

WAYNE STATE UNIVERSITY

Department of Theatre

STUDENT STAGE HANDBOOK

2008-09

TABLE OF CONTENTS

PURPOSE	3
ONE-ACT PLAYS	3
STUDENT STAGE BOARD	3
STUDIO THEATRE OPERATIONS COORDINATOR	3
STUDIO THEATRE TECHNICAL COORDINATOR	3
ELIGIBILITY REQUIREMENTS FOR STUDENT STAGE DIRECTORS	4
PLAY PROPOSALS	4
CASTING AND STAFFING	5
PERFORMANCE SCHEDULE	5
PERFORMANCE DATES	5
REHEARSAL SCHEDULING	5
KEYS AND SECURITY	6
REHEARSAL PROCEDURES	6
BUDGET	6
DESIGN AND TECHNICAL SUPPORT	6
PUBLIC RELATIONS	7
PROGRAMS	7
LOAD-IN, TECHNICAL, AND DRESS REHEARSALS	8
FRONT-OF-HOUSE RESPONSIBILITIES	8
STRIKE	9
POST -PRODUCTION EVALUATION	9
STUDENT STAGE PROPOSAL	10
DIRECTED STUDY FORM	11

Purpose

The Student Stage is intended for the students in the Department of Theatre and is operated by and for them. Its purpose is to provide students -- primarily undergraduate actors and directors -- with an opportunity to work and learn independently, with a minimum of direct guidance from the faculty. Student Stage plays are produced in the Studio Theatre, which is shared with the Directors' Series, as well as classes, rehearsals, and other department activities.

One-Act Plays

The one-act play is the recommended choice for the Student Stage.

Why? According to Jon Jory, Artistic Director of Actors Theatre of Louisville, a one act play can generate tremendous energy and can stick in the mind of the audience for a lifetime. It illuminates moments of profound change and realization. It has a cocky, "in-your-face" attitude that grabs and holds our attention.

It's also a valuable actor's and director's teaching tool. Most one acts are written by younger people so they can deal with structure, character, and idea while playing parts of their own age. They demand much of the same preparation a longer role or play might take, but have the advantages of minimum production requirements and shorter rehearsal periods.

One-act plays make demands but don't overwhelm. For the student director, they create a range of tasks and responsibilities in miniature. For the student actor, they surpass scenes because they are whole, not parts of a play.

Student Stage Board

The Student Stage Board for 2008-09 consists of David Magidson, Michael Donohue, and the Studio Operations Coordinator. All applications for Student Stage productions must be submitted to Dr. Magidson for approval. Only after the proposed production is approved will it be scheduled into the Studio Theatre by the Studio Operations Coordinator.

Studio Theatre Operations Coordinator

The Studio Operations Coordinator – is responsible for guiding student directors through the production process. A major responsibility of the Studio Operations Coordinator is scheduling Studio Theatre performances, including dates for student stage productions, and providing weekly schedules of rehearsals, performances, and classes in the space. The Studio Operations Coordinator reports violations of the guidelines to the Student Stage Committee and to the student director's advisor. The Studio Operations Coordinator is prepared to offer advice and assistance to directors, and will attend at least one final tech/dress rehearsal to explain the procedures necessary for a smoothly running performance.

The Director of Studio Operation's office is located in the Hilberry Theatre Box Office. Box Office hours are from 12:00 pm – 6:00 pm, Tuesday – Saturday. Telephone 577-2972.

Studio Theatre Technical Coordinator

The Studio Theatre has a part-time Technical Coordinator who is responsible for the orderly maintenance of the facility and its equipment.

Eligibility Requirements for Student Stage Directors

1. Currently enrolled theatre major in good standing.
2. Minimum GPA of 3.0 in major courses.
3. No conflicts with Bonstelle, Hilberry or Directors' Series assignments.
4. Permission of major professor for graduate students or advisor for undergraduate students.
5. Successful completion of THR 5050 Directing 1 or its equivalent.
6. Enrollment for 1 credit hour of THR 3990 or THR 7990 Directed Study with a faculty sponsor for the Student Stage project.

Play Proposals

Student Stage productions must be plays with small casts, i.e., six or fewer, and limited production requirements. Applications should be submitted to the Studio Operations Coordinator. A sample form is attached.

Deadline for fall semester proposals is Friday, September 26, 2008. A schedule will be prepared after the proposals for the semester are approved. The final deadline for any remaining winter semester slots is Friday, December 5, 2008. Applications will not be accepted after the deadlines.

