

SYLLABUS
THEA 1111, 2111, 3111
THEATRE PERFORMANCE AND PRODUCTION
PRODUCTION ELEMENT
SPRING SEMESTER, 2005

SCENE SHOP HOURS/OFFICE HOURS

SHOP HOURS: 2:00-5:30 DAILY

Mr. Tommy Cox, Technical Director
ROOM 202C IN THE MARTHA MUNRO BLDG, 678-839-4702
TCPA SCENE SHOP OFFICE 678-839-4709

COSTUME SHOP HOURS/OFFICE HOURS

SHOP HOURS: 2:00-6:00 DAILY

Mr. Alan Yeong, Costume Designer
ROOM 204A IN MARTHA MUNRO BLDG, 678-839-4705
TCPA COSTUME SHOP OFFICE 678-839-4709

REQUIRED TEXT

West Georgia Theatre Company Handbook – A pdf file is available at the Theatre Company website, <http://www.westga.edu/~theatre/>, and you can also find a file link in your MyUWG website.

COURSE LEARNING OUTCOMES:

This course is designed to give the Theatre student hands on technical experience in executing a full-scale theatrical production. It is geared to both the major and non-major in that both should gain a new respect and understanding of the steps involved in the theatrical design and production process. Upon the completion of this course, the student can reason and think analytically in solving problems and making decisions involving the production or running of a show. Upon completing the second year of this course, the student should show evidence of being a capable crew chief for a production. The completion of the third section of this course will allow the student to prepare for his or her capstone semester through a leadership role in production. This course should also help to refine the student's communication skills through work on assigned crews and team projects.

COURSE POLICIES AND PROCEDURES

This course is a graduation requirement for Theatre majors and minors. It is also recommended for any student who is cast in a show or assigned to a crew position. Students who are enrolled in this course are required to work a specific number of hours in the shop according to their crew and cast assignments. Crew assignments will be posted after auditions on the Company List for that particular production. Students enrolled in THEA 3111 will be assigned crew chief positions when possible.

It is the intent of the instructors that all students will serve on or head each of the following crews at least once during their time here:

- Acting
- Set/Deck Running Crew
- Costume Running Crew
- Electrics Crew
- Board Operation – lighting/sound
- Stage Management
- House Management
- Designer – set, costumes, lighting, sound, properties (this area is reserved for junior/senior majors that have taken designer courses.)

During each semester enrolled, the student will perform a set total of hours in the assigned shop and/or crew position given. The required number of hours is determined by the chart below. Running Crew attendance will be recorded each night of required rehearsals. Please see the attached Production Calendar for specific Running Crew call dates. If you are assigned to a running crew, the show’s stage manager will contact you regarding specific needs and times.

REQUIRED COSTUME AND/OR SCENE SHOP HOURS:

THEA 1111.....60

THEA 2111.....40

THEA 3111.....30

There will be two Production Load-Ins and Mandatory Production Strikes per semester. You are **required to attend every final run through** (see schedule below) and **every strike and load-in. The hours worked at strikes and load-ins is not counted toward your shop hours. If this presents a problem with your schedule, then drop this class!**

These calls are from nine to five for the load-ins, and after the Sunday matinee until we are finished for strikes. Failure to attend a load-in or strike without an excused absence note from a doctor or instructor will result in the student’s total hours for the term being deducted by five hours (one letter grade). **Work outside of the course is not an excuse for missing work calls!** This deduction is per load-in or strike. You will not have any extra time to make up these hours, so please mark your calendars ASAP to avoid a conflict!

WebCT will be used as a communication tool for this course. It is the student’s responsibility to check WebCT at least once per week to examine production and shop schedules.

Call dates are given in advance to provide for outside job scheduling.

