

**DEPARTMENTAL HANDBOOK
DEPARTMENT OF THEATRE & FILM
UNIVERSITY OF MISSISSIPPI
2022-2023**

INTRODUCTION

This Handbook answers the most common questions regarding the programs and policies of the department and how they will affect you. Any departmental handbook is a work in progress, and you should always refer to the most recent Handbook for correct information. The Handbook is not a substitute for regular consultations with your faculty advisor. It should be considered a guide and a general roadmap for your studies here and for the expectations and requirements you will be asked to meet.

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COMMUNICATION

Email: The department considers your go.olemiss.edu email your official email address and will send department-related emails to that account. If you use a different email address, please forward your University email to this account. Please check your email at least twice a day.

Callboard and Greenroom: Important information is also sent through the department's listservs: callboard@listserv.olemiss.edu and greenroomum@listserv.olemiss.edu. Callboard is used only for emails related to Department of Theatre & Film productions and greenroom is used for extracurricular communication. You will be added to these listservs and should check your University email account regularly. Please consider the appropriateness of your posts to these lists.

Meetings with professors and advisors: The faculty in this department practice an open-door policy. You are always welcome to visit with any one of us at any time regarding your classes, your performances, your productions, and your academic progress. It is a good idea to make an appointment ahead of time, but, generally, if we are in our offices, we will be happy to see you. While the current University protocol states that masks are optional in all indoor spaces, Faculty and staff may require face coverings for visitors to their private offices. It is important that all of us continue to support and respect those in our community who need to, or choose to, wear a face covering in non-required spaces.

FACILITIES (Barnard Hall, Fulton Chapel, Isom Hall, Meek Auditorium, South Oxford Center, Turner Center Dance Studio, Vardaman Hall)

It is important that we take pride in the appearance of our facilities and maintain their functionality. Take good care of the buildings, the instructional spaces, and the equipment. No food or drinks, other than water, are allowed in the performance studios. Eating in the classrooms is not allowed. Students may eat in designated spaces such as the green room at the South Oxford Center or the student lounge on the third floor of Isom Hall as long as they clean up after themselves. This privilege may be revoked at the faculty's discretion.

Students are always welcome in Isom Hall and the Film Production Facilities; however, please remember that the front office is a professional workplace and you will be expected to behave

accordingly. Similarly, please remember that the lobby is just outside of the front office in Isom Hall and respectful behavior is expected.

THE PROGRAMS

The BACHELOR OF ARTS in THEATRE ARTS Degree: The BA is designed for students with a wide range of interests in the theatre and a desire for a broad and diverse liberal arts education. We recommend this program to students who are interested in pursuing a career in directing, stage management, dramaturgy, teaching on the secondary or college level, or a graduate degree in one of theatre's academic areas (history, literature, criticism), as well as students who are interested in a broad array of theatre disciplines. The structure of the Bachelor of Arts degree also allows the ambitious student to pursue a double major. BA students are eligible for all of the performance, design, technology, and management opportunities available to BFA students.

The BACHELOR OF FINE ARTS Degree in FILM PRODUCTION or THEATRE ARTS: The department offers the Bachelor of Fine Arts in Film Production as well as the Bachelor of Fine Arts in Theatre Arts which is available with two different emphases, Acting for Stage & Screen and Design & Theatre Production. The current requirements for the different emphases are available online on the Department of Theatre & Film website or through your advisor.

The BFA is designed to prepare the student, as thoroughly as possible, to pursue a career in theatre, film, or closely related professions. The focus of the program is much narrower than that of the BA. The BFA involves specialization in a particular area of theatre or film and requires considerable practical work in that area. Continuing demonstrations of progress toward professional competence are required to remain in the BFA programs. The status of BFA candidates who receive a grade lower than a B- in courses in their areas of concentration will be subject to faculty review, and dismissal from the BFA program could result.