Proposals include the following information:

1. Faculty sponsor
2. Title of one-act and author (or a copy of the play if not widely available)
3. Character list
4. A brief explanation of your plans for approach to the show
4. Scenery, costume, lighting, sound requirements
5. Date preferences for scheduling (two or three choices)
6. Semester and grade for THR 5050 Directing I or equivalent
7. Your production assignments for the semester
8. Your classes for the semester
9. Plans for auditions
10. Plans for rehearsals
11. Permission of major professor for graduate students
12. Endorsement of faculty advisor for undergraduate students

Scripts

Student directors are responsible for providing scripts for auditions and rehearsals. Director's can make copies within the \$50 budget, but only if copies are done by Kinko's using our blanket purchase order. A Kinko's request form can be obtained from Jessica Chavez in the main office. Receipts from the University Copy Center or any other copying center *cannot* be accepted. The Department of Theatre copier *cannot* be used for copying Student Stage materials. Example: If \$10 is used for copying, only \$40 of proper receipts can be reimbursed or applied.

It is normal for examination scripts to be made available for interested students.

Casting and Staffing

There should be no pre-casting of Student Stage productions. Open auditions must be held and announced in a timely way. Graduate students on a Hilberry Fellowship must have official permission from their major professor before participating in a Student Stage activity.

Student Stage activities may not interfere with Hilberry or Bonstelle, or Directors Series assignments or work schedules, nor may student energies and commitments to Hilberry, Bonstelle, or Directors Series productions be compromised in any way by participation in a Student Stage play.

Performance Schedule

The Studio Operations Coordinator will prepare a schedule of performance dates for all productions approved by the Student Stage Committee. This schedule will attempt to provide directors the performance dates they wish, however it is not always possible to do so. The Studio Operations Coordinator schedule will be approved by the Student Stage Committee before it is officially posted.

Studio Theatre scheduling priorities are:

1. Directors' Series plays
2. Black Theatre Program Tour presentation (if necessary)
3. Heck Rabi Readings
4. Alpha Psi Omega
5. Student Stage productions

Performance Dates

***Student Stage performances are scheduled on
Sundays at 4:00 and 8:00 p.m., and Mondays at 4:30 p.m.
THERE WILL BE NO EXCEPTIONS.***

Rehearsal Scheduling

Typical and preferred Studio Theatre rehearsal times for Student Stage plays are 5:00-6:30 p.m. and 10:30 p.m.-12:00 a.m. There will be absolutely no rehearsing anywhere in the building after midnight.

Rehearsals will be scheduled on a weekly basis by the Studio Operations Coordinator. The rehearsal schedule for each week will be posted on the Studio callboard by noon on Friday for the following week. Requests for rehearsal time can be made as far in advance as the director wishes. A good rule-of-thumb is two hours of rehearsal for each page of text. Requests for a particular week must be submitted in writing to the Studio Operations Coordinator no later than 5:00 p.m. on the preceding Thursday.

It is the responsibility of the Studio Operations Coordinator to allocate the available rehearsal space and times. All Student Stage rehearsals will be scheduled to avoid conflicts with scheduled classes and other departmental use of the studio theatre.

After the weekly schedule has been posted, any unassigned times are available on a “first-come-first-served” basis by signing up on the schedule.

The Studio Theatre is shared with others for many purposes. Therefore, rehearsal times are valuable and should not be wasted under any circumstances. A director who fails to use assigned or “signed-up” time will be penalized by restriction of their rehearsal privileges for the following week.

Keys and Security

Keys for the Student Stage directors are available through the Studio Operations Coordinator.

No one is allowed in the Studio Theatre after 12:00 a.m., midnight. Any use of the facilities after this time is a violation of department policy. In addition, any individuals found in the facilities after this time will be subject to disciplinary actions by the University Department of Public Safety. Furthermore, the Student Stage Board may also revoke future performance privileges.

Rehearsal Procedures

Directors are responsible for the following at each and every rehearsal:

1. All rehearsal furniture, props, and other materials must be removed from the stage and stored according to instructions from the Studio Operations Coordinator.
2. All personal items, rubbish, and other refuse must be removed from the stage, backstage, and the auditorium and discarded in appropriate containers.
3. Lights must be turned off after each and every rehearsal, not just after the last rehearsal the day.
4. The last director using the facility for the day is responsible for locking up. The weekly schedule shows this information.
5. Director’s are absolutely responsible for enforcing the Wayne State University non-smoking policy.

Budget

Student Stage plays are supported by the Robert T. Hazzard Fund. The budget for Student Stage productions is \$50 each. However, no funds can be provided before the fact, only with receipts. Reimbursements are available by submitting receipts to Maria Militello, the Department of Theatre Budget Officer, within one week after the strike of the production. Amounts in excess of \$50 *cannot* be reimbursed. Also, blanket purchase orders can be used. Please see Maria Militello for blanket purchase order numbers.

