

SPRING 2006
BACKSTAGE
LABORATORY
HANDBOOK

THEATRE AND DRAMA 162

TO ALL BACKSTAGE LABORATORY STUDENTS....

This handbook describes the framework of Backstage Laboratory course: T&D 162. Read the contents carefully and examine your overall schedule of classes and commitments to be sure that you can meet all course requirements. If you have any questions, please share your concerns with either your direct supervisor or me.

Our goal is to provide you with an opportunity to experience the technical and performance aspects of the theatre in a positive and supportive environment. There are many interesting and useful skills to be learned working in any theatre studio. If you have a particular interest you would like to pursue, let us know!

Cordially,

David S. Stewart
Backstage Lab Coordinator

UNIVERSITY THEATRE STAFF

Director of University Theatre	Norma Saldivar	263-3356
General Manager	Michele Traband	262-6551
Production Manager	David S. Stewart	263-6559
Resident Technical Director	Dennis Dorn	263-3359
Box Office Manager	Gloria Theisen	262-1582
Costume Studio Supervisor	Jim Greco	263-3331
Scenery Studio Supervisor & UT Asst. TD	Chuck Mitchell	263-3330
Electrics/Sound Supervisor	Casey Martin	265-3662

COMPLIMENTARY TICKET POLICY FOR CAST AND CREW MEMBERS

When there are PREVIEW performances, cast and crew members may receive two complimentary tickets for the night of the Preview performance ONLY. Tickets may be picked up the Vilas Hall Box Office (east side of building) beginning the Monday of opening week; tickets must be picked up by 7:00 PM on the day of the preview..

Everyone entering the theatre MUST have a ticket. The House Manager has been directed to deny entry to anyone without a ticket. Please do not ask to be an exception.

Preview performances are scheduled for:

<i>Pride and Prejudice</i>	Thursday, February 23 rd	7:30 PM	Mitchell Theatre
<i>Sight Unseen</i>	Thursday, April 13 th	7:30 PM	Mitchell Theatre

Theatre 162 – 1 credit

Not repeatable for credit

THEATRE PRODUCTION LABORATORY - Run and strike of one production. One credit is given per assignment. **Participate in ALL technical rehearsals, performances, and crew meetings (if you cannot attend ALL tech rehearsals and performances, you cannot do this class)** for the production you are running. You may be asked to attend a run-through rehearsal previous to tech week

REQUIREMENTS ARE:

1. **Participate in ALL technical rehearsals, performances, and crew meetings** for the production you are running.
 - a. Setting and striking of properties
 - b. Movement of scenic pieces as needed and directed by stage manager.
 - c. Must wear all black clothing from third technical rehearsal thru entire run of show.
2. You may be asked to attend a run-through rehearsal previous to tech week. You will be notified of the dates that they occur.
3. **Attend the STRIKE** of the show you are running.

It is your responsibility to meet all scheduled commitments. If you must miss even one rehearsal or performance you can't be on a run crew. Your grade (in part) depends on this! Production calendars and job descriptions are available from www.utproduction.com as well as any department supervisor.

GRADING PRACTICES

The final grade for any of the Backstage Laboratory Series courses is based on two criteria: Attendance and Participation/Application.

Run crew activities are directly supervised by the stage manager of the production and the staff member who is in charge of the area involved. Both individuals will complete evaluation sheets which will be advisory in determining your final grade.

We make every effort possible to be objective in the grading process. If you have concerns, speak first to your project supervisor. If the problem cannot be dealt with satisfactorily, please contact your Studio Supervisor or the Production Manager.

GRADING CRITERIA:

Attendance: Can you meet attendance and punctuality expectations?

- A** - Early and ready
- B** - On time
- C** - On Time and not ready
- D** - Less than 15 minutes late
- F** - later than 15 minutes

Participation/Application: Do you come hoping to learn?

- A** - Work above and beyond what is asked
 - Willing to participate in activities
 - Willing to interact with others (team player)
 - Eager and willing to learn
 - Respectful of peers and supervisor
- B** - Above average work
- C** - Average work. **STARTING POINT FOR GRADING**
 - Participates begrudgingly; simply "puts in time";
 - retains most skills and can apply them to assigned projects
- D** - needs continual re-enforcement of expected work.
- F** - absent

- Note also that missing the strike reduces your lab grade by one letter grade.

BACKSTAGE LAB INFORMATION SHEET

NAME _____

PHONE _____ (H) _____ (C)

E-MAIL ADDRESS _____

STREET _____

CITY _____ ZIP _____

Year:

Fr. Soph. Jr. Sr. Grad Special

Major:

Theatre major Acting Specialist Other (List) _____

RUN CREW POSITIONS OF INTEREST

If you are interested in a run crew position, rank the following options, 1 thru 3 with "1" being your top choice.

Available Positions:

Deck Crew Dresser

Pride & Prejudice (Mitchell Theatre):

2/18/2006	10a – 10p	Technical Rehearsal (10/12)
2/19/2006	10a – 10p	Technical Rehearsal (10/12)
2/20/2006	Day Off	
2/21/2006	6 – 11p	Tech (5:30p call)
2/22/2006	6 – 11p	Tech (5:30p call)
2/23/2006	7:30p	Preview (5:30p call)
2/24/2006	7:30p	Opening (5:30p call)
2/25/2006	7:30p	Performance (5:30p call)
3/1/2006	10:00a	Performance (8:30a call)
3/2/2006	7:30p	Performance (5:30p call)
3/3/2006	7:30p	Performance (5:30p call)
3/4/2006	7:30p	Performance (5:30p call)
3/7/2006	10:00a	Performance (8:30a call)
3/9/2006	7:30p	Performance (5:30p call)
3/10/2006	7:30p	Performance (5:30p call)
3/11/2006	7:30p	Performance (5:30p call) w/strike

***Times subject to change.**

CALL = When you will need to be in the theatre ready to work.

STRIKE = Helping stage management and props tear down the production.

Sight Unseen (Mitchell Theatre):

4/8/2006	10a – 10p	10/12 #1
4/9/2006	10a – 10p	10/12 #2
4/10/2006	Day off	
4/11/2006	5:30 – 11:00p	Tech #3
4/12/2006	5:30 – 11:00p	Final Dress
4/13/2006	7:30p	Preview (5:30p call)
4/14/2006	7:30p	Opening (5:30p call)
4/15/2006	7:30p	Performance (5:30p call)
4/20/2006	7:30p	Performance (5:30p call)
4/21/2006	7:30p	Performance (5:30p call)
4/22/2006	7:30p	Performance (5:30p call)
4/27/2006	7:30p	Performance (5:30p call)
4/28/2006	7:30p	Performance (5:30p call)
4/29/2006	7:30p	Closing (5:30p call) w/ strike

CALL = When you will need to be in the theatre ready to work.

STRIKE = Helping stage management and props tear down the production.