Portfolio Reviews, Performance Juries, and Interview panels:

BFA Acting for Stage & Screen emphasis: Students must audition for admission into the BFA Acting for Stage & Screen emphasis. Students audition for the BFA Acting for Stage & Screen programs before the beginning of each academic year. Reviews of student progress will be held at the end of each academic year to ensure that all candidates are progressing at a satisfactory rate.

BFA Design & Theatre Production emphasis: Students are selected for the BFA Design & Theatre Production emphasis based on an interview and portfolio review with design faculty. Success in this review is necessary for admission into the BFA program. Portfolio reviews are held at the end of each semester to ensure that all Design & Theatre Production BFA candidates are progressing at a satisfactory rate.

BFA in Film Production: Students are selected for the BFA in Film Production emphasis through the submission of an artist's statement, at least one sample of a film that you have made, and a creative writing sample. Reviews of student progress will be held at the end of each academic year to ensure that all candidates are progressing at a satisfactory rate.

All BFA majors will undergo a review at least once a year.

All BFA students not meeting academic or departmental expectations during the course of a semester will be put on probation at the end of the semester. At the end of the following semester the student's progress will be reviewed. A decision will be made, based on the progress of the student, as to whether the student will continue in the program. In egregious situations, a student may be removed from a program after one semester of failure to meet expectations.

THEATRE MERIT SCHOLARSHIPS

Theatre Merit Scholarships are awarded on the basis of demonstrated promise as a theatre practitioner. Those of you who are attending the University on a Theatre Merit Scholarship should understand, however, that there *is* an academic element involved in maintaining the scholarship. There are four basic requirements for the renewal of the scholarship from semester to semester (*please note that the expectations for design & theatre production students may differ – students should refer to their scholarship agreements*):

1. Maintain a 2.5 grade point average for all courses each semester.
2. Achieve a grade of C or better in all theatre courses.
3. Satisfactorily complete all curricular and co-curricular requirements established by the Department of Theatre Arts.
4. Declare a theatre major
5. All scholarship students are required to serve as an usher for any production in which they are not in the cast or crew.

Theatre Merit Scholarships entail a production service responsibility. We expect all Merit Scholarship holders to make a substantial contribution in at least one production each academic year. This contribution could include performance, director assistance, choreography, production crew, stage management, design, theatre production hours, publicity/house management assistance, dramaturgy, and cinema production. Any production work that you are undertaking for course credit will not count toward your scholarship obligations. You are required to notify Michael Barnett, Chair, of your production contribution each semester. If you fail to meet these requirements (academic *or* service) in any semester, you will be placed on probation for the following semester. Failure to meet the requirements during your probationary semester will result in the cancellation of your scholarship. After a semester of satisfactory work, your scholarship can be restored upon recommendation of the faculty as a whole. You will receive only one probationary semester during your enrollment here. Your scholarship will be cancelled immediately following a second semester of unsatisfactory work. You will be expected to retake any theatre courses in which you receive a grade lower than a C, and you will be expected in *all* semesters to pursue coursework leading to your graduation in a timely manner, in particular your core liberal arts courses.

STUDENT CONDUCT

Students are expected to adhere to the University of Mississippi's creed, which reads as follows:

The University of Mississippi is a community of learning dedicated to nurturing excellence in intellectual inquiry and personal character in an open and diverse environment. As a voluntary member of the community:

I believe in respect for the dignity of each person

I believe in fairness and civility

I believe in personal and professional integrity

I believe in academic honesty

I believe in academic freedom

I believe in good stewardship of our resources

I pledge to uphold these values and encourage others to follow my example.

Evidence of disrespect to fellow classmates in or outside of the classroom that violates this creed will be reported to the Dean of Students.

WELLNESS PROTOCOLS AND PROCEDURES

The department of Theatre & Film adheres to all University protocols and procedures including those pertaining to the wellness of the University community. The current (as of August 12, 2022) University policies related to masks and Covid-19 follow. The most up-to-date policies may be found at <https://coronavirus.olemiss.edu/current-campus-protocols/>.