Director’s can make copies within the \$50 budget, but only if copies are done by Kinko’s using our blanket purchase order. A Kinko’s request form can be obtained from Jessica Chavez in the main office. Receipts from the University Copy Center or any other copying center *cannot* be accepted. The Department of Theatre copier *cannot* be used for copying Student Stage materials. Example: If \$10 is used for copying, only \$40 of proper receipts can be reimbursed or applied. Please see Maria Militello for more information.

Design and Technical Support

The Student Stage is about acting and directing more than design. (Student designers have opportunities in the Studio Director’s Series.) It is best if productions are limited to the standard pearl-gray Studio Theatre rehearsal furniture, including 12 folding chairs and 1 arm chair, a standard light plot, personal

clothing for costumes, and personal items for hand properties. Studio rehearsal furniture is also used for performance classes and should be treated with extreme care. Items may not be nailed, screwed, stapled, taped, painted, or altered in any way. No exceptions.

All productions in the Studio Theatre use lighting instruments which are hung and circuited in a standard general-illumination configuration. Instruments may be re-focused (not re-located) for a production, but every instrument must be reset to its original focus position at strike. Directors are normally responsible for creating and operating the lighting for their productions, however a light board operator can be recruited. The Studio Operations Coordinator can supply color media in various colors.

Sound equipment for the Studio Theatre includes a CD player and a dual cassette player. The Studio Operations Coordinator is available to assist in learning how to operate this equipment.

Directors and actors are responsible for make-up and hair styling for their own shows. Normally, actors provide their own supplies.

Further questions about technical support should be directed to the Studio Operations Coordinator.

Public Relations

Since the Student Stage productions are classroom projects, all promotion for these productions must be limited to the campus of Wayne State University. The use of any off-campus publicity is strictly prohibited. Directors may personally contact individuals outside the University community and ask them to attend the performance if they wish.

Directors are responsible for the promotion of their own productions, usually coordinating ideas with the other directors on the same bill. The Department of Theatre public relations office can provide a director information related to obtaining on-campus exposure. Directors should provide their play titles, dates, and times with the Director of Business Operations in the Box Office at least four weeks prior to the performances.

All promotional materials including any program or playbill must include the legend: “A *WSU Student Stage Production supported by the Robert T. Hazzard Fund.*” Any promotional reference to the Hilberry Theatre except “The Studio Theatre, downstairs at the Hilberry,” is prohibited. The official WSU wordmark should be on all posters and flyers. The logo can be obtained from the WSU marketing website at <http://mac.wayne.edu/print/wordmarks.php>. All promotional materials must be approved by the student director’s faculty advisor and the Marketing Office before reproduction and circulation.

Reminder: all reproductions must be done at Kinko’s using blanket purchase order (see Maria Militello for blanket purchase order number).

Programs

Directors are responsible for creating their own programs and for the cost of reproducing them, normally coordinating layout and sharing costs with other directors on the same bill.

Director’s can make copies within the \$50 budget, but only if copies are done by Kinko’s using our blanket purchase order. A Kinko’s request form can be obtained from Jessica Chavez in the main office. Receipts from the University Copy Center or any other copying center cannot be accepted. The Department of Theatre copier *cannot* be used for copying Student Stage materials. Example: If \$10 is used for copying, only \$40 of proper receipts can be reimbursed or applied.

Load-In, Technical, and Dress Rehearsals

The director's load-in schedule must be submitted to the Studio Operations Coordinator at least one week prior to tech week. Storage procedures and use of backstage space will be explained by the Studio Operations Coordinator at the time of the load-in.

Following each technical rehearsal, directors are responsible for the following:

1. All furniture, props, costumes, sound and lighting equipment must be replaced in their correct storage areas. Since the Studio Theatre is also used as a classroom, no scenery or furniture may be left on stage.
2. The entire stage floor and aisles must be swept, or mopped if necessary
3. All personal belongings, trash and refuse are removed from the house, backstage, and dressing room areas.
4. All cabinets and doors are locked.
5. All lighting and electrical equipment is turned off.

Front-of-House Responsibilities

Directors must provide their own House Managers. The House Manager must be present at or near the main audience entrance from the time the audience is admitted--one-half hour before the show--until they have exited after the show. The House Manager will seat the audience in an orderly manner. The Studio Operations Coordinator will explain procedures to be followed in the event of an emergency. The assigned House Manager should meet with the Studio Operations Coordinator for further instructions of House Management duties.

