

UMASS *theater*



Department of Theater Student Handbook

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University of Massachusetts, Amherst

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Welcome . . .

to the Department of Theater at UMass, Amherst. To those of you who are joining us for the first time, we look forward to meeting you. To those of you who are returning, Welcome Back!

This handbook is a vital source of information about how the Department of Theater works, information that will affect your day-to-day life as a Theater Major. Read it as soon as you can and be familiar with its contents. The more aware you are of the lay of the land, the more attention you can devote to your reason for being here: your training in theater.

As an undergraduate on this campus, you are fortunate in the excellent quality and scope of disciplines from which to choose your major. So ask yourself, “Why am I choosing to major in theater?” If your goal is a career in professional theater, why do you want to work in this demanding, highly competitive, and over-crowded field? If professional theater is not your destination, why have you chosen *this* major as the foundation for the career you want? Thinking about these questions *now* could save you time and heartbreak down the road.

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 a moment to meet Denise Wagner, the Department Secretary, who loves theater and works in the front office just off the main lobby. Take advantage of opportunities to meet people throughout the semester, to audition, to involve yourself in the life of the department.

Classes are starting and our season line-up is great. Have a great semester!

I. ABOUT UMASS THEATER

For nearly thirty-five years, the Department of Theater at the University of Massachusetts Amherst has been a center for vibrant teaching and exceptional theater training. The Department is a place where excellence is pursued, where mentorship matters, where quality counts. It's a place where lives are changed. On the undergraduate level, the Department offers a B.A. in Theater. Students pursue a multi-faceted course of study divided into three areas: 1) dramaturgy 2) performance (acting and directing), and 3) design and production. Students take courses in all these areas within a flexible program that allows them to take additional classes in areas of individual interest. Currently, the Department counts about 200 majors. No audition is required for the major.

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, with the production season serving as a teaching laboratory. Students are able to tailor their programs of study to individual interests as a complement to the rigorous core curriculum. Most of our graduate students receive full tuition-waivers and assistantships during the entirety of their three years.

On both levels, the Department is strongly grounded in the fundamental values that make for outstanding learning: Small classes that allow maximum interaction between students and a world-class faculty. Professors who are on a first-name basis with students and who transform lives with their dedication to teaching and their commitment to the highest professional standards. A close connection between the work of the classroom and the work on stage—a season that is, in effect, an extension of the classroom. And, at the heart of it all, a superb student body that makes the Department a community brimming with creative energy.

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 4-5 fully mounted “main stage” shows annually, plus a number of special presentations and co-productions. Additionally, we host dozens of more informal lab offerings as part of our “Studio 204” series, along with many other classroom- or student-generated projects.

In an era of business-oriented practicality, it might seem that students would be choosing a more “lucrative” major. But exactly the opposite is true. Students are flocking to our Department in record numbers.

Why are all these students choosing Theater at UMass? We believe it's because of our reputation as one of the outstanding teaching departments at the university. We believe it's because theater offers a chance for community, for coming together in our often impersonal world. We believe it's because students recognize that the skills and values we teach— discipline, teamwork, communication, creative expression, collective problem-solving—are more important today than ever. These are the skills and values

that change lives and define careers, whether students ultimately choose to work on stage, film, or TV, or to take this training into other pursuits. Indeed, many of our graduates go on to pursue successful careers in law, broadcasting, management, advertising, arts administration, teaching, and social work.

When a student completes the BA in Theater at UMass, he or she will be able to:

1. Engage in rigorous critical thinking.
2. Execute precise methods of research.
3. Be able to read, understand, analyze, and interpret a wide variety of texts for theater.
4. Have a basic understanding of all of the professional fields of theater making, as well as an understanding of how to continue developing your specific skills.
5. Engage effectively in teamwork and collaboration, hallmarks of the theatrical process.
6. Communicate effectively in both written and verbal forms, as well as develop an appreciation for visual and aural forms of communications.
7. Express yourself creatively.
8. Have a thorough understanding of the production process.
9. Present yourself professionally in attitude, approach, and dedication.
10. Show respectfulness and open-mindedness in working with your fellow theater makers.

MISSION STATEMENT

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.

II. GROUND RULES

THE DEPARTMENT WILL NOT TOLERATE 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.

