

Application for Gallery, Workshop, Readings, and Honors Productions, 2008-09

Name _____ E-Mail _____ Phone _____ **Return this form by
March 30,2008**

Name of Play or Project _____

Are you: Undergraduate? If so, what year? _____ **Graduate Student** _____ **Other** _____

The Gallery Series serves plays that are ready for full, limited-budget productions. There must be a complete script at least two months before rehearsal begins. Script changes may take place during rehearsal, but the thrust of this series is to present works that have reached a point where a designed, memorized production is appropriate. This series also serves advanced directing projects by qualified undergraduates and graduate students. Gallery productions are normally performance in Theatre B.

The Workshop Series serves works that are still very much in progress. There will be no design beyond chairs, cubes, actors' own dress and available light. Actors will normally not memorize all their lines; these projects rehearse no more than 3 weeks, and are usually performed in Room 172.

Public Readings projects intended as public readings of a developing script, with no more than 4 rehearsals and no technical support. Space assigned as available.

Honors Projects. These projects are normally presented on Tuesday afternoons in Theatre B. Projects must be proposed at least one semester in advance.

Directors Festival Projects. In the fall or spring term 3-5 undergraduate directors will be selected to present 10-15 minute plays in a program that will run for four performances.

1. What type of project do you wish to propose?

Gallery _____ Workshop _____ Readings _____ Honors _____ Directors _____

2. Describe the Project (length, number of characters, number of actors required, design requirements, style, etc.)

3. Why do you want to do this project?

4. How does your background prepare you for this project?

5. What is the current status of the project? (E.g., if it's a new play, have you completed it?)

6. If you have collaborators, please list them. Gallery projects will normally not be approved without a director.

Signature, or date by which commitment will be made

Director or Playwright _____

Designers _____

Other _____

7. List your preferences for month (more than one). If you wish to produce in a space other than the ones listed above in each category, list the alternate space and your reasons for requesting it. (Not required for Directors Festival.)

8. Prior to submission you must READ the Non-Mainstage Guidelines

9. Faculty/Staff Advisor. (Not required for Directors Festival) A faculty or staff advisor to a Gallery or Workshop agrees to advise in the following ways:

1. Before agreeing to serve as advisor, review the script and the team leader's approach to it. Be certain it is proposed for the right category and the team leader and other personnel are qualified to lead a project in that category.
2. Discuss the production and/or play with the creative staff before rehearsals begin
3. Help formulate a production timeline as noted below. The timeline should include:
 - Auditions
 - First Rehearsal
 - First Production Meeting
 - Weekly meeting with Team Leader
 - First Technical rehearsal
 - Performance Dates
 - Post-production meeting and evaluation
4. Be familiar with departmental production guidelines and aid in compliance.
5. Review proposed designs for artistic propriety prior to first production meeting.
6. Examine proposed budget to make certain the project can be successfully completed within it.
7. Meet regularly with the team leader during the rehearsal period.
8. If the production is a new play, the playwright should consult the advisor when any substantial revisions are written.
9. Attend at least one rehearsal and give feedback.
10. Attend a performance and provide feedback after the production closes.

I have read the guidelines above and agree to advise this production:

Advisor Signature _____ Date _____

I understand that if this project is approved, I will be expected to serve in all respects as the producer, under the general supervision of the theatre staff and my faculty advisor. I will be responsible for recruiting personnel and for making all arrangements for production, promotion and audience accommodation.

Team Leader _____ Date _____

Gallery and Workshop

Proposals

2008-2009

If you are interested in proposing a project for a

- **Gallery Production**
- **Workshop Event**
- **Honors Project that requires a theatre**
- **Festival of Undergraduate Directors**

Please pick up an application from the Departmental
Office

All applications are due by March 30, 2008

*This is the only way you can be assured
of a place on the schedule for next year!*