academic bulletin board. Courses that need instructor permission to register require that you submit this form. Also, if a course has reached capacity an instructor may allow you into the class. In such cases you will use this form.

You must meet with the instructor in person to have the form signed. Bring a completed form to the instructor to seek permission to register. If permission is given, the instructor will sign the form. Completed forms should be returned to the Main Office for processing.

You may not exceed a credit load of nineteen units per semester without getting approval for a unit overload. If you exceed your unit limit, you can request a unit overload at the Arts and Sciences Dean's Office located in E-24 Machmer Hall.

ACADEMIC REQUIREMENTS REPORT

Additional information on fulfilling degree requirements can be found by checking your Academic Requirements Report on SPIRE. This report specifies all of your University, college, and major requirements, indicates whether or not you have met them and, if not, what you need to do to meet them. Any further questions about degree requirements should be directed to the Humanities and Fine Arts Advising Center located in E-24 Machmer Hall.

GRADUATION CLEARANCE

The Registrar's Office certifies completion of University requirements and clears students for graduation; undergraduate deans and chief undergraduate advisers authorize this clearance for college and major requirements. During your second junior year semester, check with the Registrar's Office to make sure that all your requirements for graduation have been or are being met.

WAITING LISTS FOR REQUIRED CLASSES

Department and University courses tend to fill up quickly. Courses on SPIRE list the number of possible spaces in each course, as well as the number of available spaces left. If there is a course you want to take that is already full, and listed as “closed” on SPIRE, it may still be possible to put your name on a waiting list. When searching for courses on SPIRE, uncheck the “show only open courses” search option in order to view waitlisted courses, and then click “add to waitlist” on the course you hope to take.

SUBSTITUTION

On rare occasions, another UMass or Five College course may be substituted for a course required of majors. Such substitutions must be processed by your advisor and must have the approval of a faculty member in the area being substituted. Courses taken while studying abroad should also be cleared in advance with your advisor and a faculty member in that area if such courses are to fulfill major requirements.

COMMONWEALTH COLLEGE AND THE HONORS PROGRAM

The Department of Theater has an Honors track, and all theater majors in Commonwealth College (UMass Honors College) are encouraged to pursue Departmental honors. With a high enough GPA and sufficient advance planning, students may join Commonwealth College and graduate with Honors even if they were not admitted to Commonwealth College at the time they entered UMass. To graduate with Honors in Theater, a student must complete all of the requirements for Commonwealth College, along with two honors courses in theater and one six-credit Capstone Experience. These Capstone experiences may involve writing and producing an original play, undertaking an advanced production assignment, or engaging in an intensive research project. Ambitious and innovative senior Capstone projects are a highlight of the Department’s “laboratory” season. It is essential that you meet with the Department’s Honors Advisor early in your academic career to keep the option for this track open to you.

**For more information, contact Gilbert McCauley,
the Department’s Honors Advisor: gilmac@theater.umass.edu**

DEPARTMENTAL HONORS IN THEATER

COMMONWEALTH COLLEGE DEPARTMENTAL HONORS (HN-CCDEPT)

ADMISSION REQUIREMENTS:

- To participate in Commonwealth College Departmental Honors, students must be members in good standing of Commonwealth College with the ability to complete 45 graded (not pass/fail) credits in residence (registered at UMass Amherst, not transferred);

- Students must meet with the Departmental Honors Coordinator to discuss requirements and departmental opportunities. The Coordinator will sign a *Change of Major* form initiating a change to Theater Commonwealth College Departmental Honors (THEATR HN-CCDEPT) to indicate an intention to admit the students to the THEATR DH track;
- The *Change of Major* form must be co-signed at the Commonwealth College Office to finalize admission to the track.

Completion of Commonwealth College honors course requirements as specified on the student’s Commonwealth College contract. The following honors courses are required unless accommodations are contracted in the student’s Commonwealth College file:

- ENGLWP 112H or approved substitution with grade of B or better (or exemption)
- GenEd honors course with grade of B or better
- GenEd “I” honors course with grade of B or better
- Deans Book Series with grades of B or better
- 1 THEATER Honors course any level with grade of B or better
- 1 THEATER Honors course 300-level or higher with grade of B or better
- Capstone Experience: Option A , B or C below, with grades of B+ or higher earned in both parts and on the archive document for Magna; A- or higher in both parts and on the archive document for Summa*

CE Option A	CE Option B	CE Option C
Independent Capstone sequence (6 credit minimum)*: <ul style="list-style-type: none"> ▪ THEATER 499Y ▪ THEATER 499T (Thesis) or THEATER 499P (Project) 	THEATR Course Capstone sequence (6 credit minimum)*: <ul style="list-style-type: none"> ▪ THEATER 499_ ▪ THEATER 499_ (Underscore represents an alpha assigned to each 499 sequence, e.g., 499C and 499D)	Other 6 credit Course Capstone 499 sequence: <ul style="list-style-type: none"> • Must have a substantial theater or performance component • Must be approved by the DH Coordinator and ComCol advisor via a Commonwealth College “Petition” form.

* The minimum grade requirement applies to each 499 course used to satisfy the Capstone Experience requirement, as well as the archives manuscript produced for the Capstone Experience.

For more information, visit Commonwealth College’s web site at www.comcol.umass.edu/index.html.

A.I.M. PROGRAM

The Theater Department strongly urges students to seek professional experiences in their chosen area of interests. Apprenticeships, Internships, and Mentorships are available to qualified students, mostly for the summer months, but some opportunities are available during the academic year. Available across the country as well as locally, theater programs and working artists offer valuable professional experiences for students who want to pursue a career in theater and the performing arts. Students may be able to arrange university credit for their activities. Many of the positions available offer some amount of wage and/or room and board. Please contact Michael Cottom for more information: mcottom@theater.umass.edu

STUDYING ABROAD

The International Programs Office can help you discover ways to expand your UMass Amherst education to include education in Africa, Asia, Australia, Europe, North and South America. There are programs for full year, semester, summer and short-term study in virtually all fields.

For more information on studying abroad, see the International Programs Office website at <http://www.umass.edu/ipo/>.

EDINBURGH FRINGE FESTIVAL

Theater majors may apply for the Edinburgh Fringe Festival course, a chance to see cutting edge work at the world's largest performing theater festival in beautiful Edinburgh, Scotland while earning academic credit. The course counts toward the dramaturgy elective in the contemporary category.

Visit the Edinburgh Fringe Festival course web site at www.2000plays.com.