Masks

Face coverings are optional in all indoor spaces, including classrooms, laboratories, studios, residence halls, libraries, dining facilities, the Student Union, Campus Recreation facilities, retail spaces, offices, conference rooms or extracurricular activities held in indoor on-campus spaces. Faculty and staff may require face coverings for visitors to their private offices.

It is important that all of us continue to support and respect those in our community who need to, or choose to, wear a face covering in non-required spaces.

Reporting Positive COVID-19 Tests

UM students and employees must report positive COVID-19 tests to University Health Services. Here are the ways you can report a positive test:

- Students: Call Student Health at (662) 915-7274 Monday, Tuesday, Wednesday, and Friday, 8 a.m. to 5 p.m. and Thursday, 8 a.m. to 4 p.m.
- Employees: Call Employee Health at (662) 915-6550 Monday through Friday, 8 a.m. to 5 p.m.

OR

- [Fill out the UHS Self Report form](#) (for students and employees), scan or take a picture of your results and upload both the form and your results to our [HIPAA-compliant UMBOX](#). Only University Health Services personnel will be able to view your documentation.

Vaccines

Pfizer COVID-19 vaccine and booster doses are available at Pharmacy Health Services, located inside the V.B. Harrison Health Center on campus. Also, these CDC and Mississippi State Department of Health (MSDH) resources offer more information about eligibility and recommendations:

- [CDC COVID-19 Vaccines Recommendations](#)
- [MSDH COVID-19 Vaccination Eligibility and General Information](#)

Testing

COVID-19 testing is available at University Health Services located in the V.B. Harrison Health Center on campus. Tests are covered by most insurance companies. Call Student Health at (662) 915-7274 or Employee Health at (662) 915-6550 to schedule a test.

Free COVID-19 testing is provided by MSDH at the Oxford Conference Center (102 Ed Perry Blvd.). Visit the [scheduling site](#) to book your test. [Local clinics](#) throughout Oxford also offer COVID-19 testing.

Free at-home COVID-19 tests can be obtained via mail through the [U.S. Postal Service](#) or in person at all [MSDH county health departments](#).

Quarantine and Isolation Guidance

The university continues to follow CDC Quarantine and Isolation guidance, which recommends that people who test positive for COVID-19 isolate for five days. If they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by five days of wearing a mask when around others to minimize the risk of infecting people they encounter.

On Aug. 11, the CDC updated [its guidance on quarantine](#) to recommend that instead of quarantining if you were exposed to COVID-19, you wear a high-quality mask for 10 days and get tested on day 5, regardless of vaccination status.

For additional details, please visit the [CDC Quarantine and Isolation page](#) which includes a Quarantine and Isolation Calculator, a tool to help determine how long you need to isolate, quarantine, or take other steps to prevent spreading COVID-19.

Treatment for COVID-19 Infection

If you test positive for COVID-19 and may be at higher risk for severe illness, ask your doctor about treatment to prevent serious illness and hospitalization. See this [information from MSDH](#) about oral antivirals and monoclonal antibodies.

CLASS POLICIES

Attendance: In all classes, attendance policies will be discussed in your syllabus and should be followed diligently.

Cell phones: Cell phones are not allowed in any theatre class or lab unless otherwise indicated by the instructor of the course or lab.

Dress: Many classes in the Department of Theatre & Film necessitate specific types of clothing that will enable students to undertake the expectations of the course safely. If there are specific requirements for a course these will be outlined in the syllabus.

Demeanor: Most theatre & film classes are, by their nature, highly personal in approach. Usually attention is given to each individual or small group, in turn. A great deal of what you derive from these classes is found in the instruction given to your classmates. It is imperative that you remain focused on the class work during those times when you are not being given individual instruction. Disruptive behavior will not be tolerated. You will be asked to leave the classroom or studio, given an unexcused absence for the day, and failed in the day's activity.

STUDENT PRINTING & PHOTOCOPYING

There is no student printing or photocopying available in the Department of Theatre & Film. These resources are available in the University Library.