GRADING POLICY

If the student puts in the required shop hours, arrives on time and ready to work, and is a productive team member, they will receive an “A” for this course. If the running crew student attends all scheduled calls, performs their assigned tasks with a cheerful attitude, and works as part of a valuable team, they will receive an “A” in this course. A professional attitude and cooperation is expected from every student-

without fail. The following hourly scale will be used for Production and Performance shop assignments:

If you miss 1-5 hours, you will be awarded a	“B”
6-10	“C”
11-15	“D”
16+	“F”

After-hours make up times will not be allowed!

ATTENDANCE POLICY

The student shall schedule themselves for either four to six hours per week according to the shop hours posted and ***will maintain a regular work schedule***. Scheduled attendance is required of all students. If you do not attend two self-scheduled sessions in a row without notification, you will be withdrawn from this course.

******If you are assigned a running crew position, you will simply attend all called rehearsals/performances to fulfill your course requirement.**

******NOTE: Production running crews – wardrobe, deck, lighting opt, sound opt**

You are required to attend a 5 hour training session with your respective department heads before technical rehearsals – Alan Yeong(wardrobe), Tommy Cox(deck and lighting), Shelly Elman(sound opt), Amy Cuomo(house manager). Your final grade will be lowered 5 hours (one letter grade) if you fail to attend this required training sessions.

Production Crew Work/Dismissal Policy

Running/Deck Crew Member

As many of our crew is enrolled in one of the Performance and Production (THEA 1111, 2111, 3111), the Backstage (XIDS 2002) courses, or are getting extra credit for THEA 1100 or another course, it is essential that the ensemble atmosphere that we wish to create for any given production include the crew. The following, therefore, are a list of policies that both the students and faculty shall follow.

As a crew member, the student agrees to:

1. **attend one run through of the production before technical rehearsals begin.**
2. **attend all technical rehearsals and performances (Tuesday—Friday, 5:30—10:30p.m.; Monday—Saturday, 6:30—10:30p.m.; Sunday matinee, 1:30— end of strike).**
3. **be under the supervision of, and perform the tasked assigned by the student stage managers and/or deck chief. Crew members must treat their supervisors with respect and courteousness.**
4. arrive to your call early.*
5. sign in ON TIME and do not ask others to sign in for you.*
6. not eat or drink backstage.*
7. not chat while on headset and turn off your mic when not talking.*
8. not perform tasks that are not assigned to you.*
9. **not move, borrow, or play with props.***
10. **report broken props or scenic elements to the stage manager.***
11. **turn off all cell phones and pagers during the entire time you are signed in for each rehearsal and performance.**
12. wear appropriate, clean clothing for your call (long black pants or jeans, sneakers, plain black shirt).*
13. acknowledge the stage manager's calls with a polite "Thank you."**
14. if you make a mess – clean it up!*
15. keep your workspace tidy -- even if it is not your mess.*
16. not talk to actors except for show related business – it may break their concentration.*
17. **not play practical jokes during the performance. Practical jokes have no place in performance – ever – even closing night!***
18. **be unfailingly courteous to the actors and other crewmembers.***
19. say "Please" and "Thank you" often.*
20. **read thoroughly and sign a copy of this policy; turn it in to the instructor of the course for which you are crewing no later than one week of placement in a production.**

(*from Theatre Design and Technology)

Dismissible offenses:

Student volunteer crew members, or those students working a crew assignment as part of a course, will be dismissed of all crewing responsibilities if you do not adhere to the regulations printed in **boldface** type from above.

Student Supervisors

As a student supervisor (stage manager, assistant stage manager, deck chief), the student agrees to:

1. **arrive early for all calls (the stage manager and assistant stage manager should be the first people to arrive at the theatre and the last to leave.**
2. make sure students do not leave the building alone (this is for safety).
3. **notify all crew members of at least two run-throughs from which they may choose to attend before tech week begins.**
4. **assign and teach all crew members their responsibilities for a given production (sweeping, presetting props, etc.).**
5. **treat all crew members with respect and humility.**
6. make sure all crew members understand the policy as stated in this document.
7. organize all backstage areas for safety.
8. organize and give crew members ample rehearsal time for all scene shifts so that crew members.
9. give any schedule changes to the crew members within 24 hours of the change.
10. say "Please" and "Thank you" often.*
11. **keep your workspace tidy -- even if it is not your mess.***
12. not talk to actors except for show related business – it may break their concentration.*
13. **not play practical jokes during the performance. Practical jokes have no place in performance – ever – even closing night!***
14. **be unfailingly courteous to the actors and other crewmembers.***
15. **report on all rehearsals and performances, even those incidents that occur backstage or prior to curtain.**
16. **read thoroughly and sign a copy of this policy; turn it in to the instructor of the course for which you are crewing no later than one week of placement in a production.**

(*from Theatre Design and Technology)

Dismissible offenses:

Student supervisors will be dismissed of all responsibilities if you do not adhere to the policies printed in **boldface** type from above.

Dismissal Protocol:

- Student supervisors who are reporting misconduct from a crew member must do so in writing. A full report of an incident in the Stage Manager's Rehearsal or Performance Report is satisfactory.
- If a student crew member is dismissed, the dismissal will come from the faculty member who is assigned to the course for which the student is crewing.
 - If this faculty member is not directly involved in the production, the Technical Director shall take on the responsibility of dismissing the student crew member.
 - A full reason for the dismissal will be given to the student crew member.
- If a student in a supervisory position is treating a crew member with disrespect, the crew member has every right to approach the faculty member whose course the student is assigned and make an official complaint in writing.
 - This faculty member will then take the complaint to the rest of the theatre faculty who will then approach the student supervisor with the complaint.

- Complaints may be kept anonymous, if the student crew member so wishes.
- Because dismissals and bad behavior are extremely rare, it is imperative that all supervisors and crew members who have complaints support those complaints with solid evidence of the misconduct. No complaint based on personality clashes will be heard by the faculty.
- Of course, supervisors and crew members should try to work out any differences and/or miscommunications between themselves before taking the complaint to the faculty member of record.

----- cut here & return to instructor -----

I have read and fully understand the crew/supervisor policy as written above. By signing below, I agree to follow the policies as set forth in this document.

Student Name (Please Print)

Production and Position Assignment (Please Print)

Course name for which student will receive credit

Student Signature & Date

Please return this form to instructor before **January 13, 2005**.

STUDENT INFORMATION SHEET

NAME- _____

LOCAL ADDRESS- _____

LOCAL PHONE NUMBER- _____

E-MAIL- _____

My shop schedule for Spring 2005:

PLEASE INDICATE THE SHOP HOURS YOU WILL WORK WITH AN "X". THESE HOURS ARE IRREVOCABLE AND ARE IN EFFECT UNTIL YOUR TOTAL REQUIRED HOURS ARE COMPLETED! YOUR SELF-SELECTED SCHEDULE WILL BE POSTED IN THE SCENE SHOP FOR THE SEMESTER.

HOURS	MON	TUES	WED	THURS	FRI
1:00-2:00					
2:00-3:00					
3:00-4:00					
4:00-4:30					
4:30-5:00					
5:00-5:30					
5:30-6:00					

Please indicate below your prior assignments in this course and your current preference:

Scene shop Costume shop *Running crew *Stage Management
*Assistant SM ^^Properties *Electrics Crew **Acting
***Designing (please specific area and show _____)
****House Manager

My choices are: (1) _____ (2) _____ (3) _____

* You are not to have any night conflicts, no exceptions! A typical crew call is from 6 pm to 10:30pm. Please think twice before signing up for these slots.

**You need to audition and only applies if you are cast in a show. Please no night conflicts, no exceptions!!

***You must have taken theatre design courses to qualify for this option – at least grade B in THEA 2214.

****You must have no night conflict on the night of first dress rehearsal to closing of the production. No exceptions!!

^^You must own a vehicle or have a valid driver’s license and have excess to a vehicle. No exceptions!!!