ACADEMIC CREDIT FOR NON-DEPARTMENTAL WORK

Any requests to receive independent study or practicum credit for work done outside the Department must be submitted in writing, **prior** to the experience, through your academic advisor. These requests must be approved by that advisor as well as a faculty or staff member in the area of study. Theater 110 and Theater 210 are used strictly for Department work assignments/roles.

UNDERGRADUATE ADVISORY COUNCIL

The Undergraduate Advisory Council is made up of Theater majors in their junior or senior year who act as liaisons between the Undergraduate student body and the faculty. They serve as peer advisors to first-year and transfer students new to the major. They facilitate meetings designed to allow students' to voice their concerns and play an important part in welcoming prospective students and their families to the Theater Department.

PEER ADVISORS

Peer advisors are a valuable resource and you are encouraged to contact them early. Your peer advisor will meet with you during the year to help you get acquainted with the University, the Department, and college life. Peer advisors are members of the Undergraduate Advisory Council and often are involved in your area of interest. You will be given your peer advisor's cell phone number and email so that he or she can answer questions about courses, requirements and auditions.

THE FIVE COLLEGES

The University of Massachusetts is located only a few miles away from Amherst College, Mount Holyoke College, Smith College and Hampshire College, four highly regarded liberal arts schools. There is a rich tradition of cultural and academic exchange between the schools. Any UMass student can audition for any Five College production and, with consent of the instructor, register for any Five College class.

**For more information see the Five College website at
www.fivecolleges.edu/theater.**

Theater Department Policies

ABSENCES AND LATENESS

The Department of Theater enforces a strict policy on attendance and punctuality. Chronic absence and/or lateness is not tolerated.

Discuss absences or lateness with the instructor in person, by phone or email, never through a second party. Unavoidable emergencies will be handled on an individual basis. The instructor will determine whether or not an absence meets the University's guidelines and is reasonable/acceptable. The instructor will decide whether or not to allow you to make up the missed work. Absences due to religious observance are always excused under these guidelines. Absences or lateness for crews, rehearsals and performances are considered serious breaches of professional conduct and may result in class failure or dismissal from the project.

From the University's Academic Regulations handbook: "Students are expected to attend all regularly scheduled classes at the University for which they are registered...faculty members are allowed to drop students who are absent from the first two class meetings and have failed to make special arrangements with the instructor. However, students should be aware that non-attendance is not a means of automatically dropping a course."

SUBSTANCE ABUSE

Anyone who is incapacitated for work or performance in a class, rehearsal, or production due to alcohol, drugs, or other non-medical reasons will be privately warned by the immediate supervisor, who will make a confidential report to the Chair and to your academic advisor. Substance abuse will result in serious consequences, including removal from class, a performance, and/or the program.

Substance abuse is a very serious infringement of **BOTH** Department policy and the UMass Student Code of Conduct. This type of behavior also violates basic standards in the profession and puts classmates and company members at risk.

In all public production situations, the stage manager (student or faculty) holds the responsibility to maintain these regulations and functions with the delegated authority of the Department.

Read the University of Massachusetts' alcohol and drug policies:
http://www.umass.edu/dean_students/policies

REQUIRED CLOTHING AND EQUIPMENT

All theater majors need to have a working flashlight and a full set of black clothing for running shows and a working Please include a black long sleeved shirt, long black pants, black socks and black, soft soled shoes that cover the entire foot.

Women taking upper-level acting courses should have a long skirt (hem length one inch above the floor) and character shoes. Men should have a sport jacket and dress shoes (preferably with a rubber dance sole).

Other suggested equipment: an architect's scale rule, a twenty-five foot tape measure and a crescent wrench. Students will be given information about other supplies and equipment needed for classroom and production work as they progress through the program.

CLASS AND CREW CANCELLATION

You should always assume that a class, crew, or rehearsal is to be held as announced unless an advance notice has been posted on the call board, on the door of the classroom, studio, theater or lab, or unless you have heard from your instructor or stage manager. If not posted, you should wait fifteen minutes beyond the announced starting time, after which you can assume that the activity is canceled. In the case of inclement weather, the Department of Theater follows the University's closing policy. If UMass Amherst closes, Department of Theater events including performances and special events will be cancelled.

University cancellations due to inclement weather: www.umass.edu.

If inclement weather is expected on a weekend or in the evening, check the Department website at www.umass.edu/theater/season.php, [our facebook group](#), or call 413/545-3490 or 413/545-6808. Company members in rehearsal or performance should check with their stage manager for cancelation status.

If a ticketed event is cancelled, please contact the box office at 413/545-2511 to exchange your ticket for a different performance date, as available.

OUTSIDE EMPLOYMENT

If you are employed in part-time work study or any outside job, you are expected to fulfill the same academic and production requirements as all other theater students. It is your responsibility to manage your time so that you are able to meet all of your academic and production commitments while avoiding conflicts with outside commitments.

PHYSICAL CONTACT

Many classes in the theater program require physical contact and you should be aware that you may be physically touched by others in the class and/or by your instructor or director. If you have any apprehensions about physical contact you are encouraged to discuss them beforehand with the instructor or director.

ACADEMIC GRIEVANCES

If you have questions, comments, complaints, or concerns, you are encouraged to talk directly to your advisor. If he or she can't help you, they will help you find someone who can. If you cannot find a resolution at the department level, the University of Massachusetts has established an academic grievance procedure for the purpose of providing undergraduate students with a fair, reasonable, and efficient method of addressing academic grievances. A copy of the procedure may be obtained from the Ombuds Office, the Provost's Office, or the office of the Student Government Association.

For more information contact the Ombuds Office, at 413/545-0867.

Media Recording and Broadcast Guidelines for the Department of Theater

There are many reasons for recording elements of our rehearsal and performances in various media: for our archives, as part of dramaturgical work, for outreach, and for publicity.

There are also legitimate concerns about said recording, including but not limited to privacy, rights, and technical logistics.

In order to balance both sides of the issue, the Department of Theater offers the following guidelines for media recording, including but not limited to videotape, photography and audio recordings.

Photography

Archival

The department arranges for a professional photographer, usually at the final dress rehearsal, to record archival images of the production. Photos taken by this photographer are intended for use in department archives, publicity, in print and online, and can also be purchased by members of the department for use in portfolios, etc. These images are available for viewing online as well as on disc from the public relations director. Images must be credited to the photographer according his/her guidelines and files may have to be purchased from her/him if being used in personal or professional sites not directly connected to the Department of Theater.

Production members may also capture their own archival images on the same day so long as their photography does not interfere with the rehearsal or the professional archiving. No flash may be used and the production manager and public relations director must be informed of students' photography plans 24 hours in advance so that photographers' positions can be worked out to avoid conflict.

