

Lawrence University Theatre

Production Guidelines

1. Major Productions

a. Casting

Open auditions for the Lawrence Community are held for each main production. The final decision in casting belongs to the production's director.

b. Crews

Crew interest sign-ups will be circulated at the department meeting at the beginning of Fall term. Additional sign-up can occur throughout the year.

2. Student Productions

a. Producer

Each student production must have a producer who is responsible for the overall coordination of the production. The producer will act as a liaison between the production and the Department. The director or stage manager may act in this capacity.

b. Petition for Production

All producers must file a Petition for Production with the department. The petitions will be reviewed by the Department Faculty.

c. Casting

Productions shall have open auditions for the Lawrence community. Non-Lawrentians may only be cast with the permission of the Department faculty.

3. Production Schedules

In order to coordinate a production, it is necessary to establish a production schedule. The recommended production schedule is included in the handbook. Production schedules are required with the petition for Student Productions.

4. Production Meetings

a. Purpose

Production Meetings must be held to coordinate all production elements and to review their progress.

b. Agenda

The recommended production meeting agenda is included in the handbook

5. Rehearsals

The director/producer is responsible for the care of the theatre during rehearsals. Smoking is not permitted in any theatre.

All lights must be turned off at the end of rehearsal.

All props and rehearsal furniture must be properly stored between rehearsals.

The theatre must be clear of personal effects and trash after each rehearsal.

Cloak chairs are not rehearsal furniture

Do not block fire doors

Turn off all lighting and sound equipment .

Turn on the ghost lights.

Lock all necessary cabinets and doors.

6. Materials Available for Rehearsal**a. Costumes**

Rehearsal costumes are available from the Costume Studio Manager with an authorized Costume Loan Form.

b. Properties

Rehearsal Properties can be secured with a Properties Loan Form. The form must be signed by the Technical Director, and the Department Properties Master.

c. Lighting

No special lighting shall be used for rehearsals. Work lights only until the scheduled technical rehearsals.

7. Materials Used for Technical Rehearsals and Performance**a. Costumes**

The director and costumer of a production shall arrange with the Costume Studio Manager for use of costumes during final rehearsals and performances. A Costume Loan Form must be approved by the Costume Studio Manager and Technical Director before the costumes are made available.

b. Properties

Care and use of properties will be specified on the Property Loan Form and by the Property Master and/or the Technical Director.

c. Lighting

Lighting equipment will be specified between the Lighting Designer and the Department Technical Director.

d. Make-up

The Department supplies special make-up throughout the school year. Actors are normally expected to supply their own standard make-up.

8. Standard Performance Procedures**a. Curtain Time**

Proper theatre etiquette demands that the curtain rise at the advertised time. The stage manger and house manager must cooperate to insure the public a prompt curtain time.

b. Hold on Curtain

The house and stage managers shall avoid any unnecessary delay in the curtain time. At no time shall any audience be inconvenienced of a curtain delay of no more than seven minutes. A strict line of communication must exist between the house and stage managers.

c. Emergencies

If there is a physical emergency, the house and stage managers shall have a list of emergency phone numbers, i.e. Campus Security, police, fire, ambulance, Technical Director, etc.

9. Strike**a. Major Productions**

All departmental assistants, cast and crew will assist with the strike at the designated strike call. All cast and crew members who wish to receive THAR 355 credit

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must assist in strike until it is completed or until the Technical Director has determined a the appropriate stopping point. When strike is complete, the stage manger will have a roll call. If a cast or crew member is not present at roll call, they will not receive THAR 355 credit. Anyone reporting to strike under the influence of alcohol or drugs will be sent home and will therefore not be granted credit.

b. Student Productions

The producer and technical director of the student production, as well as the cast and crew are responsible for the strike of the production. The strike is to happen following the final performance of the production. All props, costumes, lighting equipment, etc. must be returned to its proper place. The theatre must be left cleaner than it was found. Failure to strike the production properly will result in departmental exclusions from future productions. Department Assistants are not available for Studio Production strikes.

c. Post Strike Festivities

Any strike participant is welcome to attend. No such party will commence until strike is completed, and roll has been taken. No food or beverage will be consumed until the festivities commence.

10. Finances

a. Major Production Budgets

Major production budgets are allocated by the University. These budgets are established on a yearly basis according to the production demands.

b. Student Production Budgets

Studio production budgets will be determined on a yearly basis by the Theatre Department staff.

c. Purchasing Procedure

Purchases for Studio Productions must be approved by the Department Technical Director. Other department purchases can be made by the Department Staff.