

XIDS 2002 What Do You Really Know About:

Backstage

Spring 2005

M W 12:00 – 12:50pm

Humanities Room 226

Instructor: Alan Yeong

Office Room: Martha Munro Room 204A

Office Hours: 10:00 – 11:00am/1:00 – 2:00pm (MWF); 12:00 – 2:00 (TR); 12:00 – 2:00pm (F)

Costume Shop Hours: 2:30 – 5:30 pm (MTWRF) -- *by appointment only*

Office Phone # (678)839-4705 Scene/Costume Shop Phone # (678)839-4709

Email: ayeong@westga.edu

Course Description:

This course is designed to give the liberal arts students an overview of the many facets of work in the technical areas of theatre production. This course will endeavor to instill in the student an appreciation for and understanding of the many skills and range of knowledge needed to successfully Core Area B, section 2. Membership in a production/construction crew is required for the successful completion of this course.

Required Texts:

Campbell, Drew. Technical Theater For NonTechnical People. Allworth Press, NY. 2nd ed.

Course Learning Outcomes:

1. Students will develop a basic knowledge of the elements of theatrical design.
2. Students will demonstrate a clear understanding of the job requirements of a typical crew.
3. Students will apply a working knowledge of the different types of theatres.
4. Students will develop abilities to communication and work as a vital part of a production crew.
5. Students will identify and implement verbal and visual communication as a tool to support personal growth.

Learning Degree Outcomes:

A. Corresponding to Area B Humanities and Fine Arts:

1. Students will demonstrate the ability to adapt oral communication to specific purposes and audiences.
2. Students will demonstrate the ability to utilize appropriate technologies for oral communication.
3. Students will develop students better prepared for career demands in the 21st Century.
4. Students will develop enhanced problem solving and critical thinking skills.

B. Corresponding to B.A. in Theatre degree:

1. Students will be able to critically understand basic knowledge of theatre history, theory, and criticism, as well as research sources and methodology.
2. Students will develop skill in analyzing plays, using theatre technology, and conducting research.
3. Students will express through performance, writing, speaking, and other modes of communication the results of research and critical judgment, indicated by a demonstrable ability to reach an audience effectively through at least one of the components of theatrical art (acting, directing, designing, playwriting, etc.)
4. Students will have the ability to apply skills they learned in courses to a variety of work and social environments.

Course Requirements/Expectations:

1. There will be two examinations drawn from the text and class notes.
2. You are allowed two excused absences. You are required to support your third or future unexcused absences with valid documentation or with the consent of the instructor. However, the third and future absences will result in grade reduction, 5% of the attendance points per absences.
3. There is one extra credit opportunity. Student will be awarded 5% of the final overall grade for attending 2 production strikes.
4. WebCT will be used as a communication tool for this course. It is the student's responsibility to check WebCT every Wednesday to examine weekly discussion bulletin and production and shop schedules.
5. Each student will **require to** participate in the weekly WebCT discussion. A new discussion question will be posted each week. Failure to participate will result in grade reduction. You are required to participate online discussions minimum 3 times per weekly discussion in order to receive full discussion participation points.
6. Each student will require to **fulfill one** of the following lab assignments:
 - Serve as a member of the running crew for one of the West Georgia Theatre Company productions this semester. Dates for the crew calls can be found on the supplement to this syllabus. A two-page paper explaining your experience will be due November 29, 2004.
 - Serve as a shop construction crewmember in either the costume shop or scene shop as space permits. The student will be required to work a minimum of 30 hours in either shop. A two-page paper explaining your experience will due November 29, 2004.
 - Give an oral presentation on the process of stage management or design in the theatre. This presentation shall be no longer than 10 minutes in length and no shorter than 8 minutes in length. The presentation must incorporate a PowerPoint© presentation. This presentation will be due November 29, 2004. A complete outline along with copies of PowerPoint© slides will be due at the time of presentation.

****Note: Syllabus schedule is subject to change. It is the student's responsibility to get the changes.

Grading:

Attendance and Participation	50 points	<u>Grading Scale</u> A 445 – 415 B 414 – 385 C 384 – 345 D 344 – 314 F 313 – 000 <u>Extra Credit</u> +5% Overall Final Grade
Crew/Shop/Paper Assignment (Paper=100points; Presentation=50points)	150 points	
WebCT Discussions (9 discussions=5 points each)	45 points	
Midterm	100 points	
Final	100 points	

