

WAYNE STATE
UNIVERSITY

Maggie Allesee
Department of Theatre & Dance

STUDENT STAGE HANDBOOK

2017-18

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PURPOSE

The Student Stage is intended as an opportunity for the students to guide their own explorations as artists by mounting their own productions. The purpose is to provide students—primarily under-graduate actors and directors—with an opportunity to work and learn independently, with a minimum of direct guidance from the faculty and may receive small budgetary support. 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 COMMITTEE

The Student Stage Committee consists of Production Coordinator and Chair of the Maggie Allesee Department of Theatre and Dance. All applications for Student Stage productions must be submitted to Chair of the Maggie Allesee Department of Theatre and Dance for approval. Only after the proposed production is approved, will it be scheduled into the Studio Theatre by the Production Coordinator.

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 or Hilberry assignments.
4. Permission of major professor for graduate students or advisor for undergraduate students.
5. Successful completion of THR 5711 Directing 1 or its equivalent.
6. Enrollment for 1 credit hour of THR 3990 (Undergraduate) or THR 7990 (Graduate) 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 Chair of the Maggie Allesee Department of Theatre and Dance. A sample form is attached.

Deadline for fall semester proposals is **Friday, September 22, 2017**. 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 1, 2017**. 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
5. Scenery, costume, lighting, and sound requirements
6. Date preferences for scheduling (two or three choices)
7. Semester and grade for THR 5050 Directing I or equivalent
8. Your production assignments for the semester
9. Your classes for the semester
10. Plans for auditions
11. Plans for rehearsals
12. Permission of major professor for graduate students
13. Endorsement of faculty advisor for undergraduate students

SCRIPTS

Student directors are responsible for providing scripts for auditions and rehearsals. Please see Jessica Chavez in the Main Office regarding the making of scripts. 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 Assistantship 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 assignments or work schedules, nor may student energies and commitments to Hilberry or Bonstelle productions be compromised in any way by participation in a Student Stage play.

PERFORMANCE SCHEDULE

The available dates for all Student Stage productions are included in the Departmental Production Calendar which is posted in the glass-covered call board across from the main office on the third floor. It is recommended that students interested in applying for student stage, look to see when they may be interested in performing, and include that on their application. The Studio Operations Committee will approve the final dates. Studio Theatre scheduling priorities are:

1. Heck-Rabi Readings
2. Student Stage productions

PERFORMANCE DATES AND TIMES

*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

The 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 spaces should be scheduled on a weekly basis. Sign-out sheets are maintained by Stage Management and posted on the fourth floor bulletin board. Times of rehearsals should be coordinated in advance in order that the rehearsal space can be requested and secured. 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.

All Student Stage rehearsals should 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 Production 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 Committee 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 Production 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 of the day.
4. The last director using the facility for the day is responsible for locking up. The weekly schedule shows this information.
5. Directors 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, they must be reimbursed by submission of 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.

Student directors are responsible for providing scripts for auditions and rehearsals. Please see Jessica Chavez in the Main Office regarding the making of scripts.

STUDIO THEATRE TECHNICAL COORDINATORS

All technical and house needs for student stage productions must be cleared by the following coordinators:

1. Lighting and Sound Needs – Brian Cole
2. Scenic & Stage Needs - Matt Gribbin
3. House management Needs – Please check with the Theatre Management Advisor

DESIGN AND TECHNICAL SUPPORT

The Student Stage is about acting and directing more than design. 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. The lighting rig in the studio is a permanent hang. Fixtures are NOT re-focus-able. All fixtures are gel-able using stock in the file cabinet in the Studio Lighting workroom. Directors are normally responsible for creating and operating the lighting for their productions, however a qualified lighting designer and light board operator can be recruited.

Sound equipment for the Studio Theatre includes a SFX sound effects computer and CD player. Clear Com is available for use for productions.

Brian Cole (or a lighting assistant) is available to assist in operation of the lighting and sound equipment, but is not available to train on how to execute a complete design. Please contact him directly to schedule a time to learn how to turn operate the equipment. A pre- and post-show inspection of the space will be done to assure proper use of the space and clean up.

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 Production 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 with 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 Theatre Management Office before reproduction and circulation.

Reminder: all reproductions must be done at Fed-Ex 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.

Directors can make copies within the \$50 budget, but only if copies are done by Fed-Ex using our blanket purchase order. Please see Maria Militello for blanket purchase order number . Receipts from the any 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 Production Coordinator at least one week prior to tech week. Storage procedures and use of backstage space will be explained by the Production 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 and mopped.
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 Production Coordinator will explain procedures to be followed in the event of an emergency. The assigned House Manager should meet with the Production 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 Production 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 Production 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 by sweeping and mopping.
6. All tools must be returned and inventoried by the Scene Shop Supervisor.
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 Production Coordinator no later than noon the day after the play closes.

Student Stage Proposal

Student Name (Director): _____ Student ID # _____

Major: _____ Date: _____

Title of one-act play _____ Author _____

The following check-list explains what must be attached to this Student Stage Proposal. Your name and ID number needs to be included on each page.

- 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 the current semester
- Copy of the script
- Character list
- Essay explaining why this play was chosen
- List of scenery, costume, lighting, sound requirements
- How valuable will this directing experience be to your education?
- Semester of enrollment and grade for THR 5050 Directing I
- Your department production assignments for the semester
- Plan for auditions
- Plan for rehearsals

All signatures are required below for approval.

Student Signature	Date	Student's Name
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Advisor's Signature	Date	Advisor's Name
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Chair, Department of Theatre and Dance Signature

Cc: Maria Militello, Budget Analyst, Department of Theatre

< Submit completed proposal to the Artistic Director of the Allesee Department of Theatre & Dance for approval >



THR 3990: Directed Study Form

Name of Student: _____

Semester: _____ **Credit Hours (1 – 3):** _____

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 Date

Signature of Project Supervisor Date

PLEASE SUBMIT THIS FORM PROMPLTY TO JAMES FORTUNE, for processing. IF ANY REVISION OF THE PROJECT IS MADE DURING THE SEMESTER, SEND ANOTHER COPY OF THIS FORM PROPERLY COMPLETED.