Photography by production members during performances is strongly discouraged. It must be cleared through the production manager, and should only be used as a last resort.

Media organizations

Newspapers and other media organizations are welcome to photograph rehearsals and backstage areas provided privacy and safety concerns are met. Arrangements will likely be made by the public relations director, working in conjunction with members of a production and the production manager, to identify a day and time that will offer least possible disruption for the production process.

Every attempt must be made to inform actors and crew members 24 hours in advance of any media organizations' presence in our department. Students, staff and faculty members may request not to be photographed and should inform both the photographer and the stage manager/production manager on site of that request.

There may be no capture of nudity by any photographer.

Video and Audio Recording

The Department follows Actors Equity rules in regard to video and audio recording of any footage of the production, including rehearsals and performances.

Of particular note (items in italics taken from Actors Equity Association):

During a rehearsal:

(a) Starting with the first day of rehearsal through the official opening or one week following the first paid public performance, whichever is earlier, regularly scheduled rehearsals may be captured for up to four consecutive hours per day one day per week. Any capture or part thereof shall constitute a full four-hour block.

... Upon contemplation of capture during a rehearsal, the Theatre shall make every reasonable effort to give the cast 24 hours' notice.

... If the time of the capture is changed, the Theatre shall notify the cast of such change and of the rescheduled time.

There may be no capture of nudity.

The intent of these rules is to protect process as well as privacy. While in some cases the logistics of the various participants (ie a long-distance collaborator) may necessitate a bending of the guidelines below, a constant video/audio recording presence in the production process (including production meetings, rehearsals, builds, etc.) is discouraged as potentially inhibiting to the creative process.

Provisions applicable to both Performance and Rehearsal:

*No more than 15 minutes of edited performance and/or rehearsal footage per production captured by the Theatre or a third party directly engaged by the Theatre shall be used. The edited footage/material MAY depict an entire scene or musical number.**

*EXCEPT WHERE PRODUCTION RIGHTS ARRANGEMENTS PROHIBIT DOING SO. Production members responsible for filming , taping and/or publicizing footage should be aware that many musicals prohibit broadcast online and in other media of more than 30 second-clips

Archival recordings

The department of theater records every production for archival purposes. These recordings may be borrowed from the department for educational/research purposes by department members and members of the production but cannot be publicly broadcast in any medium in their entirety, nor are DVDs available for sale.

Production members may also capture their own archival footage on the same day so long as it does not interfere with the rehearsal or the professional archiving. The production manager and public relations director must be informed of students' photography plans 24 hours in advance so that photographers' positions can be worked out to avoid conflict.

Videography by production members during performances is strongly discouraged, must be cleared through the production manager, and should only be used as a last resort.

Media organizations

A news organization or media company may only capture up to 30 minutes of rehearsal and up to 30 minutes of performance per production. No

more than three minutes of edited performance or rehearsal footage that is captured by news organizations or media companies may be broadcast. Such broadcast may not depict an entire scene or musical number.

Every attempt must be made to inform actors and crewmembers 24 hours in advance of any media organizations' presence in our department. Students, staff and faculty members may request not to be video or audio-recorded and should inform both the reporter and the stage manager/production manager on site of that request.

There may be no capture of nudity by any videographer.

COMPLIMENTARY TICKET POLICY

Directors, designers, dramaturgs, cast, crew, faculty, staff and graduate students are offered two complimentary tickets per Rand Theater production and one complimentary ticket per Curtain Theater production for any night of the run, subject to availability. **For Curtain Theater shows, please reserve tickets well in advance, as these shows normally sell-out.**

Tickets should be reserved through the Fine Arts Center Box Office (545-2511). The Fine Arts Center Box Office has a comp list for each production, so please specify the show and your name when you request your comp tickets. The Public Relations Director, Anna-Maria Goossens, is the only person from whom the Fine Arts Center box office will accept a comp list, and is the only person who can make changes in the comp list

Directors, designers, dramaturgs and assistants are also offered one ticket for each performance throughout the run of their show. This nightly ticket is intended for directors, designers, and dramaturgs who wish to watch the show during the run, or for an important contact they want to have see the show. It is the responsibility of the directors, designers, and dramaturgs to reserve their nightly comp tickets. For Curtain Theater shows, please release any tickets you will not be using to the Box Office before performance time, as these shows normally sell-out.

Safety First Policy

BASIC SAFETY RULES

The faculty and staff are committed to working with you to ensure your safety as you develop your skills as a theater professional. We require that each student complete the Department Safety Workshop to introduce or reaffirm a solid foundation of safe work concepts, policies and practices as you engage in practical participation in laboratory classes and work assignments.

1. You must take primary responsibility for your own safety.
2. Refrain from any unsafe act that might endanger yourself or your fellow workers.
3. **If you don't know what you are doing--don't do it.** Faculty and staff members are here to show you how. Never hesitate to ask a question. Stopping work to verify procedure is a much better option than stopping work to administer first aid, repair equipment and reorder supplies.
4. Report any unsafe circumstances to a supervisor. Report any unauthorized use of tools or work area to a supervisor.
5. Unsafe work practices can be the result of misinformation, no information, carelessness, negligence and worst of all, wanton disregard for rules and regulations.
6. NEVER WORK ALONE.
7. If in doubt, ask. If still doubt, keep asking

STAGE COMBAT OR SPECIALIZED MOVEMENT

If a production calls for stage combat or specialized movement, **do not attempt this type of staging without professional support.** If you do not feel safe talk to the stage manager and director. If you are not able to resolve the matter in rehearsal, speak with Julie Fife, the Production Manager or Penny Remsen, Department Chair.

SCENE SHOP POLICY

Any use of the scene shop space or its tools must be supervised by scene shop staff. **No one is to work alone in the scene shop at any time.** Students intending to work in the scene shop must first complete a tool

orientation with scene shop staff. Scene shop lab hours are from 1pm to 5 pm, Monday through Friday. The scene shop door is to remain locked at all times.

GENERAL ACCESS AND SECURITY POLICIES

- DO NOT PROP OPEN DOORS. Please arrange attended access for members of your group.
- ENSURE THAT ALL DOORS CLOSE SECURELY BEHIND YOU.
- DO NOT WORK ALONE IN THE BUILDING.
- Report locking and closure problems to the Production Manager

EXTERIOR BUILDING ACCESS AND SECURITY

Our building is routinely open Monday through Friday from 7:00 am to 11:00 pm during the academic year. Custodial staff secures most access doors at 11:00 pm on week days. “The Ramp” door is unlocked during the workday and by stage managers and department heads during rehearsals, performances and work calls. ALL OTHER EXTERIOR DOORS MUST BE SECURE AT ALL TIMES.