Date	Lecture	Assign	Due
M 01/10	Course Introduction Theatre Organization – Breaking it down	Read Chap.1	
W 01/12	Theatre Architecture	Read Chap.2	Crew/Shop Assignment
M 01/17	MLK Day		
W 01/19	Touring a New Space: What to Look For Tour TCPA	Read Glossary pg. 213-229	
M 01/24	Theatre/Film Lingo -- Terminology		
W 01/26	Verbal Communication Movie clip: <u>Project Greenlight</u>		
M 01/31	Visual Communication Movie clips: <u>Angels & Insects/Edward Scissorhands</u>	Read Chap.3	
W 02/02	WebCT Discussion #1		
M 02/07	Scenic Design Movie clips: <u>The Cabinet of Dr. Caligari</u>	Read Chap. 4, 11	Presentation Topic due WebCT #1
W 02/09	WebCT Discussion #2		
M 02/14	The Scene Shop	Read Chap.5, 6	WebCT #2
W 02/16	WebCT Discussion #3		
M 02/21	Lighting Design Movie clips: <u>The Cook, the thief...</u>		WebCT #3
W 02/23	WebCT Discussion #4		
M 02/28	Meet @ Scene Shop -- Electrics	Read Chap.9	WebCT #4
W 03/02	Midterm Review		
M 03/07	Midterm		
W 03/09	WebCT Discussion #5		

M 03/14	Sound Movie clips: <u>West Side Story/</u> <u>Crouching Tiger.../ The Piano</u>		WebCT #5
W 03/16	WebCT Discussion #6	Read Chap.7 ,8	
M 03/21	SPRING BREAK		
W 03/23			
M 03/28	Costume Design Movie clips: <u>Lord of the Rings/</u> <u>Topsy-Turvy</u>		WebCT #6
W 03/30	WebCT Discussion #7		
M 04/04	The Costume Shop	Read Chap.12	WebCT #7
W 04/06	WebCT Discussion #8		
M 04/11	Stage Management Movie clips: <u>Topsy-Turvy/ Project</u> <u>Greenlight</u>	Read Chap. 14	WebCT #8
W 04/13	WebCT Discussion #9		
M 04/18	Paper Presentations		Papers Due WebCT #9
W 04/20	Paper Presentations		Papers Due
M 04/25	Finals Review		
W 04/27	Final Examination		

Production/Shop Assignment and Presentation Criteria

Production Assignments

1. If you miss one scheduled crew time, your grade will be lowered one letter grade. If you miss two scheduled crew times, you will receive a zero for the project.
2. The schedules listed below are subject to change. It is your responsibility to obtain a tech rehearsal schedule from the stage manager of the production for which you are crewing.
3. If you attend the strike of the set and costumes for the show you are not crewing, you will receive extra credit points that will be added to your final grade.
4. Choose one of the following two shows:

How I Learned To Drive—TCPA Blackbox

- Attend a run through on February 11 (must coordinate with the stage manager of this production). You will be asked to sign in for that rehearsal.
- You must sign and turn in the Crew Member/Dismissal Policy Form before the start of your crew duties.
- Attend load-in on Sunday, Feb. 13, 9:00am to 6:00pm. You will be asked to sign in for this work call.
- Attend tech and performance weeks:

Monday, Feb. 14	6:00pm—10:30pm
Tuesday, Feb. 15	6:00pm—10:30pm
Wednesday, Feb. 16	6:00pm—10:30pm
Thursday, Feb. 17	6:00pm—10:30pm
Friday, Feb. 18	6:00pm—10:30pm
Saturday, Feb. 19	TBD
Monday, Feb. 21	6:00pm—10:30pm
Tuesday, Feb. 22	6:00pm—10:30pm
Wednesday, Feb. 23	6:00pm—10:30pm (Opening night)
Thursday, Feb. 24	6:00pm—10:30pm
Friday, Feb. 25	6:00pm—10:30pm
Saturday, Feb. 26	6:00pm—10:30pm
Sunday, Feb. 27	1:30pm—4:30pm (Strike)

- Always arrive at least 15 minutes before the call time. Remember: Arriving on time is considered arriving late.

Episodes In Sexuality—TCPA Blackbox

- Attend one run through the week of March 4th. (must coordinate with the stage manager of this production). You will be asked to sign in for that rehearsal.
- You must sign and turn in the Crew Member/Dismissal Policy Form before the start of your crew duties.
- Attend load-in on Monday, March 7, 1pm to 5pm. You will be asked to sign in for this work call.
- Attend tech and performance weeks:

Monday, March 7	6:30pm—10:30pm
Tuesday, March 8	6:00pm—10:30pm
Wednesday, March 9	6:00pm—10:30pm
Thursday, March 10	6:00pm—10:30pm
Friday, March 11	6:00pm—10:30pm
Monday, March 14	6:00pm—10:30pm
Tuesday, March 15	6:00pm—10:30pm
Wednesday, March 16	6:00pm—10:30pm
Thursday, March 17	6:00pm—10:30pm (Strike after performance)

- Always arrive at least 15 minutes before the call time. Remember: Arriving on time is considered arriving late.