DEPARTMENT LIBRARY

The department houses a small library containing scripts, musical theatre librettos and scores, standard theatre & film reference works, professional theatre directories, magazines and journals, play catalogs, and archival videotapes of previous productions. All of these materials are available to be checked out through the front office. Materials can be checked out for up to three weeks. The fine for late return is \$1.00 per day. If you lose a book, you will be charged twice its replacement cost.

USE OF DEPARTMENTAL SPACES

The performance studio spaces (Isom 202 and 302) are available to students for individual or group practice and rehearsal. Priority is given to those students who reserve the spaces in a timely manner. To receive priority, students must reserve the space at least one week in advance. The reservation schedule will be available online via the departmental website. Department of Theatre & Film productions take precedence; if a mainstage production needs a studio space, any scheduled rehearsals not related to mainstage productions must find an alternative location.

All students who use the performance studios are responsible for clearing the performance area and removing any garbage left in the room. You are expected to leave the space as you found it. Failure to do so may result in a revocation of your privilege to use the spaces.

Film production students will be provided with card swipe access to the spaces within the South Oxford Center that are necessary for the successful completion of classroom assignments and programmatic objectives as determined by the film production faculty in consultation with the chair of the department.

PRODUCTION ATTENDANCE

All theatre or film majors are required to see every production of the Department of Theatre & Film including all theatre productions and the UM Film Festival. Since the productions are often the subject of classroom discussion, grade penalties may be imposed if you fail to meet this requirement. Theatre and film majors are entitled to one complimentary ticket for each production, available at the UM Box Office in the Gertrude C. Ford Center for the Performing Arts, 10:00am until 4:00pm, Monday through Friday. Comps are not available at the door. Please check in with the house manager at the end of the performance you choose to attend. A log of theatre and film student attendance for each production will be kept.

DESIGN ASSIGNMENTS

Assignments for realized designs are made on the basis of merit and at the discretion of the design faculty. Your design advisor can provide details of the requirements. Only students who have a GPA of 2.0 (and above) for the previous semester's coursework will be considered for design or technology opportunities.

STAGE MANAGEMENT ASSIGNMENTS

Students who have taken or are taking stage management courses are given priority to stage manage Department of Theatre & Film productions. Since there are often fewer students in the stage management courses than there are productions, stage management assignments will often be made from a pool of volunteers. Students wishing to volunteer to serve as a stage manager for a production should see Raey Bagley. Only students who have a GPA of 2.0 (and above) for the previous semester's coursework will be considered for stage management assignments.

CREW ASSIGNMENTS

All students enrolled in Basic Lighting & Sound Technology (THEA 270), Introduction to Stagecraft (THEA 271), or Introduction to Costumes for the Stage (THEA 272) and all students enrolled in the Technology Labs (THEA 338 and THEA 339) are required to serve on a running crew for one production per semester. The instructor of your course will assign you to a production within the first two weeks of the semester.

If you are not enrolled in one of these courses but are interested in working backstage on a production, please contact Raey Bagley.

USHERING ASSIGNMENTS/HOUSE MANAGERS

All students enrolled in THEA 120 as well as those who have Theatre Merit Scholarships are required to usher unless they are cast or working on the crew of the production. House managers are appointed by the chair.

DEPARTMENTAL PRODUCTION POLICY

If a cast, crew, or production team member involved in any Department of Theatre & Film production is late or absent to a rehearsal, a meeting, a costume fitting, or any other production related responsibility without prior notice, the production member will meet with the Production Manager and be assigned one hour of departmental service. If the production member is late or absent a second time, the student will meet with the Production Manager and be assigned two hours of departmental service. If a student is late or absent a third time, the student will not be eligible to take part in a departmental theatre or film production the following semester. Students receiving a departmental scholarship will have their scholarship placed in probationary status.