Prior to each performance, directors must be sure that:

1. The house manager and the running crew are familiar with fire and emergency procedures explained by the Studio Operations Coordinator.
2. The auditorium, lobby, and rest rooms are clean and presentable.
3. The technical crew arrives early enough to complete their set-up and pre-show checks before the audience is admitted into the theatre.
4. The cast arrives early enough to be in costume and make-up 30 minutes before the scheduled curtain. The cast should not be seen by the audience prior to the show.

From the time the audience is allowed to enter the auditorium until they have exited, persons not directly connected with the production are prohibited in any of the backstage areas or dressing rooms.

Following each performance, directors must be sure that:

1. All furniture, props, costumes, sound and/or lighting equipment is struck to its correct storage areas. Since the Studio Theatre is also used as a classroom, no scenery or furniture may be left on stage.
2. The stage floor is swept, or mopped if necessary
3. All personal belongings, trash and refuse are removed from the house, backstage, and dressing room areas.
4. All cabinets and doors are locked.
5. All lighting and electrical equipment is turned off.

Tickets

There are *NO* tickets sold by box office (or any other sources) for student stage productions.

Strike

Strikes for Student Stage productions must take place immediately following the final performance. All cast and crew members of each production are required to participate in the strike. The Studio Operations Coordinator will confirm that the strike is complete and report back to the Student Stage Committee.

At the time of the strike:

1. All Student Stage rehearsal items must be returned to correct storage.
2. All personal articles such as props, furniture, etc. must be removed from the theatre during the strike.
3. All personal clothing, make-up, etc. must be removed from the dressing rooms.
4. All lighting equipment must be returned to its original focus. Any additional equipment must be removed and returned to correct storage. All gels are to be removed. The Studio Theatre Technical Coordinator will check the dimmers to verify the focus and patch of the general illumination plot.
5. The stage, aisles, auditorium, booth, dressing rooms, and all backstage area must be cleaned.
6. All tools must be returned and inventoried by the Studio Theatre Technical Coordinator.
7. All cabinets and doors must be locked.
8. All lighting and electrical equipment must be turned off.
9. Keys must be returned to the Studio Operations Coordinator no later than noon the day after the play closes.

Post -Production Evaluation

After the strike of each show, the Studio Operations Coordinator will provide a written evaluation of the director and the student stage production for the Student Stage Board and the student director's faculty advisor. The report will include how completely these guidelines were followed as well as any other comments which might improve the operation of the Student Stage program. If the results of this evaluation are negative, the student director will receive a lower grade for the project.

There will also be a final meeting between the student director and the faculty sponsor. This meeting may take the form of an individual conference; a post-mortem including the cast and crew; or a round table discussion with other student directors.

Student Stage Proposal

Student Name (Director): _____ Student ID # _____

Major: _____ Date: _____

Title of one-act play _____ Author _____

The following must be attached to the Student Stage Proposal (student name and ID # must be on each page submitted):

- Resume (1 page)
- Play Analysis (1 pg. double spaced)
- Directing Concept (1-3 pages double spaced)
- Contact Sheet (1 page)
- List of classes and production assignments for current semester
- Copy of the script

Character list _____

Why was this play chosen? _____

List of scenery, costume, lighting, sound requirements _____

How valuable will this directing experience be to your education? _____

Semester and grade for THR 5050 Directing I _____

Your department production assignments for the semester _____

Plans for auditions _____

Plans for rehearsals _____

Approval of major professor or advisor _____

	Name	Date
David Magidson, Department of Theatre	_____	_____
	Name	Date

Cc: Maria Militello, Budget Analyst, Department of Theatre

<<< Submit completed proposal to Studio Operations Coordinator >>>



Department of Theatre
College of Fine, Performing and Communication Arts
4841 Cass Avenue, Suite 3225
Detroit, Michigan 48202
Main Office: (313) 577-3508
(888) 457-8357
Fax: (313) 577-0935
Theatre Box Office: (313) 577-2972
Marketing & Public Relations: (313) 577-3010

THR 3990: DIRECTED STUDY FORM

Name of Student: _____

Semester: _____ Credit Hours (1 – 4): _____

Title of Study: _____

Scope of Study (what): _____

Methodology (how will you explore/study): _____

Assessment (how will the study be evaluated by supervisor): _____

Signature of Advisor: _____

Signature of Project Supervisor: _____

Date: _____

PLEASE SUBMIT THIS FORM PROMPLTY TO JESSICA CHAVEZ. IF ANY REVISION OF THE PROJECT IS MADE DURING THE SEMESTER, SEND ANOTHER COPY OF THIS FORM PROPERLY COMPLETED