- EXTERIOR DOORS MUST CLOSE SECURELY BEHIND YOU.
- RAND LOBBY DOORS SHOULD REMAIN LOCKED AND CLOSED.

SHOPS/THEATERS AND SUPPORT SPACES ACCESS AND SECURITY

- WORK SPACES MUST BE SECURED WHEN UNATTENDED.
- All work areas should be secured at the end of the workday. If access is needed to a shop or work area for rehearsal or performance call, stage managers and crew chiefs are responsible for providing access and securing the space after hours.

UPPER RAND LOBBY ACCESS AND SECURITY

- RAND LOBBY DOORS MUST REMAIN CLOSED AND LOCKED THROUGHOUT THE DAY.
- Students may access the Upper Rand Lobby via the marked path in the backstage area. Students are not to walk across the Rand Stage.

THEATER ACCESS DURING REHEARSALS AND PERFORMANCE

- Stage Managers/House Managers will unlock theaters and select access doors prior to rehearsal and performance calls.
- Crew Chiefs are responsible for access and security for crew work areas.
- Stage Management Teams/House Managers will complete a security walk and check list at the conclusion of each rehearsal and performance.

AFTER HOURS/WEEKEND USE

Please ensure everyone's safety by strictly following these procedures.

- DO NOT PROP OPEN LOCKED DOORS.
- DO NOT WORK ALONE IN THE BUILDING.
- NEVER HANDLE A SUSPICIOUS SITUATION YOURSELF.

**REPORT SUSPICIOUS ACTIVITIES, PERSONS OR SITUATIONS TO
CAMPUS SECURITY (413/545-2121)**

Departmental & University Services

FINANCIAL AID

The Financial Aid office can be reached at 413/545-0801 or in person at 225 Whitmore Administration Building.

Visit the Financial Aid Services Website at <http://www.umass.edu/umfa/>.

AWARDS AND SCHOLARSHIPS

CHANCELLOR'S TALENT AWARD

The Chancellor's Talent Award for the Arts Tuition Waiver is awarded to students showing outstanding ability and promise in studio art, dance, music or theater, regardless of residency.

THE FRANK PRENTICE RAND SCHOLARSHIP IN DRAMA

The Frank Prentice Rand Scholarship in Drama, funded by the generous bequest of the late Margarita H. Rand, honors Professor Frank Prentice Rand, who taught dramatic literature at UMass in the English Department. Nominees for the Frank Prentice Rand Scholarship in Drama should be undergraduate theater majors of exceptional scholarship and outstanding achievement in the areas of Directing, Producing, Playwriting, Dramaturgy.

Awards are made primarily on the basis of scholarship and demonstrated merit in production work. Nominations can be made by any Department student, faculty or staff member, and should address these criteria. Nominations should be made to the Department of Theater Chair via Julie Fife (FAC 104 or Department mailbox), and will be submitted to the Chair and faculty for consideration.

THE BENEDICT SCHOLARSHIP

The Susan M. and Larry G. Benedict Scholarship Endowment was created to provide undergraduate scholarship support for students within the Department of Theater who are studying theater design, production, and management. The Chair of the Department of Theater or designee, in consultation with key faculty and staff, will select each year's recipient(s). Special consideration will be given to sophomores and juniors who have demonstrated technical proficiency and a commitment of professionalism.

THE PERLMAN SCHOLARSHIP

The Robert Perlman Scholarship supports sophomores, juniors, and first semester seniors with a declared major in the Humanities and Fine Arts who have a record of personal and/or academic achievement and outstanding entrepreneurial and leadership potential. Awards range from \$1000 to \$3000.

The Robert Perlman Internship Stipends support internship expenses for students with a declared major in the College of Humanities and Fine Arts. To apply, download the application form (PDF) on the Humanities and Fine Arts website.

THE DENISE LESSARD WAGNER COMMUNITY SPIRIT AWARD

Though not a scholarship, The Community Spirit Award is given in recognition of individuals who, through their beyond-the-call-of-duty dedication and commitment, have made an outstanding contribution to the community spirit of the department. Generally, the Community Spirit Award is given by the faculty to one or two graduating seniors who fit the criteria.

ARTS COUNCIL

The Art's Council is intended to help students develop programs and apply for funding on campus, including the fundamentals of how to write a grant.

The online bulletin board offers links to the Arts Council's website, <http://www.umass.edu/fac/artscouncil/grants/money/index.html>.

Other scholarship and award opportunities can be found on the Humanities and Fine Arts website at <http://www.umass.edu/hfa/scholarships.htm>.

WORK-STUDY AND NON-WORK-STUDY JOBS

In order to get a work-study assignment, you need to complete a Free Application for Federal Student Aid (FAFSA). Awards are need-based and offered to on-time applicants. Applications are available at Student Employment Services, Financial Aid Services, and can be completed on-line at fafsa.ed.gov. A list of non-workstudy jobs offered through the University can be found at <http://www.unix.oit.umass.edu/~umfa/nwsjobs.html>.

In the Department of Theater, there are a variety of work-study and non-work-study jobs available, ranging from work in the scene, electric, and costume shops, to working in the main office. To apply, speak to the supervisor of the area in which you want to work..

HEALTH CARE SERVICES

UNIVERSITY HEALTH SERVICES

University Health Services provides comprehensive primary care for adults and children, urgent care, mental health care and many other services and programs. UHS is located at 150 Infirmary Way, near Franklin Dining Commons in the Central Residential Area. Medical advice is available 24/7, 365 days a year, by calling the Triage Advice Nurse, 413/577-5229. Call before coming to UHS – they'll help you determine the best course of care for your illness or injury.

COUNSELING SERVICES

Services are confidential and include counseling for individuals, couples and families, support and therapy groups, behavioral medicine, medication management and an eating disorders clinic. For more information, please visit the UHS website: <http://www.umass.edu/uhs/mentalhealth/>

COMMUNICATION AND INFORMATION

PRODUCTION CALENDAR

The production calendar includes information about the schedule for all Department productions, production deadlines, and Department events. It is posted on the callboard, and is accessible online at: www.calendarwiz.com/umasstheater

FACEBOOK

The Department of Theater maintains a Facebook group for members of the department, and all students are strongly urged to join (search UMASS theater). Group members are encouraged to check both wall postings and group messages regularly for information on in-department events including new classes, auditions, performances, and special events, as well as information about internships, job openings, and other outside opportunities. Students are welcome to post comments. Abusive or otherwise inappropriate postings will be deleted and the poster will be asked to leave the group.