BE PROFESSIONAL in attitude, approach, and dedication. Use your creative energies, time, and talents to pursue your art. Personal problems, prejudices, and personality differences are incompatible with the nature and spirit of theater as collaborative art and work.

WORK VERY 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. Your artistic integrity depends upon it. Know that you are engaged in an art and a craft that is special. Care about it as an art and a craft. Take as much pride in the process as you do in the product.

BE WELL 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.

BE OPEN, HONEST, AND POSITIVE in your collaborations. Remember that everyone is striving toward the same goal.

HAVE A SENSE OF HUMOR. Being able to laugh at yourself is an invaluable skill.

III. BACHELOR OF ARTS PROGRAM AND POLICIES

AREAS OF STUDY

Students pursue a multi-faceted course of study divided into three areas: 1) dramaturgy 2) performance (acting and directing), and 3) design, technology, and management. Students take courses in all these areas within a flexible program that allows them to take additional classes in areas of individual interest.

Within these areas of study, there are opportunities for advanced production work. As an undergraduate, it may be possible, for instance, to design for a Department show.

Advanced production work allows you to do pre-professional work in an academic setting.

DEGREE REQUIREMENTS

For the B.A. degree in Theater, students must fulfill all University General Education requirements as well as appropriate requirements of the College of Humanities and Fine Arts. In addition, Theater majors must complete at least 36 credits in theater. At least 12 credits must be completed in the area of *Dramaturgy* and a minimum of 24 combined credits must be completed in the two areas of *Performance* and *Design, Technology and Management*, with at least 9 credits required in *Performance* and 12 credits in *Design, Technology and Management*. Courses with a grade below C will not be 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, plus any designated 300-level Junior Year Writing course in the major, 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
 - 340 Advanced Voice
 - 341 Stage Movement
 - 342 Acting
 - 345 Directing
 - 442 Acting II
 - 443 Period Acting
 - 445 Directing II
 - 493C Ensemble Acting
 - 493D Performance in Detonated Language
 - 493E Performance and Social Justice

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

Enrollment in many theater courses is by consent of instructor only and cannot be signed up for through SPIRE. It is imperative, therefore, that all majors, prospective majors, and non-majors consult with a Department advisor 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. For further information on waiting lists, please see the section on WAITING LISTS FOR REQUIRED CLASSES on page ten.

ADVISING

ACADEMIC ADVISORS

All undergraduates are assigned an academic advisor, a resource available to you throughout your college career. At the start of your first semester, you will be paired with a faculty or staff member who has experience in your area of interest. You can find out who your advisor is by checking the student homepage on SPIRE or by looking at the list posted on the academic bulletin board in the department. Should you find a faculty member better suited to your interests, you can switch advisors by obtaining the permission of your new advisor.

See your advisor early and often!

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. 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 by their office or email them to make an appointment--and don't wait until the last minute, especially since you need a registration code from your advisor to register for classes. Faculty advisors monitor academic progress and review your remaining degree requirements each semester. You are the one responsible, however, for maintaining your own progress and fulfilling degree requirements.

Additional information on fulfilling degree requirements can be found by checking your Degree Progress Report on SPIRE. The Degree Progress Report specifies all the University, college, and major requirements, and indicates whether you have met the requirement and, if not, what you need to do to meet the requirement. Any further questions about degree requirements should be directed to the Art and Sciences Advising Center located in E-24 Machmer Hall.

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. When you reach your second semester junior year, you should check with the Registrar's Office to ensure that all your requirements for graduation have been or are being met.

SPIRE AND RACS

At UMass Amherst, students, instructors, and authorized University staff use a web-based information system called SPIRE to manage academic records, billing and financial aid information, housing assignments, as well as course and schedule information. Advising and pre-registration are scheduled by the university each semester, and you will meet with your advisor before your scheduled registration date and time (which will also be posted on SPIRE). Incoming students will be given a SPIRE ID and informed of the date and time for advising during the summer. After meeting with your advisor, you will receive your RAC.

What is a Registration Access Code (RAC)?

A RAC is a four digit code that you will need in order to register for your classes. **As a Theater major, you must obtain this code from your Academic Advisor** when you meet to discuss your course selection. You will not be able to register without a RAC number.

How can I find out if my schedule is correct?

Check on SPIRE (<http://www.spire.umass.edu/>). If you still have problems you can contact the Office of Information Technology (OIT) help desk at 413/545-9400.