The primary reason for missing a rehearsal, a meeting, a costume fitting or any other production related responsibility is illness. If prior commitments create conflicts, those should be resolved before rehearsals, meetings, or fittings begin. If you are too sick to come to a rehearsal, a meeting, a costume fitting, or any other production related activity, it is your responsibility to report your illness to the stage manager as soon as possible and as far in advance as possible.

AUDITIONS

Department of Theatre & Film auditions are competitive and open to all who wish to participate, including all university students and members of the Oxford community. Preference in casting is not given to anyone, nor should it be expected. Casting for the department's theatre productions is done from the general audition's callbacks. Many student film projects will also work from material generated at auditions.

All Performance BFAs and Performance Merit Scholarship holders are required to audition regardless of emphasis. All performance BFAs are required to audition every semester and accept casting. Exceptions may be made in hardship cases as approved by the Chair before general auditions take place. Failure to adhere to this policy will result in probation in the BFA program or denial of the BFA degree in the spring semester senior year.

Only students who have a GPA of 2.0 (and above) for the previous semester's coursework will be considered for casting.

BA students whose interest is not performance are encouraged to participate in productions. Their participation will be tailored to their interests (stage management, dramaturgy, design, theatre production, film production, dance, etc.).

While there is considerable overlap in the way that the department approaches film and theatre productions, the following policies primarily apply to film production. Policies pertaining to theatre productions appear later in the document.

FILM PRE-PRODUCTION

Filmmakers will host taped callbacks for all major roles.

At the time of a role offer, filmmakers will provide rough shoot dates to performers. Once a role is accepted, performers will hold those dates open for production.

Anticipated shoot schedules must be distributed to cast and crew no later than five (5) days before filming, with the understanding that exact times and locations may change due to weather, production needs, etc.

Cast must be provided with a script seven (7) days before a scheduled shoot. If additional changes to the script are made, they must be provided no less than twelve (12) hours before filming. Special exceptions to this rule may be permissible with film and performance faculty approval.

Performers have the right to turn down any offered role, except for Junior performers in the BFA Acting for Stage & Program as part of the Junior BFA in Film Production practicum.

Performers must be informed of the physical demands of any offered role (e.g. implied nudity, stunts, simulated drug use, simulated smoking, physicality, language, accent). Performers also have the right to negotiate these expectations knowing that casting may withdraw the offer if their needs do not align with those of the production.

Once a role is accepted, performers agree to prepare fully for a shoot including complete memorization of lines, character analysis, script and scene analysis.

Performers must inform the producer and/or director at auditions of any potential schedule conflicts and immediately provide an update as changes to their schedule occur.

Students may not serve in the following roles until after successfully passing Thea 250: Director of Photography, Production Designer, Producer, 1st Assistant Director, Sound Recordist, 1st Assistant Camera, Script Supervisor, Gaffer, Best Boy.

Any script which includes violence, stunts, implied nudity, or intimacy must be pre-approved by the Faculty. In appropriate cases, stunt coordinators, stunt performers, and/or intimacy coordinators/directors must be present in the rehearsal and production of those scenes.

Real weapons may never be used in a student Production. Any scenes and prop weapons requiring the use of fake weapons must be pre-approved by the faculty and the chair.

All alcohol and drug use is prohibited. Any scenes requiring the use of fake drugs or alcohol, including their means of production, must be pre-approved by film faculty and the chair.

The following Pre-Production paperwork must be completed before production: Schedule, Shot List, Lined Script and/or Storyboards, Location Agreements, Permits (if necessary), Crew Availability/Contact Sheet, Call Sheets, Equipment Reservation, Performance Agreements.

Rehearsal calls shall not exceed 4 hours on weekdays and 8 hours on weekend days.

FILM PRODUCTION

Filming days shall not exceed 10 hours, including load-in and wrap.

On weeknights (Sun-Thurs) while the university is in session, call times shall not exceed 6 hours or run past 10:30pm.

There must be a minimum of a 12-hour turnaround between wrap and the next day's call for all cast and crew.

Call sheets must be distributed by email no later than 12 hours in advance of call times.