ONLINE BULLETIN BOARD

The Department of Theater maintains an online bulletin board at <http://www.umass.edu/theaterinfo/>. On the Online Bulletin Board, you will find documents posted on the world wide web that are also found on department hallway bulletin boards, about courses, announcements, grants and independent projects for the current semester, as well as some previews of activity for next semester. The pages are edited and authored by Department staff listed at the top of each page. Questions or corrections should be directed appropriately.

ARTSEARCH

The Department of Theater has an institutional subscription to ArtSearch, an essential source for job opportunities in the arts. Online access is available to current faculty, staff and students. Please ask Diane Muller, Theater Department secretary, if you would like to access this publication.

BUILDING, OFFICE AND LOCKER USE

THE MAIL ROOM

The Department's mail room is located in the Curtain Theater Lobby by the main office. All personal mail should be directed to your home or on-campus address,

never to the Department. Faculty, staff, and graduate students each have a mailbox in the mail room where you may be asked to place paperwork, homework, assignments or projects.

The copier in the mail room is for the use of Department-related tasks only and is not normally available for use by Theater majors. For information on other copying services on campus, visit www.umass.edu/theaterinfo/documents/GenManDoc/FAXCOPYSERV8.14.06.

KEYS

Students who need access to the rehearsal spaces on a regular basis may be allowed to sign out a set of keys. If you have signed out a set of keys through the Production Manager, you are expected to use them responsibly, making sure to lock all spaces after use.

COPY CARDS

Students whose work for Department productions requires frequent use of the copying machine (e.g. to copy scripts), may be given a copy card. Copy cards are only for Department related copying, and should not be lent out to others. Save large copying jobs for times when the copier is less likely to be in use. Report any jams or problems to the main office.

LOCKERS

There are 6 lockers in the hallway near the shop that are available for daily use by students who are currently working in the scene shop. See scene shop staff for permission to use one, and for a lock.

PARKING

Parking is limited at the Fine Arts Center. After 6 pm, parking is available at the meters for free. The Department of Theater will not pay for parking tickets. **DO NOT PARK IN UNAUTHORIZED SPACES** ie, loading dock, pond spaces. Cars will be towed. If your car is towed contact Amherst Towing, which charges \$100 a day for every day they have your car. There are PVTA buses available to North Amherst, with Amherst towing en route.

Departmental Productions

SEASON PRODUCTIONS

Every year the Department produces a season of fully mounted mainstage productions as well as a number of special presentations and co-productions. Our main stage productions are produced in the Rand and Curtain Theaters.

Undergraduates perform as actors or work in production activities behind the scenes. They may assist the graduate students, faculty members and guest artists or may serve as directors, designers and dramaturgs in their own right. Participation is open to all University students, as well as to students at other area colleges and members of the community. Theater majors are also free to audition for other productions in the area, on other campuses, or under any auspices other than the Department of Theater.

The Department also has a very active season of second stage and laboratory projects. Studio 204 is a curated season of student initiated and produced presentations.

SEASON SELECTION

This season is carefully planned to meet the needs of undergraduate and graduate students and to give faculty members a chance to exercise their creative talents. Guest artists are frequent collaborators. The season is planned to be diverse, offering students a chance to work on both classics and new plays. All styles and genres are represented on stage.

Students are welcome to submit proposals for Mainstage, Second Stage, Studio 204 and independent presentations.

PRODUCTION ASSIGNMENTS

Faculty advisors in the area of concentration make production assignments for Department of Theater shows.

Students involved in advanced construction and management assignments may receive class credit or, in the case of some design and technical classes, credit toward required lab-work.

AUDITIONS

All Theater majors are welcome and encouraged to audition.

Most casting is determined by open auditions. Notices detailing the time, place, and specific requirements of each audition will be posted, as far in advance as circumstances permit, on the Department website, on-line bulletin board, on the call board and via posted flyers. Audition information will be posted at least 2 weeks prior to the scheduled audition.

The director will specify on the audition notice what preparation is appropriate for the audition. Usually, actors are asked either to prepare a monologue or to read from the script. In either case, it is in your best interest to be as familiar as possible with the play. Copies of the script are available in the front office (FAC 112) to sign out and read.

Often a director or a member of the performance faculty leads an audition workshop before the auditions. Take advantage of this opportunity to work on your audition!

Sign up on our department callboard for an audition appointment and arrive at the audition site well ahead of the scheduled time. Students who arrive after their scheduled time may not be allowed to audition.

CALL BACKS

After open auditions are complete, the director will post the call-back sheet. If you are called back, you are expected to initial next to your name to acknowledge the call back.

CASTING

Unless otherwise arranged **prior** to auditioning, individuals who audition **will accept any assignment as cast.**

Before auditioning, you are cautioned that over-extension may hinder your creative and academic growth. It is recommended that you seek advice from your academic advisor or other professors, or acting teachers, as appropriate, about auditioning for more than one assignment per semester.

If the director, in concert with his or her advisors, determines that a suitable cast cannot be selected from those who have auditioned, auditions may be extended beyond the original schedule or the director may cast an actor from outside of the original pool of auditioning actors. Extending auditions or casting outside the original audition pool can occur only with the authorization of the Department Chair.

The Department chooses plays each year with the intention of casting as many Theater majors as possible. However, no actor is guaranteed a role in any play.

The Department is committed to diversity in all its forms. Casting for all department-sponsored productions is open to any student, staff, or faculty member of the Five College Consortium, any member of the community and any invited guest artist. Equal-opportunity casting is encouraged. **CAST LISTS** Cast list will be posted on the Department bulletin board. Read and react to the cast list in a professional manner. Initial your name if cast. If you feel it is necessary to discuss your audition, ask the person responsible for casting to discuss it with you, not to defend it to you.

GUEST ARTISTS

Whenever possible a faculty member or guest artist may be cast in a role, giving students the opportunity to work and learn alongside professionals. This is done in consultation with the Department Chair and the performance faculty.

PRODUCTION CREW

Production and house staffing for season shows is managed through TH 110. This laboratory class is designed to provide practical production experience, including experience working on build crews, run crews, front of house staff and publicity crews. Performance Management (TH 110) is open to all interested students. It is a one-credit course for which you are given a letter grade. Majors are required to successfully complete three semesters of TH 110. At the beginning of each semester, usually on the first Monday of classes, there is an organizational meeting for this class at 5:30 pm in the Rand Theater. The meeting is mandatory for all students taking Theater 110. Specific crew assignments are determined by the Production Manager.