PERMISSION TO REGISTER FORMS

If an on-line course has reached capacity or if you do not meet the eligibility requirements, you must get special permission from the instructor if you want to take a course. Permission to resister forms provide an opportunity for the instructor to discuss the nature and demands of the course in order to determine if the course is a good fit for you. Check the instructor's office hours on his or her door (see faculty and staff list with room numbers) and pick up a "PERMISSION TO REGISTER" form from the academic bulletin board. Fill in all items above the signature box and bring the 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. If a course is off-line (requires permission of the instructor), you must go through the same procedure.

Also, it's important to remember that during a semester you cannot exceed a credit load of eighteen units 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.

WAITING LISTS FOR REQUIRED CLASSES

Though the registration process is staggered, due to the sheer size of the student body, 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 available spaces left. If there is a course you want to take that is already full, and therefore listed as closed on SPIRE, it may be possible to put your name on a waiting list. When searching for courses on SPIRE, you can 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.

Checking SPIRE for available spaces frequently (and especially at odd hours) throughout the add/drop period during the first fourteen calendar days of the semester, is often the simplest way into a course.

Additionally, many instructors in the Department of Theater keep their own waiting lists for courses. If you are seriously interested in a course that requires a waiting list, you should speak to the instructor as soon as possible, preferably as soon as the semester course schedule is released.

SUBSTITUTIONS

On rare occasion, another UMass or Five College course may be substituted for a course required of majors. Such substitutions must be processed by your advisor, in addition to obtaining 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 the area.

UNDERGRADUATE ADVISORY COUNCIL

The Undergraduate Advisory Council is a group of students chosen to act as liaisons between the faculty and the student body. Throughout the school year, the Council facilitates meetings designed to allow students' concerns to be voiced. As junior and seniors, members of the Undergraduate Advisory Council also serve as peer advisors to students new to the Department of Theater.

PEER ADVISORS

In addition to an academic advisor, with your entrance into the Department, you will be assigned a peer advisor. A member of the Undergraduate Advisory Council, a junior or senior, and likely already involved in your area of interest, your peer advisor will meet with you during the year to help you get acquainted with the University, the Department, and college life. You'll be given both your peer advisor's cell phone number and email so that he or she might serve as a contact point for questions about the spaces, RACs, gen-eds, auditions, and anything else.

ABSENCES AND LATENESS

In keeping with the objectives of the program, the Department of Theater enforces a strict policy on attendance and punctuality. Chronic absences and lateness will not be tolerated.

Communication regarding absences or lateness needs to be made in person or directly to the instructor by phone or email--never through a second party. Unavoidable emergencies will be handled on an individual basis. Other than absences for a University-approved event or religious holiday, the instructor determines whether or not an absence or late attendance is for an acceptable reason and whether or not you will be allowed to make up the missed work. Absences/lateness for crews, rehearsals and performances is considered a serious breach of professional conduct and may result in class failure or dismissal from the project.

Please note the following excerpt from the University attendance policy, as published in the 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 situation 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 is a very serious infringement not just of Department policy and the UMass Student Code of Conduct, but also of basic standards in the field, including the Equity contract. It is unprofessional. It is unwise. And it puts classmates and other company members at risk.

Substance abuse will result in serious consequences, including removal from classes, a show, or the program.

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

What are the University alcohol and drug policies?

The following website details the University of Massachusetts' alcohol and drug policies: http://www.umass.edu/dean_students/policies

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 directly from your 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. Information regarding University cancellations due to inclement weather can be found on the UMASS homepage, at www.umass.edu The Department of Theater may also cancel events during the evening or on the weekend. If inclement weather is expected, check the Department website at <http://www.umass.edu/theater/season.html> or call 413/545-3490 or 413/545-6808 for updates regarding our status. Company members in rehearsal or performance may also call the Rehearsal Hotline, 413/577-1378 for up-to-date cancellation information.

If a ticketed event is cancelled, please contact the box office at 413/545-2511 when the university reopens to exchange your ticket for one to a later performance, as available.

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, speak to the Department’s Honors Advisor, and visit Commonwealth College’s web site at www.comcol.umass.edu/index.html. More specific information about Departmental Honors in Theater is provided below:

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;
- Finally, the *Change of Major* form must be co-signed at the Commonwealth College Office to finalize admission to the track.

