

UNIVERSITY OF IOWA THEATRE ARTS DEPARTMENT
Casting, Rehearsal and Production Regulations for Main Stage and Second Stage Productions
Revised July 2007

These regulations are established to encourage a healthy balance between the needs of departmental productions and the academic and personal needs of students. Should exceptions need to be made, they require prior consent of the Director of Theatre.

Casting

Casting Guidelines are based on several principles. (1) The Department encourages the casting of as many actors as possible, especially new actors. (2) We seek to conserve students' resources by examining quality and size of role rather than quantity. (3) We seek to encourage students to learn how to manage their time and abilities.

- Normally, students will be cast in no more than one principal role per semester. Exceptions may be made, when needed, by the Director of Theatre and the Head of Acting in consultation with the student. However, if a graduate student is cast in a principal role and a minor role in the same semester, and the academic load for the semester promises to be overwhelming, the student may be excused from the minor role after consultation with the Head of Acting. This consultation should take place at the time of casting.
- The Director of Theatre, with the Head of Acting, will designate the principal roles for each production in advance.
- The DOT will moderate all casting discussions. The Head of Acting (or other representative of the Acting faculty) will attend each casting session to suggest alternative actors and to promote a variety of ways of looking at casting. In the casting session, the casting representative from each production should be prepared to present second and third choices for each role.
- Directors and playwrights who are casting will make no arrangements with auditioning actors beyond encouraging them to audition. Discussing a student's casting preferences with the student is prohibited. There is to be absolutely no pre-casting if auditions are to be held.

Rehearsal

- Prior to auditions, the Production Stage Manager, in consultation with the DOT, the DEO and the Production Manager, will post a comprehensive list of dates affecting the productions that are casting. The dates include first rehearsals, technical rehearsals, dress rehearsals, performances and closing dates. The list will also draw attention to dates that may coincide with days of religious commemoration and University holidays. It is the actor's responsibility to check his or her schedule before auditions and note all conflicts on the audition form. The production's rehearsal and performance schedule will take all bona-fide conflicts into account. In agreeing to accept a role, the actor agrees to the schedule.
- The rehearsal period for full-length productions is typically six weeks, including tech week. Directors wishing more or less than this amount must receive approval from the DOT.
- Rehearsals will not be held during University vacations, with the following exceptions: Sunday evening after Thanksgiving; Tuesday before the beginning of second semester (one week before classes); and Sunday at the end of Spring break. The DOT must approve these exceptions. When approved, the maximum rehearsal call on these days is six hours out of seven and a half, or a straight six hours.

- During tech and performance and strike: actors may not rehearse a second production while they are rehearsing or performing in another.
- No members of the production team – including actors, stage managers, and technicians – may be called for rehearsal more than 24 hours per week without the approval of the DOT. During the last five days before opening they normally may be called no more than 30 hours. The week is Monday through Sunday.
- Prior to tech week, the company must have at least one day off each week. A full day shall be 24 hours in addition to the regular 12 hours required at the end of each work day. No actor may be called to rehearse the day before the first technical rehearsal.
- Rehearsals may not last longer than 4 hours a day Monday through Friday, or 6 hours a day on Saturday and Sunday. Rehearsal normally begins at 7:00 Monday through Friday, and not before 10:00 am on weekends.
- Each production may elect to rehearse more than 6 hours, up to a maximum of 8 hours, on one weekend day. If selected, the second weekend day must be a required day off (e.g., rehearse 8 hours on Saturday and take Sunday as the required day off). The 24 hour weekly rehearsal hour limit still applies.
- There must be a 5-minute break after 55 minutes of work or a 10-minute break after 80 minutes of work. Rehearsals may not last longer than 5 hours without a 90 minute break. (The company may vote to reduce this break to 60 minutes.) A show may rehearse for 6 hours without a meal break, provided that the total rehearsal for the day is limited to 6 hours and that one of the breaks be 20 minutes.
- There will be a minimum of 12 hours break between the end of work on one day and the beginning of work on the next.
- All rehearsals, except technical rehearsals, end no later than 11:00. Technical rehearsals – including notes and post rehearsal business -- end no later than midnight.
- Any student who, a week in advance, is asked and agrees to participate in any way in Playwrights Workshop, is excused from rehearsal until 8:00 or the end of the reading.
- Technical rehearsals typically last no longer than 8 out of 10 hours. The production team may request a 10 out of 12 hour technical rehearsal – all requests should be submitted to the DOT at least two weeks prior to tech.