SCHEDULES

The stage manager will post the daily call on the production callboard, and via email, by 9 am on the day of the call. You are responsible for knowing your rehearsal and production calls.

REHEARSALS

Main stage productions typically rehearse for 6 to 9 weeks. A rehearsal week can include up to 20 hours of rehearsal scheduled over 5 days. Each production has two full technical rehearsal days, typically the Saturday and Sunday prior to opening. These days begin at 9 am and end at midnight. Technical/Dress rehearsals continue on Monday, Tuesday and Wednesday prior to opening. Weeknight rehearsal and performance calls typically begin at 6 pm and end no later than midnight. Productions open on Thursday night.

Punctuality is crucial. As a theater professional, you should be present, properly dressed, and ready to carry out your responsibilities at your call time. Actors should complete personal warm-ups, and technicians should arrive with all appropriate tools, working flashlight included.

If you must be late or absent, it is crucial that you notify the stage manager as soon as possible. Neither lateness nor absence is taken lightly.

Chronic lateness may be grounds for dismissal from the production. If your involvement in the production is part of a lab or a class, your grade will be lowered at the discretion of the Production Manager. If you accumulate a combined lateness of thirty minutes, you may fail the lab work and/or be ineligible for academic credit for the work experience.

Stage managers are required to include the names of actors or crew members who are absent or late in their daily rehearsal reports, which are emailed to theatre faculty and staff.

REHEARSAL EXPECTATIONS

BE PREPARED to do whatever is scheduled at that rehearsal. Actors should memorize lines promptly, analyze scenes in advance, and have your body and voice warmed up when it is time to begin work. Technical staff should anticipate and be prepared for the work of the rehearsal.

DO NOT DISTRACT from rehearsal activity—minimize noise and movement. If you must eat in the rehearsal room, do so during a break, and never during scene work. Beverages, especially water, are permitted. Place all refuse in trash or recycling receptacles.

HAVE PERMISSION BEFOREHAND to visit a rehearsal because a difficult scene may be scheduled and a new face might be distracting to the actors or director. As a visitor, be unobtrusive. A rehearsal is not a social gathering.

DO NOT LEAVE A REHEARSAL until you are dismissed by the stage manager.

LEAVE YOUR PERSONAL PROBLEMS AND PREJUDICES outside of rehearsals.

KEEP YOURSELF PHYSICALLY AND MENTALLY FIT. Keep your priorities in order; learn to manage your time. Pay attention to your academic commitments and to your life, including sleeping, bathing and socializing. Physical and emotional health promote creativity.

TAKE PRIMARY RESPONSIBILITY FOR YOUR OWN SAFETY. If a production calls for stage combat or specialized movement, do not attempt this type of staging without professional support. NOTE: If you do not feel safe please voice your concern to the stage manager and director. If you don't feel safe and you are not able to resolve the matter in rehearsal please speak with Julie Fife, the Production Manager or Penny Remsen, Department Chair.

REHEARSAL REQUIRES ENERGY. Work hard in every rehearsal; you are a collaborator, too. Be prepared to bring your contributions to the work.

ALLOW FOR CREATIVE RISKS in the rehearsal room. As a member of the production, you should feel emotionally safe and comfortable expressing your ideas without fear of judgment.

PERFORMANCES

Department productions typically have a run of 6 to 10 performances including evening, matinee and student matinee performances. For actors, stage managers, and technicians, the standard performance call is two hours prior to curtain. For specific shows requiring more or less preparation time, the stage manager may adjust the call accordingly.

Upon arrival at the theater, all company members sign in on the daily call sheet posted on the production callboard. Do not sign in for anyone else. After signing in, company members proceed to their first scheduled activity. Once a company member is signed in, he or she may not leave the theater area without permission from the stage manager. Those signing in late will be reported as late in the rehearsal/performance report.

BREAKS

The Department follows Actors' Equity Guidelines for rehearsal breaks. During regular and technical rehearsals there will be a break of five minutes after no more than 55 minutes of rehearsal or 10 minutes after no more than 80 minutes of rehearsal for each member of the company. During non-stop run-throughs, dress rehearsals, and previews there will be a break of not less than 10 minutes at the intermission point(s). Meal breaks will be scheduled to coincide with meal plan hours. Rehearsals may reach a maximum of 5 consecutive hours without a meal break.

CURFEW

Theater Department activities end promptly at 12:00, midnight, Sunday through Thursday, and at 1:00 am on Friday and Saturday. Under extenuating circumstances a call may extend beyond the curfew. In that case, the supervising faculty or staff member must approve the exception in advance.

Occasionally, it may be necessary to make an exception without advanced warning. If, for example, a major problem arises in a technical/dress rehearsal, the Production Manager and/or Department Chair may decide to extend the rehearsal. The overtime is then kept to a minimum and will not exceed one hour.

COSTUMES

Costume fittings are scheduled through your stage manager. The costume shop will identify a range of possible fitting times and ask you to commit to a scheduled time according to your availability. Once a fitting is scheduled it is critical that you keep the appointment. In the case of an emergency that will cause lateness or a missed fitting, please call the costume shop at 413/545-3525. Please wear appropriate undergarments to your fittings.

Actors must ensure that all garments worn by them in rehearsals and performances are treated with care and respect. Actors may not eat, drink or smoke while in costume. Water is allowed if you are wearing a protective kimono over the costume. Costumes and accessories should be picked up and returned to the correct storage area.

Actors should not appear in public areas dressed in costume. At the completion of a performance, make-up and costumes should be removed immediately before greeting guests.

MAKE-UP AND HAIR

Theater majors are required to supply their own basic make-up supplies. Theatrical make-up kits may be ordered through the department. Ordering information will be available at the first rehearsal. The approximate cost for basic kit is \$15.00. Information about larger kits will also be provided.

The cut and color of your hair must remain as seen at your audition. The costume designer must approve changes in cut and color if you are cast in a production.

CALLBOARDS/BULLETIN BOARDS

All students are responsible for checking the academic bulletin boards and production callboards, located in the Department and on the website, on a daily basis. Academic information, rehearsal calls, crew notices, and general departmental business will be posted. You are responsible for getting daily calls pertaining to your work, rehearsals and performances.

PHOTO CALLS AND ARCHIVAL VIDEOS

All season productions and selected department events are videotaped for archival purposes, as permitted by the performance license. Viewing the archival video may be arranged through the department Public Relations Director, Anna-Maria Goossens. Each season production is photographed during the final dress rehearsal and may have an additional photo shoot for the purpose of capturing archival/portfolio shots of the costumes. Company members are welcome to review the contact sheets and order photos from these sessions. Designers are also welcome to take their own portfolio photos. Please coordinate production photography in accordance with our photography and video policy with the Production Manager.