Requirements for the distinction Commonwealth College Departmental Honors in Theater:

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
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<p>Independent Capstone sequence (6 credit minimum)*:</p> <ul style="list-style-type: none"> ▪ THEATER 499Y ▪ THEATER 499T (Thesis) or THEATER 499P (Project) 	<p>THEATR Course Capstone sequence (6 credit minimum)*:</p> <ul style="list-style-type: none"> ▪ THEATER 499_ ▪ THEATER 499_ <p>(Underscore represents an alpha assigned to each 499 sequence, e.g., 499C and 499D)</p>	<p>Other 6 credit Course Capstone 499 sequence:</p> <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.
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* 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.

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.

OUTSIDE EMPLOYMENT

If you are employed in part-time work study or any outside jobs you are expected to fulfill the same academic and production requirements as all other theater students. It is your responsibility if you are otherwise employed to find out production schedules and academic assignments at the beginning of each semester and then reschedule employment hours to avoid conflicts.

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’re encouraged to discuss it beforehand with the instructor or director.

ACADEMIC GRIEVANCES

Have questions, comments, complaints, or concerns? Talk to your advisor. If he or she can't help you, they will help you find out who can, whether it's another faculty member or the department chair. If a resolution can't be found 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. Students with concerns that might be resolved through this procedure should contact the Ombuds Office, at 413/545-0867.

IV. SAFETY FIRST POLICY

The faculty and staff of the Department of Theater is 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.

Safety begins with each of us.

You must take primary responsibility for your own safety.

Refrain from any unsafe act that might endanger yourself or your fellow workers.

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.

Report any unsafe circumstances to a supervisor. Report any unauthorized use of tools or work area to a supervisor.

Unsafe work practices can be the result of misinformation, no information, carelessness, negligence and worst of all, wanton disregard for rules and regulations.

NEVER WORK ALONE.

If in doubt, ask. If still doubt, keep asking

BUILDING ACCESS AND SECURITY

EXTERIOR BUILDING ACCESS

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.**

- ENSURE THAT EXTERIOR DOORS CLOSE SECURELY BEHIND YOU.
- DO NOT PROP EXTERIOR DOORS OPEN.
- RAND LOBBY DOORS SHOULD REMAIN LOCKED AND CLOSED.

SHOPS/THEATERS AND SUPPORT SPACES

- WORK SPACES MUST BE SECURED WHEN UNATTENDED.
- Ensure that office and workspace doors close securely behind you.
- 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

- 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. Please arrange attended access for members of your group.
- ENSURE THAT ALL DOORS CLOSE SECURELY BEHIND YOU.
- 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)

Please report locking and closure problems to the Production Manager.

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 PVRTA buses available to North Amherst, with Amherst towing en route.

V. DEPARTMENTAL AND UNIVERSITY SERVICES

FINANCIAL AID, SCHOLARSHIPS, AWARDS, AND GRANTS

FINANCIAL AID

The cost of a college education is challenging for many families. UMass Amherst offers a broad range of financial aid options and support to help you through the process.

The Financial Aid Services website offers a comprehensive explanation of the financial aid process at the University of Massachusetts Amherst: <http://www.umass.edu/umfa/>. For further information call 413/545-0801 or stop by the Financial Aid Office located in 225 Whitmore Administration Building.

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.

RAND SCHOLARSHIP

Nominees for the Frank Prentice Rand Scholarship In Drama should be undergraduate Theater Majors of exceptional scholarship and outstanding achievement in the areas of design, stage management, and technical theater.

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 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 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>.

WORKSTUDY AND NON-WORKSTUDY JOBS

In order to get workstudy, 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 workstudy and non-workstudy jobs available, ranging from work in the scene, electric, and costume shops, to working in the main office. To apply for a job in the department, speak to the supervisor of the area that you are interested in working in.

HEALTH CARE AND COUNSELING 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 Infirmery 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. The professional staff of Counseling Services also provide consultation and education for the campus and surrounding communities. For further information, please visit the UHS website: <http://www.umass.edu/uhs/mentalhealth/>

ESCORT SERVICE

There is an Escort Service available at the University of Massachusetts Amherst that is designed to provide safe, dependable, and courteous campus travel for students, faculty, staff, and guests of the community. Anyone going to or coming from University property is eligible for this service. The service is available during the semester, from 7 pm to 3 am, seven days a week and on a limited basis after 3 am and during semester breaks. During severe weather, the service may not be operating. To use the Escort Service, call 413/545-2123.