In the case of an emergency change to a schedule within 12 hours of call, all cast and crew must be contacted individually as soon as possible by both email and phone to confirm availability, and accommodations made for conflicts.

Cast and crew must respond promptly to all communications from the producer, the director, or other creative staff of the project. During the production window a prompt response is considered within 12 hours. During pre-production and post-production a prompt response is considered within 48 hours.

Cast and crew must arrive on time to set and remain until released, in accordance with the schedule and the maximum length of calls.

All call sheets must note the location of the nearest hospital.

Cast and crew will break for a minimum 30-minute meal break no later than 6 hours after first call. The clock for 30-minute minimum time for meals begins after the LAST cast or crew member receives their food.

For any calls exceeding 6 hours, a meal will be provided by Production for the cast and crew. Options must be provided for cast and crew with dietary restrictions.

Overnight shoots may only be scheduled during weekends or University breaks. Instructor approval is required.

Performers may not operate a moving vehicle while performing any other actions or dialogue. Any scenes requiring the operation of a vehicle or other heavy machinery require Instructor approval, and all drivers must be appropriately licensed.

Cast and crew may not operate on any street with live traffic. If operating near traffic, cast and crew must only occupy designated sidewalks, parking spaces, or private property according to location agreement.

At the beginning of each new day, the 1st AD and/or relevant department heads will run a safety meeting for the entire cast and crew. In the event of any stunts, company moves, or weather emergencies, additional safety meetings must be held.

Performers have the right to say, “Hold”, during a production if a situation feels unsafe or seems to compromise their mental or physical well-being. Issues related to the sense of safety will then be addressed by the 1st assistant director, the director, a faculty member (if available), the intimacy director (if available), and/or the stunt coordinator (if available).

Cast and crew are expected to wait patiently near set until called; to remain quiet and focused while on set, allowing other creative team members to accomplish their tasks without distractions, interference, or judgment; to accept the reasonable directions of the director or creative team and execute them to the best of their ability.

Cast are expected to arrive promptly to set when called, to begin performing as directed with the call of “action” or similar, and to continue acting until “cut” is called.

No nudity may be allowed on set. While the production might use framing and camera techniques to imply nudity, actual nudity on the set is not an option for student films

A first aid kit must be present on set.

No running may be allowed on set (except by performers as part of a scene).

At the beginning of each scene, a New Deal must be called. For each New Deal, crew will follow BLRTS: Blocking, Lighting, Rehearsals, Tweaking, Shooting.

Work lights must be utilized in dark spaces when possible. When impossible, crew members should have access to flashlights.

Talent or Likeness Releases must be obtained from anyone who appears on screen, including background actors, documentary interviewees, or members of the general public.

Fire lanes to/from all locations must remain open at all times.

All cast and crew agree to work collaboratively and collegially in the pursuit of the filmmaker’s concept for the project.

All local laws and regulations will be followed at all times.

ON LOCATION

Cast and crew must always have access to drinking water and a restroom within a 10-minute walk from set. If this is impossible, Production must provide regular breaks including transportation to and from these locations.

When filming during inclement weather, cast and crew must always have access to a warm, dry environment during breaks.

Production shall halt and move inside to a safe location for all National Weather Service emergency alerts, and/or for the appearance of lightning within a 10-mile radius of set. Watch alert, warning stop.

Calls to any location further than a 50-mile radius outside of Oxford require faculty and chair approval.

FILM EQUIPMENT

University production equipment may not be used in the following environments: temperatures above 105°F or below 20°F, rain, sleet, hail, snow, high winds.

All equipment must be staged safely on set, never blocking egress.

Equipment may not be used on a boat or above a body of water without special permission from the faculty.

Equipment must be stored in a locked, temperature controlled environment when not in use.

Equipment shall never be stored in a personal vehicle unless it is in a locked, temperature controlled garage.

Any damage to equipment must be reported immediately to staff or faculty.

While there is considerable overlap in the way that the department approaches film and theatre productions, the following policies primarily apply to theatre production. Policies pertaining to film productions appear earlier in the document.