PRODUCTION ATTENDANCE

All theater students are strongly urged to attend all departmental productions, including main stage performances, studio presentations, class presentations and independent work.

COMPLIMENTARY TICKET POLICY

Directors, designers, dramaturgs, cast, crew, faculty, staff and graduate students are offered two complimentary tickets per Rand Theater production and one complimentary ticket per Curtain Theater production for any night of the run, subject to availability. Tickets should be reserved through the Fine Arts Center Box Office (545-2511). The Fine Arts Center Box Office has a comp list for each production, so please specify the show and your name when you request your comp tickets. **For Curtain Theater shows, please reserve tickets well in advance, as these shows normally sell-out.**

Directors, designers, dramaturgs and assistants are also offered one ticket for each performance throughout the run of their show. This nightly ticket is intended for directors, designers, and dramaturgs who wish to watch the show during the run, or for an important contact they want to have see the show. It is the responsibility of the directors, designers, and dramaturgs to reserve their nightly comp tickets. For Curtain Theater shows, please release any tickets you will not be using to the Box Office before performance time, as these shows normally sell-out.

Use and Production Policies: Student-Initiated Projects

STUDENT INITIATED PROJECTS

The Department of Theater encourages students to make use of department spaces for independent projects. FAC 204 is an ideal presentation space outfitted with theatrical curtains, a basic theatrical lighting system and a sound system. Studio 204 produces its season in FAC 204. In special cases, The Curtain Theater may be used for independent projects, subject to availability and Departmental approval.

All projects must have a production coordinator approved by the Department Production Manager. The production coordinator oversees adherence to all department policies and will bring irresolvable issues to the production manager.

PUBLICITY/TICKETS

Presentations should be announced internally, via flyer and list-serves, to the campus community only. Admission to presentations is free. If capacity audience attendance is anticipated, proposers should establish a plan to prioritize seating. FAC 204 occupancy is limited to 50 people and Curtain seating is limited to 95 patrons. Standing room is not permitted in FAC 204. Unusual seating arrangements for open presentations must be approved by the production manager in advance.

PERFORMANCE RIGHTS AND ROYALTIES

Proposers must secure required performance rights and secure funding for the payment of royalties, as necessary.

See page 22 for further information regarding Arts Council grants.

REHEARSAL SPACE

Classrooms are available to students in department classes/productions for evening rehearsal use. The Fine Arts Center is locked on weekends, holidays and school breaks. Use of space requires advance planning with your production coordinator.

RESERVING A REHEARSAL ROOM

1. Fill out a Department Room Request Form. Forms are available in a wall file next to the production manager's office door, FAC 104.
2. Put the completed request form in the "Completed Rehearsal Room Requests" wall file.
3. You may request up to three rehearsal dates at one time (separate forms, one request per form). **YOUR REQUEST MUST BE RECEIVED AT LEAST FIVE DAYS IN ADVANCE OF YOUR FIRST REHEARSAL TIME.** Please include any special requests or needs on the form. The Curtain and Rand Theaters are generally not available due to production demands.
4. Rehearsal room assignments will be left for you in the "Rehearsal Room Assignments" wall file.

CLASSROOM AND REHEARSAL ROOM CARE

Most department spaces serve multiple functions as classrooms and rehearsal spaces. Please leave all rooms clean and orderly. Respect the space and those who will use it after you. Furniture should be returned to classroom configuration or placed against the walls in performance classrooms. Any items brought into the space for rehearsals must be removed at the conclusion of the rehearsal. Classroom lighting should not be altered. Rehearsal tape must either be removed from classroom floors or kept to a minimum. All trash must be placed in waste receptacles. Please move full waste receptacles to the hall for custodial maintenance. Failure to respect our spaces will result in a loss of booking privileges.

Live flame is not permitted in any department space unless the production manager has given specific permission for its use. Please consult the Production Manager with questions.

REHEARSAL FURNITURE

The Department of Theater maintains a large selection of assorted rehearsal cubes, tables and benches. These units are constructed out of box steel and wood and are painted black. Each classroom/rehearsal location has a mix of sizes and shapes to be used in that space. You may look through open spaces for particular shapes and sizes. Rehearsal furniture may move as needed. Classes and rehearsals needing specific pieces to remain in a space should clearly label those pieces. Please respect notes to this effect on rehearsal furniture.

Please do not move classroom or theater furniture (including conference tables, Curtain Theater chairs, pianos, music stands, lecterns, pallet chairs, etc.) for use

in a rehearsal or in scene work. Please use these items only in the manner intended by the manufacturer.

Any furniture moved out of a classroom, or in the case of the Upper Rand Lobby to different lobby levels, must be returned to its original location at the end of the work session. Please consult the Production Manager if exceptions to this policy are needed.

STUDIO 204/CABARET:

Studio 204 and our Cabaret offer more performance and artistic opportunities for students, increase cross-genre forms of expression and provide an informal space for students to explore, fail, succeed and learn within the department. Students are asked to submit proposals to the Cabaret Committee by the end of the first week of each semester. Each scheduled project is part of our department season and is offered rehearsal and presentation space, access to lighting and sound resources, publicity, photocopying and a production coordinator. Plays and performance pieces are conceived, mounted and produced by students. Each proposal must have a director/curator and at least two other student collaborators along with a faculty/staff sponsor. One student working with the team must be a student in the UMass Department of Theater. Three Cabaret proposals are chosen each semester, these projects have a 7:30 pm presentation on three consecutive nights, Wednesday through Friday and are staged in FAC 204 according to the Cabaret schedule. Performances are free and open to the public

FAC 204 SPACE AND RESOURCES

To secure the space for a presentation please schedule an appointment with Julie Fife, production manager to discuss availability. Space for presentations will be reserved on a first come, first served basis. The person who requests the room is the person responsible for the room. Failure to respect the space will result in a loss of scheduling privileges. The Production Manager will resolve all conflicts or priorities of scheduling.

To use lighting, sound and studio chairs please request these resources in writing. Lighting and sound equipment must be secured when the room is empty, chairs must be stored neatly in the 204 closet at the conclusion of each session. Keys to the lighting and sound systems will be made available as needed. You may sign out keys and coordinate lighting and sound use and instruction with the production manager.

DO NOT alter the position or focus of the classroom lights. The classroom lights are the white fixtures on tracks and mounted to the ceiling between the two entry doors.

FAC 204 IS, FIRST AND FOREMOST, AN ACTING STUDIO USED FOR ACTING CLASSES THROUGHOUT THE WEEK.