THE YAHOO GROUP

The Department of Theater has an email list on yahoo.com for undergraduates. Faculty, staff and students may use it to send messages about classes, events, auditions, productions and any other information that may be useful to undergraduates.

Undergraduate majors, students who take theater classes and participants in our productions are strongly encouraged to sign up for the list.

To prevent spammers, you must be invited to join the list. To receive your invitation, email amgoossens@verizon.net , or leave a note in Anna Maria Goosen's mailbox with your email address.

Once you receive your invitation from yahoo, just follow the instructions to complete the sign-up process.

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. We hope you find this information useful; enjoy!

PRODUCTION CALENDAR

The production calendar is a master calendar that includes information regarding the schedule of all Department productions, production deadlines, and Department events. It is posted on the callboard, but a PDF file of the calendar is also available on the Online Bulletin Board.

ARTSEARCH

The Department of Theater has an institutional subscription to ArtSearch. The essential source for careers in the arts. Whether you are searching for full-time, part-time seasonal or year round, paid or volunteer jobs, ARTSEARCH online makes your job search easy.

A hard copy is available in the Main Office. Online access is available to current faculty, staff and students. Please ask if you would like to access this publication.

BOX OFFICE

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 suggested.

MAIN OFFICE

112 Fine Arts Center – West
413/545-3490

REHEARSAL HOTLINE

413/577-1378

The Rehearsal Hotline is used as another means of communicating important information. After auditions, for instance, you can call the Rehearsal Hotline to see if you have been asked to attend call backs. Rehearsal and performance cancellations due to weather or other circumstances are also announced on the hotline.

WEBSITE

<http://www.umass.edu/theater/>

MAIL

MAILING ADDRESS

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

THE MAIL ROOM

The Department's mail room is located in the Curtain Theater Lobby by the main office. The mail room is not a post 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, check the following link on the Online Bulletin Board at <http://www.umass.edu/theaterinfo/documents/GenManDoc/FAXCOPYSERV8.14.06>.

STUDENT PRIVILEGES

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. If you are given a copy card, it is only to be used for Department related copying, and should not be lent out to others. Also, please practice good copying etiquette: allow faculty and staff access to the copier first, save large copying jobs for times when the copier is less likely to be in use, and report any jams or problems to the main office.

LOCKERS

The lockers located in the Electric Shop hallway are passed on from student to student. If you are left a locker by a graduating student, you may use it to store books, drafting tools, or any other supplies you might need in the academic setting. You are responsible for securing your locker and for any lost or stolen items.

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 information regarding auditions and academic opportunities at the other colleges, please see the Five College website at www.fivecolleges.edu/theater.

STUDYING ABROAD

Many students take advantage of numerous Study Abroad options. The International Programs Office can help you discover ways to expand your UMass Amherst education to include education abroad. UMass sponsors programs on six continents. You can study in Africa, Asia, Australia, Europe, North and South America. There are many types of programs around the world for virtually all fields. Opportunities are available for full year, semester, summer and short-term study. For more information on studying abroad, see the International Programs Office website at <http://www.umass.edu/ipo/>.

VI. DEPARTMENTAL PRODUCTIONS AND POLICIES

SEASON PRODUCTIONS

The Department typically produces four to five fully mounted “main stage” shows annually, as well as a number of special presentations and co-productions. Additionally, we host dozens of more informal lab offerings as part of our “Studio 204” series, along with many other classroom- or student-generated projects.

SEASON SELECTION

The Department of Theater encourages individuals and groups to suggest material that is inspiring to them and that they think would work well as a part of our season. There is a formal submission and selection process. Season Selection details are disseminated in the early fall and proposals are due in early December. Graduate dramaturgy students review proposals and make initial season recommendations, for final approval by Department faculty and staff. The Department’s Main Stage Season will ultimately meet the Department’s educational mission.

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 AND CASTING POLICY

All Theater majors are welcomed and strongly encouraged to audition.

The Department of Theater is committed to racial, cultural and individual diversity. 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, or any invited guest artist regardless of race, ethnic origin, or sexual orientation. Equal-opportunity casting is encouraged.

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

Most casting will be determined by open auditions. Notices detailing the time, place, and specific requirements of each individual 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.