REHEARSALS

There is a regular evening rehearsal period for Department of Theatre & Film productions. These rehearsal periods are seven days a week. Each weekday rehearsal period will not exceed four (4)

hours. Weekend rehearsal hours are at the director's discretion and will not exceed eight (8) hours a day. Technical rehearsal schedules differ significantly from the traditional rehearsal schedule and may begin as early as 6:00pm on weeknights with the weekend schedule often requiring your presence for up to eight (8) hours. You will be provided a technical rehearsal schedule at the beginning of your rehearsal period.

All theatre rehearsals, except technical and dress rehearsals, end by 10:30 pm in the interests of the personal and academic health of the students. All directors in the department are expected to observe this rule, as are all students. You need rest to function well as both a student and a theatre or film artist.

PERFORMANCE PROCEDURES AND PRACTICES

Rehearsals: Cast members are expected to be in the theatre at least ten (10) minutes prior to call. Be sure to notify the stage manager of your arrival and keep the stage manager informed should you leave the building for any reason.

No food or drink should be brought inside the theatre. Water in a closed container is the only exception. There should never be any liquid of any kind on the stage, except as a prop.

Actors are expected to be off-book by the time set by the director. Generally, this will be the second time a scene is worked. You cannot begin to act with a book in your hand.

It is the actor's responsibility to keep all costume fitting appointments. Although the stage manager should inform the actor of production-related appointments, the actor should be sure to check the call board on the first floor daily. When the costume shop requests times when the actor is free for fittings, the actor should remember that the usual fitting takes at least 30 minutes.

During the rehearsal, when you are not on stage, refrain from loud and distracting behavior.

Performances: Cast members are expected to be in the theatre at least 10 minutes prior to call. Be sure to sign in upon your arrival and tell the stage manager if you leave the building for any reason thereafter.

No food or drinks (aside from water) are allowed in the dressing rooms.

No actor is allowed to leave the theatre in costume.

The house opens 30 minutes before the performance time. Be sure that you have completed all onstage warm-ups, combat sequence marking, and prop checks prior to this time.

Maintain strictest silence offstage once the house has opened. Our theatres have very resonant wing space. Oftentimes a backstage whisper can be heard in the auditorium.

Strike: Cast and crew members are required to participate in strike at the discretion of the Technical Director. Your strike assignment will be made by the Technical Director and communicated to you by the Stage Manager. Your presence is required until you are officially released by the Technical Director.

PRODUCTION PROCEDURES AND PRACTICES

Production meetings: Production meetings can be held on Tuesdays and Thursdays from 12:15 pm until 1:00 pm or from 4:00 pm until 5:00 pm and are scheduled according to the production schedule and the availability of the necessary personnel. The director, stage manager, all designers and assistant designers, the properties designer, the master electrician, the technical director, the assistant technical director, and the choreographer, if there is one, are required at the meetings.

Student designs: All design work must be completed by the due date. Failure to complete designs on time will be a factor in determining future design assignments and scholarship awards. Designers are expected to maintain close communication with directors and other collaborators, to assure that everyone is kept up-to-date on all production decisions and progress. Designers are expected to attend selected rehearsals throughout the rehearsal process. A calendar of expected deadlines will be presented to each designer.

Production Assignments: Production assignments (e.g. assistant technical director, scenic charge, master carpenter, scenic designer, lighting designer, master electrician, costume designer, costume technologist) are made by the design faculty and chosen from among the design / theatre production students on the basis of their interest, skills, merit, and experience.

Shop work: Shop hours vary per week each semester. In most weeks BFA Design & Theatre Production students are expected to be in the shops Tuesday-Thursday from 1:00-4:00pm. During “build” weeks, BFA Design & Theatre Production students are expected to work in the shops for 15 hours with a schedule defined by the student and the head of the appropriate shop. All BFA Design & Theatre Production students are expected to supply their own tools as necessary (e.g. a crescent wrench in the electrics shop; tape measure & goggles in the scene shop; fabric scissors, seam ripper, tape measure, etc. in the costume shop).