Please remove all presentation items at the end of each rehearsal/presentation. Restore FAC 204 to class room configuration at the conclusion of all sessions.

You may not secure anything to the floor, walls, acoustical panels or curtains in such a way that permanently marks or places holes in these areas. Spike marks must be removed if classes or other users are sharing the space. (For use spanning a weekend, it may be possible to leave spike marks for multiple sessions.)

FAC 204 TECHNICAL SUPPORT

Projects using Studio 204 should keep the emphasis on the acting and directing aspects of the presentation. Technical and design considerations should be kept to a minimum. The rehearsal furniture in the space should provide all necessary support for those projects.

FAC 240 LIGHTING SYSTEM

Please expect multiple users of this system. Plan time at the beginning of each work session to set the lights to your configuration.

System training is available through the lighting department. Basic system questions can be answered by the room manager. A console manual is available in PDF format on line.

Should the lighting system fail, DO NOT ATTEMPT REPAIR. Report problems to the student room manager and the department master electrician. Should the system fail prior to a presentation, please understand that you will need to proceed with classroom lights until the system can be repaired.

After obtaining permission to use the lighting system you may:

- Focus (aim) the theatrical lighting instruments to suit the needs of your production project.

- Gel (color) the theatrical lighting instruments using the provided gels in the Room 204 accordion file.

- Write light cues and run your show using the NSI Two Scene Light Board.

Prohibited Activities:

- You may not move, remove, unplug, re-patch or in any way change the location and/or circuiting of the lighting instruments, dimmer packs or cables.

You may not add lights or in any case plug anything into any part of the system.

You may not hang ANYTHING (fabric, scenic elements, etc.) from the lighting tracks, lighting instruments, cables or track lights.

You may not alter in any way the classroom track lighting system.

FAC 204 SOUND SYSTEM

A basic sound playback system has been installed in room 204 and is available for rehearsals, presentations, and classroom use. You must request the key to the sound rack in advance in order to have access to the sound system. There is a CD deck that plays most music formats as well as input jacks that allow external audio sources (mp3 players, computers etc.) to be played through the system. No modifications of the sound system may be made other than the connection of audio sources through the input jacks in the patch panel. Please do not remove patch cables, or the CD player remote from the room and remember to power off and lock the system when you are finished or leave the room unattended.

CURTAIN THEATER

The Curtain Theater is occasionally made available as an independent project presentation space. The Curtain Theater is a main stage space, and is generally booked for rehearsals and performances within the Department Season. Its availability is limited and subject to department approval.

APPLYING FOR CURTAIN THEATER USE

To request use of The Curtain Theater for a presentation please complete a proposal application available from the production manager and via the online bulletin board. Applications must be received at least 60 days prior to requested use. Permission for presentations and workshops will be approved by the Department Chair based on theater availability, technical information and the qualifications of the proposers.

All applications must identify and maintain a production coordinator who will be the person responsible for communicating with the production manager and the person responsible for the security of the space and equipment. The production coordinator may be a grad student, a stage manager or an electrics shop assistant and must be approved by the department production manager. The production coordinator must be present for all rehearsals and performances. If a person qualified to serve in this capacity cannot be identified, then the project cannot be approved.

All projects must have a production coordinator approved by the Department Production Manager. Live flame (e.g.: candles, matches, lighters, cigarettes) is strictly prohibited. Please report maintenance issues to the room manager/production coordinator.

CURTAIN THEATER: SPACE AND RESOURCES

The space is offered as a black box theater, with a black floor, black walls and black surround curtain. These elements may not be altered. Lighting is limited to the use of a basic repertory lighting plot, which is hung and focused to accommodate workshop projects. The master electrician and the production manager must approve any alteration of the rep plot. Alterations to the lighting rep plot must be restored at the conclusion of the presentation.

The Curtain Theater may be reserved for technical rehearsal(s) prior to the scheduled presentation. Theater availability is not guaranteed, so projects should be developed with minimal technical needs. Applicants are required to submit a detailed rehearsal and performance schedule with the initial application.

All strike activities must be completed by 12 midnight on the evening of the last presentation unless otherwise arranged with the department production manager.

CURTAIN THEATER FRONT OF HOUSE

A trained House Manager and a minimum of two ushers must staff all presentations open to the campus community. House staff must be arranged by the proposers and approved by the Department Production Manager. If appropriate house staff is not available, public presentation will be cancelled.

CURTAIN THEATER TECHNICAL SUPPORT

Technical and design considerations should be simple and kept to a minimum. Costume stock is not available. Installation of any scenic elements must have prior approval by the department's technical director and production manager. Furniture may be pulled from existing black modular pieces. Access to existing department properties stock must have prior approval by the department's technical director for specific hand props and furniture. The person in charge of the project must bear the full responsibility for the safety of properties, costumes and equipment that they bring in for their production. Care must be taken to ensure that the Department's spaces remain unencumbered by rehearsal and performance items. NO PERMANENT ALTERATIONS MAY BE MADE TO THE CURTAIN THEATER.

CURTAIN THEATER LIGHTING AND SOUND SYSTEMS

People may elect to use work light only, elegant work light (a single, static stage lighting look) or may request the use of the basic repertory lighting plot. Work light, elegant work light, and rehearsal sound systems may be operated by the production coordinator

The basic repertory lighting plot and sound systems, intercom, A.V. equipment, etc. may only be used through specific arrangement with the Department Master Electrician. Use of the basic repertory lighting plot and sound systems will require a qualified lighting and sound supervisor. If a person qualified to serve in this capacity will not be identified in your application, then the use of the systems cannot be approved. Do not assume that permission to use the theater, or the possession of keys implies permission to use lights and sound.

Lighting and sound supervisors must be approved by the Department Master Electrician.

Supervisors will be approved on the basis of the proposed supervisor's proven reliability and technical knowledge. Acceptable candidates for supervisors are likely to be found among electric shop assistants and former Department of Theater production master electricians.

Supervisors must be current or former department students or employees.

Supervisors must be present at all times while lighting and/or sound is in use.

The basic repertory lighting plot may not be refocused. Any changes to the rep plot such as color, patch and the addition of specials must be approved by the department master electrician.

Electric Shop Assistants will not be paid to work on student produced productions.

Use of equipment for official department production will always take precedence over student-produced productions.

Should the lighting system fail, DO NOT ATTEMPT REPAIR. Report problems to the production coordinator and the Department Master Electrician. Should the system fail prior to a presentation, please understand that you will need to proceed with available work lights until the system can be repaired.