If, in the opinion of the director, a suitable cast cannot be selected from those who have auditioned, auditions may be extended beyond the original schedule, or else specific individuals may be invited to fill the need(s). This practice will occur only with the authorization of the Department Chair and/or the faculty supervisor of a student project.

Occasionally, an outside guest artist or faculty guest artist may agree to play a role on a contingency basis, if, after open auditions, it appears the role is not castable from the student acting pool. If such a contingency arrangement has been made, this information shall be posted with the initial audition announcement by stating, "The role of _____ may be played by a guest artist."

PLEASE NOTE: In consultation with the Department Chair and the performance faculty, a faculty member or guest artist may be pre-cast in a role.

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, major professors, or acting teachers, as appropriate, on auditioning for and/or accepting more than one assignment per semester.

You are expected to sign up for a given audition appointment, and to arrive at the audition site well ahead of the scheduled time. Students who arrive after their scheduled

time may not be allowed to audition. When signing up for an audition time, it is preferable that you take the earliest open time slot.

When you audition, you are expected to have fully memorized and rehearsed any material specified in the audition announcement. A student who auditions without full preparation may be stopped and dismissed by the auditors.

After open auditions have been completed, the director will post call back announcements. If you are called back, you are expected to initial next to your name to acknowledge the call back.

The Department chooses plays each year with the intention of using as many majors as possible, but casting of any individual major is not guaranteed.

WHEN THE CAST LIST IS POSTED:

READ A CAST LIST PROFESSIONALLY and react to it privately.
TALK TO THE PERSON RESPONSIBLE FOR THE CASTING after you have accepted the casting. If you feel it is necessary to discuss your audition ask that person to discuss it with you, not defend it to you.

WATCH AND LEARN from auditioning and casting just as you do from rehearsing and performing.

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, running crews, front of house staff and publicity crews. Performance Management (or TH 110) is open to all interested students. It is a one-credit, pass/fail course. Majors are required to successfully complete three semesters of TH 110. At the beginning of each semester on the first Monday of classes there is a mandatory organizational meeting for this class at 5:30 pm in the Rand theater. All students participating in the class must attend this meeting. Specific crew assignments are determined by the Production Manager.

REHEARSAL SCHEDULES

Your 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 own rehearsal and production calls.

REHEARSALS

Department productions typically rehearse for 6 to 9 weeks. The regular rehearsal week is 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 are 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.

The stage manager must be notified as soon as possible if you will be late or absent. Lateness and absences are not taken lightly. Chronic lateness may be cause for dismissal from the production. If you are late and involved in a show as part of a lab or a class, your grade will be lowered at the discretion of the Production Manager. Accumulating a combined lateness of thirty minutes will be cause for you to fail lab work and/or be ineligible for academic credit for the work experience.

Stage manager's reports are required to include specific names of actors or crew members who are absent or late. These reports are disseminated to the entire theatre faculty and staff.

COME TO REHEARSAL 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.)

NEVER MISS A CUE! It literally halts the forward progress of the rehearsal and destroys everyone's concentration.

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. If you are seeking conversation or entertainment, meet the cast or director after rehearsal. They are in rehearsal to work.

NEVER LEAVE A REHEARSAL until you are dismissed by the stage manager.

NEVER TAKE PERSONAL PROBLEMS OR PREJUDICES to a rehearsal. You are there in a professional capacity, despite what may be going on in your life outside the rehearsal room.

KEEP YOURSELF PHYSICALLY AND MENTALLY FIT during the rehearsal period. That means organizing your life to get all the things done that need to be done, and keeping your priorities in order. As long as you are a theater student enrolled in a university, you must function as a **STUDENT**.

Actors/technicians who do not study, meet paper and examination deadlines during the rehearsal or performance periods are cheating themselves immeasurably and causing the Department of Theater to get a reputation for intellectual sloppiness and laziness within the rest of the university community. Except in very unusual circumstances such failures are only excuses—rationalization—unbecoming to an artist and student. Balancing your life during the rehearsal and performance periods must also include 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. If you are uncomfortable voicing a safety concern in rehearsal or in the classroom please speak with the production manager or department chairs.