The Comedy Of Errors—TCPA Mainstage

- Attend a run through on Apr. 1 (must coordinate with the stage manager of this production). You will be asked to sign in for that rehearsal.
- You must sign and turn in the Crew Member/Dismissal Policy Form before the start of your crew duties.
- Attend load-in on Sunday, Apr. 2, 9:00am to 6:00pm. You will be asked to sign in for this work call.
- Attend tech and performance weeks:

Monday, Apr.4	6:00pm—10:30pm
Tuesday, Apr.5	6:00pm—10:30pm
Wednesday, Apr.6	6:00pm—10:30pm
Thursday, Apr.7	6:00pm—10:30pm
Friday, Apr.8	6:00pm—10:30pm
Saturday, Apr.9	TBD
Monday, Apr.11	6:00pm—10:30pm
Tuesday, Apr.12	6:00pm—10:30pm
Wednesday, Apr.13	6:00pm—10:30pm (Opening night)
Thursday, Apr.14	6:00pm—10:30pm
Friday, Apr.15	6:00pm—10:30pm
Saturday, Apr.16	6:00pm—10:30pm
Sunday, Apr.17	1:30pm—4:30pm (Strike)
- Always arrive at least 15 minutes before the call time. Remember: Arriving on time is considered arriving late.

Shop and Presentation Assignment

Shop Work Scene Shop Supervisor/Technical Director: Tommy Cox
 Costume Shop Supervisor: Alan Yeong

1. Each student must work 30 hours in the semester. The scene and costume shop schedules are listed below.
2. Each student must choose to work in either the scene shop or the costume shop.
3. Each student must submit a weekly schedule to the instructor of this course by the end of the add/drop period. The instructor will then submit this schedule to the shop supervisor.
4. Arriving late to work in the shop will not be tolerated. If you arrive without calling your supervisor, your grade will drop one letter grade for each late you accrue.
5. You provide the instructor with a Tool Use Approval Form for each piece of machinery you have been trained to use.
6. You must follow the dress code of each shop. Please ask the supervisor what the dress code is.
7. The shops will open:

Scene shop	1:00pm –5:30pm	MTWRF
Costume Shop	2:00pm—6:00pm	MTWRF
8. **You will be unable to put time in after April 19, 2005..**
9. The phone number to the shops is (678)839-4709.

Presentation Criteria

1. Students must choose one of the following topics:
 - The Process of Stage Management
 - The Process of Costume Design

- The Process of Scenic Design
 - The History of Design
 - The Process of Art Directing in Film
2. Topics must be approved by the instructor (see syllabus for due date).
 3. Presentations should be 8—10 minutes in length.
 4. Time limit penalties – 10% deduction of the overall presentation grades if under 8 minutes; 15% deduction of overall presentation grades if over 5 minutes of the allocated time.
 5. Presentations must include a PowerPoint visual aid that is at least 5 slides in length. Note; slides cannot and should be exclusively narrative. Slides should include images that help the audience understand the narrative.

Tools Use Form

This form should be filled out by the student being trained on the equipment. Once the student is trained, this form should be signed by the shop supervisor. Students should turn this form to the instructor during the next class period.

Student Name: _____ ID: _____

Date: _____ Crse. Number: _____ Semester/Year: _____

Tool/Equipment Learned: _____

Safety Equipment needed for tool (i.e., goggles, gloves, thimble, etc.): _____

Notes from Supervisor: _____

This student fully trained on the above tool/equipment listed above and is able to use it without direct supervision.

Shop Supervisor Signature

Date

Tools Use Form

This form should be filled out by the student being trained on the equipment. Once the student is trained, this form should be signed by the shop supervisor. Students should turn this form to the instructor during the next class period.

Student Name: _____ ID: _____

Date: _____ Crse. Number: _____ Semester/Year: _____

Tool/Equipment Learned: _____

Safety Equipment needed for tool (i.e., goggles, gloves, thimble, etc.): _____

Notes from Supervisor: _____

This student fully trained on the above tool/equipment listed above and is able to use it without direct supervision.

Shop Supervisor Signature

Date

**XIDS 2002: Backstage Assignment Form
Due Wednesday, Jan.12!**

Name: _____ Date: _____

School Address: _____

School Phone: _____ Cell Phone: _____

Email address: _____ WebCt ID: _____

Class Schedule for Spring 2005:

Mondays: _____

Tuesdays: _____

Wednesdays: _____

Thursdays: _____

Fridays: _____

Saturdays: _____

Please choose an assignment. Refer to *Production/Shop Assignment and Presentation Criteria* pages for schedule information.

Please number 1—4, 1=the assignment you want the most; 2= assignment you want to do the second most; 3=assignment you can clear your schedule for; 4=assignment you really don't want to do. Do not duplicate numbers.

_____ *How I Learned To Drive* Crew

_____ *Episodes In Sexuality* Crew

_____ *The Comedy Of Errors* Crew

_____ Scene Shop

_____ Costume Shop

_____ Presentation

******PLEASE NOTE: I will make every attempt to give you the assignment you want the most. However, there is a chance that we will have too many people for a certain assignment. I will make sure that we discuss the matter prior to making a different assignment.**

Crew Member/Production Supervisor Policy

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 & 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