Strike: All design and theatre production majors must attend strike for every production.

GENERAL TECHNICAL REHEARSAL SCHEDULE

The technical rehearsal schedule for Department of Theatre & Film productions will be provided to the crew and cast at the beginning of rehearsals. Technical rehearsals may include:

Crew watch: This involves the director, the stage manager, the entire cast, and all crew members, and is designed to give the crew an opportunity to see the show from the house. In addition, crew information is gathered by the stage manager, and basic instructions are given to the crew involving sign-in, backstage conduct, backstage attire, etc.

Sitzprobe (Sing-through rehearsal), if needed: If the show is a musical, this rehearsal is usually scheduled in the morning or very early afternoon. It involves the director, the stage manager, the cast, the music director, and the orchestra. The actors sing the show through on stage, while the orchestra performs from the pit. This allows them to adjust to each other and to the space, and aids in setting volume levels. This rehearsal is usually controlled by the music director.

Tech/Dress notes: Immediately following each Tech/Dress rehearsal, there will be a meeting involving the production manager, director, stage manager, appropriate technical personnel, and all designers where notes taken during the run-through are given and discussed. All cast and crew are required to remain for notes until they are dismissed by the stage manager.

General notes regarding Tech/Dress rehearsals:

Crews are required to wear shop attire during tech rehearsals and to wear black long-sleeved clothing beginning with the first dress rehearsal.

During tech and dress rehearsals the cast and running crew must remain backstage. The house is off limits.

The call for running crew is dependent upon the needs of the show but will typically be one hour before the house opens.

A typical technical rehearsal schedule follows:

Seven days before opening:	Crew Watch	Crew called at 6:30pm for a 7:00pm rehearsal
Six days before opening:	First Technical Rehearsal	11:00am-3:00pm, 5:00pm-9:00pm
Five days before opening:	Second Technical Rehearsal	11:00am-3:00pm, 5:00pm-9:00pm
Four days before opening:	Off	
Three days before opening:	First Dress Rehearsal	Cast called at 6:00pm to get into costume, Rehearsal begins at 7:00-7:30pm depending upon the needs of the costumes
Two days before opening:	Second Dress Rehearsal	Cast called at 6:00pm to get into costume, Rehearsal begins at 7:30pm
One day before opening:	Final Dress Rehearsal	Cast called at 6:00pm to get into costume, Rehearsal begins at 7:30pm

This schedule will be modified as necessary for each production.

STRIKE

When necessary, the strike takes place immediately following the final performance and you will be advised of this when you receive the technical rehearsal schedule at your first rehearsal. In these instances, the cast, all crews, and all design and theatre production majors are required to participate in the strike unless excused by the technical director. Be sure to bring clothing and footwear that are appropriate to a strike (open-toed sandals, flip-flops, etc., are not allowed). You

will get dirty; dress accordingly. *During a strike a lot of dangerous work goes on in a short amount of time. Be sure you are aware of everything going on around you. The fast pace of the work and your enthusiasm over concluding a successful run does not change the need to pay attention and follow all of the rules for working in the theatre and with power tools. Pay extra attention to nails in wood and debris on the floor.*

PHOTO CALL

Production photo call for a show's designers will be scheduled for each production. No more than 16 photos will be posed. Each designer and the director will submit a prioritized list of 16 shots to the stage manager before the final dress rehearsal. The stage manager will select the first two shots suggested by each designer and choose the remainder of the poses, up to the total of 16, to best satisfy everyone's requests. A list of the shots will be posted before photo call. The shots will be set up in inverse order of their appearance in the show, or in such a way to release the most people as quickly as possible. All actors and crew (with the exception of sound) are expected to remain throughout the photo call and to facilitate the changing of costumes, scenery, and lights. Every effort will be made to set up all 16 shots, but once the first shot has been set up, the duration of the photo call will not exceed one and a half hours.