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

ALLOW FOR 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. Standard performance calls are two hours prior to scheduled curtain for actors, stage managers and technicians. Specific shows or persons who require more or less preparation time may be called earlier or later with a schedule coordinated by the stage manager. Upon arrival at the theater each member of the company must sign in on the daily call sheet, posted on the production callboard. You may not sign in for anyone else. After signing in, all company members should proceed directly to their first scheduled activity. Once a company member is signed in, the company member may not leave the theater area unless the stage manager gives permission. Those signing in late, will be reported as late in the rehearsal/performance report.

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

All activities in the department will cease promptly at 12:00 midnight on Sunday through Thursday and at 1:00 am on Friday and Saturday. There may be extenuating circumstances when calls must extend beyond the curfew. The supervising faculty or staff member must approve these exceptions in advance.

Occasionally exceptions will have to be made without advance warning. In all likelihood this would occur if there were a major problem during a technical/dress rehearsal for a show. The final decision to go into overtime is made by the Department Production Manager and/or Department Chair, and the overtime will be kept to a minimum. The maximum amount of overtime allowed will be one hour.

CLOTHING

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

The following is suggested for those concentrating in acting:

Females should have a long skirt (hem length one inch above the floor) and character shoes.

Males should have a sport jacket and dress shoes (preferably with a rubber dance sole).

EQUIPMENT

All Theater majors should carry a working flashlight.

It is also suggested that you have 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.

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 POLICY FOR ACTORS

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 or color if you are cast in a production.

PHOTO CALLS AND ARCHIVAL VIDEOS

All season productions and selected department events are videotaped for archival purposes. Individual copies of production videos may be ordered through the department Public Relations Director. Each season production is photographed during the final dress rehearsal and has 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 with the Production Manager.

VISITORS TO CLASSES AND REHEARSALS

Classes and rehearsals are open for observation by prior arrangement with the instructor or director. It is expected that all visitors will arrive prior to the beginning of the class or rehearsal, and will remain quietly in place until a break is called or the class released.

PRODUCTION ATTENDANCE

All theater students are strongly urged to attend all departmental productions, including mainstage 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 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 whom they would like to have see the show any one of the performance nights. 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.

INDEPENDENT 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. The Curtain Theater is occasionally made available as an independent project presentation space. Other Department spaces may be used to host presentations. Such activities are approved on a project by project basis.

FOR 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.

STUDIO 204

SPACE AND RESOURCES

To secure the space for a presentation please fill out a space request form (available in the wall pockets outside the production manager's door) and return to the wall pocket labeled "Completed Rehearsal Room Requests." Available time will be reserved on a first come, first served basis. The person responsible for the room is the person who requests 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 indicate the dates these resources are needed on reservation form. 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 with the room manager. Please coordinate any lighting and sound instructional needs with the room manager.

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

Room occupancy is limited to 50 persons. Please consider the number in your company when planning audience seating. Unusual seating arrangements for open presentations must be approved.

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.) The room manager can offer guidance.

PUBLICITY/TICKETS

Presentations should be announced internally only. Admission to presentations will be free.

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.

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, repatch 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.

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

SPACE AND RESOURCES

The Curtain Theater is a main-stage space, and is generally booked for rehearsals and performances within the Department Season, so its availability is very limited. 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 electric 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.

The Department Production Manager must approve unusual seating arrangements for open presentations.

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.

PUBLICITY/TICKETS

Presentations should be announced internally, via flyer and list-serves, to the campus community only. Admission to presentations will be free. If capacity audience attendance is anticipated, proposers should establish a plan to prioritize seating. Curtain Seating is limited to 95 patrons. Standing room is not permitted.

PERFORMANCE RIGHTS and ROYALTIES

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

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.

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 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.**

LIGHTING AND SOUND SYSTEMS

Projects 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 electrics 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.

Electrics 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.

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.

REHEARSAL SPACE

Classrooms are available to students in department classes/productions for evening rehearsal use. The Fine Arts Center is locked on weekends and may not be accessible on Saturdays, Sundays and holidays.

HOW DO I RESERVE A 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.

Please leave the room that you use in as good or better condition than you found it. Return the room to the classroom set-up when you are done, even if the room was not that way when your session started.

CLASSROOM AND REHEARSAL ROOM CARE

Most department spaces serve multiple functions as classrooms and rehearsal spaces. Please leave all rooms in a clean and orderly manner. 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. 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, music stands, lecterns, pallet chairs, etc.) for use in a rehearsal or 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 with questions.