Production

Room Scheduling

- To reserve a room in advance, a room request form must be submitted to the Program Assistant for Theatre Arts before noon each Monday for rehearsals from the next day (Tuesday) through the following Monday. Scheduling priorities are (1) classes; (2) Mainstage Departmental productions; (3) class projects, Second Stage and Gallery productions; (4) Workshops, Readings, Labs and other Department supported events, and (5) non-departmental events. In most cases, priority goes to productions with earliest opening dates.
- Rehearsal space may be requested for a total of 24 hours per week within the above guidelines.
- Space will be allocated according to the following priority: class, Subscription Series, Gallery, class projects, other projects, outside bookings. Within these designations, priority is given to productions with earlier opening dates.
- Any unreserved spaces are available on a first-come, first-served basis.

Use of Facilities

- Rehearsal and performance spaces must be left clean and tidy. All furniture and props must be returned to their proper place. Trash must be thrown away. Windows should be closed and lights switched off.
- Lobby furniture may not be used for rehearsals or performances. Classroom furniture may not be moved to another room.

- If courses are being held in Theatre B during the semester, scenery may not be permanently installed in front of the projection screen. Anything free-standing must be moved to the side each day to allow projection in classes.
- Under no circumstances is food or drink allowed in any control booth.
- Anything in need of repair should be reported to the Production Stage Manager.

Costumes

- Actors should not eat, drink or smoke in costume. If an actor needs to eat, drink or smoke, he/she should provide a protective garment to wear over the costume.
- Actors should not appear in the lobby or other public areas in costume on performance days, unless permitted or required by the production.
- The dressing rooms and backstage area are restricted to the company of a production from ½ hour before curtain to ½ hour after the performance to respect the privacy and security of the cast and allow the crew to do their work.

Smoking, Alcohol and Drugs

- Smoking tobacco projects is not allowed anywhere in the Theatre building.
- Alcohol is permitted in the building only at departmentally sponsored events. Illegal drugs are prohibited in the building.
- Inappropriate behavior as a result of intoxication in the Theatre building is grounds for removal from the premises.

Deputy

- Each production shall elect a deputy from the cast at the first rehearsal. The deputy will assist in the enforcement of departmental rules and will act as an advocate for the cast during the production process.
- The deputy should report concerns to the Stage Manager. If the problem cannot be solved at that level, it should be reported to the Production Stage Manager, and then to the Department Chair.

Safety and Emergency

- In case of an accident or other emergency, students should make appropriate efforts to notify their supervisor, and University Public Safety should be contacted by dialing 911. Because of liability issues, students who administer medical care do so at their own risk.
- All students using departmental facilities and resources are expected to work in a safe and responsible manner. Report any unsafe elements or practices to the Production Stage Manager or to the appropriate shop.
- All accidents should be reported to the Main Office as soon as possible within 24 hours of the incident.
- The department strongly recommends that students obtain personal health insurance.

General

- The Stage Manager for each production has full authority to enforce the Department Rules.
- Rehearsals and performances will start as scheduled. Tardiness will not be tolerated. A company member repeatedly late may be subject to dismissal at the appropriate supervisor's discretion.
- There will be an atmosphere of mutual respect between all members of the production team and acting company.
- Any problems that cannot be handled by the Stage Manager should be reported to the Production Stage Manager, then, if necessary, to the Department Chair.