

Theatre and Dance Studio Project Information Packet



Studio Projects

Studio Projects are works, meant to encourage acting, directing, and dance projects with minimal technical support. There are three different categories to producing a Studio Project, please read the below descriptions prior to submitting a proposal.

You must be currently enrolled in a Theatre or Dance class within the department to produce a studio project.

All Studio Projects will take place in the Arthur Wagner Theatre, unless otherwise stated in a season by Production Management. All Dance Studio Projects will take place in Dance Studio 3.

All projects will require a \$100 check deposit for use of props, costumes or other departmental equipment.

All studio projects must have a Theatre and Dance Faculty member, or Graduate student that is active within the department to be a sponsor for their proposed project. This person will be present at all public performances, technical rehearsals, and be familiar with the campus emergency systems and procedures to be ultimately responsible for all departmental equipment, property and safety.

Studio 1 Project:

You must have had prior experience directing a Studio 2 or 3 Project prior to being selected for a Studio 1 Project. You must have a faculty advisor willing to help you through the process prior to your proposal submission.

Scenic:

Stock scenery in GH 171 is available for use in the space it may not be altered. AWT classroom furniture may also be used if available, it may not be altered.

No walls, floors, or ceilings may be painted. Nothing may be hung on the walls unless with painters tape. Staff support is possible if budgeted out as part of your cost to produce.

Props:

There are a limited number of props that can be pulled from stock through your Studio Supervisors. All items must be pre-approved by the Production Manager prior to scheduling a pull time.

Prop pulls happen between 1 and 5pm on the Friday prior to the performance week.

Prop returns must be scheduled for the Monday following closing also between 1 and 5pm. Firearms and live flame of any type is prohibited. Smoking in the building is prohibited, including on stage. There are no exceptions.

Use of alcohol and illegal drugs is prohibited anywhere in the building, doing so will result in the end of your performance.

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Costumes:

A limited number of costumes can be pulled from stock. Costumes will not provide hosiery, shoes, jewelry, accessories, or period costumes. All pulls are subject to the Wardrobe Supervisor's approval. Please contact the Wardrobe Supervisor to schedule costume pulls.

Electrics:

Anyone designing or running the board must be trained prior to using the equipment, and must have completed a theatre practicum class in lighting. Contact your Lighting Supervisor. A limited inventory of instruments can be used in performance. The inventory list is available from the Lighting Supervisor. Additional instruments may not be imported from other spaces. There is a rep plot in place. Minor changes to the hang or focus can be made, but MUST be restored to the rep plot as soon as all performances are complete as part of strike. The Lighting Supervisor must approve all possibilities of change before they occur and any work performed must be by a trained professional or student who has received training from the electrics shop or equivalent.

Sound:

Anyone designing or running the board must be trained prior to using the equipment, and must have completed a theatre practicum class in sound. Contact your Lighting Supervisor.

Studio 2 Project:

Stock scenery in GH171 is available for use in the space it may not be altered. AWT classroom furniture may also be used if available, it may not be altered. There will be no prop or costume pulls provided, there will be no outside funding provided to the project.

Studio 3 Project:

Use of the space only, no stock scenery used.
No costume or prop pulls available.
No outside funding provided to the project.

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PERSONNEL

Production Manager – Laura Manning - 858.534.4776 - lmanning@ucsd.edu

The Production Manager is responsible for organizing proposal submissions, disseminating guidelines and safety information. The Production Manager must approve each production's planned use of the facility before rehearsals begin. The Production Manager must approve any changes in plans, and all posted flyers prior to distribution.

Producer/Director

Studio Projects can be directed by Theatre/Dance Undergraduate/Graduate/PHD students (majors or minors). The producer/director of each show is ultimately responsible for all aspects of the project, including procuring rights to their productions.

House Manager

The producer/director or stage manager of each production is required to provide a House Manager. If one cannot be found, the producer/director will be responsible for completing the duties of the House Manager.

The Fire Department regulations require that no more than 100 people occupy The Wagner Theatre or Dance Studio 3. There are no exceptions.

NO INDIVIDUALS MAY SIT IN THE AISLES.

1. Open the house 30 minutes prior to each performance.
1. Insure capacity does not exceed 100, including actors & crew.
2. Insure exit signs remain clearly visible and lit at all times.
3. Greet and seat audience members.

Studio Supervisor - Justin Humphres - jhumphres@gmail.com

Studio Supervisor - Matthew Herman – matthewtherman@gmail.com

Lighting Supervisor – Chao-Yu Tsai – chaoyu310@gmail.com

Wardrobe Supervisor - Jan Mah - jlmah@ucsd.edu

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GUIDELINES

Submitted Proposal

A fully thought out vision of your project must be turned in by the Friday of week 1 each quarter. Submissions should include names and contact info of the Producers/Director, and all parties involved in the project. A description of what you have in mind and the scope of the piece, giving the committee a very clear idea of how you will be dealing with all areas of the production. Please be as thorough as possible, the more information the better.

Email all proposals to lmanning@ucsd.edu, and distein@ucsd.edu

Keys

Keys to the building, performance space, and booth will be checked out from The Production Manager to the Sponsoring Faculty or Graduate student, and upon receipt of the \$100 deposit. They are to be returned before noon on the Monday following the performance week.

Rehearsal/Performances

Theatrical productions can take place in The Arthur Wagner Theatre, and movement/dance productions in Dance Studio III. Occasionally an alternate space is negotiated ahead of time with Production Management, a staffing fee may be associated with an alternate space.

Studio projects are guaranteed time in the performance space on Monday through Saturday the week of the assignment from 7:00 pm to 11:00 pm. The space is not available before or after these times. All performances must end by 11:00 pm, and the space must then be locked down, including all interior and exterior doors. No Sunday or holiday activity is permitted. The above times include set-up. If you require more rehearsal time you can sign it out in the department office, but you must abide by the regular sign-out rules. There are no exceptions.

Studio projects are required to restore the room each night to allow classes to take place during the day. This should include locking up the booth in the AWT and insuring all the booth windows are closed, and lights are off.

In Dance Studio III this also includes returning the bleachers to their stored position.

Please abide by the space guidelines posted in all classrooms. Do not move furniture from another classroom into the AWT or Dance III.

Performances are allowed only on Friday and Saturday evenings, with one performance each night. Any requests to the contrary must be directed to the Production Manager.

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Flyers & Advertising

Flyers may be posted no sooner than the Monday of the week of performance. All flyers must be pre approved by the Production Manager prior to being posted. You must use painter's tape to post flyers. Flyers on the second floor must be posted on the given bulletin boards, not on the doors or any glass surfaces. Please be tactful and limit the number of flyers posted in the building, any excess number of flyers will be removed. Please help us maintain a respectful environment within our building. Flyers must be taken down as part of your strike.

Strike/Clean-up

The Producer/Director is responsible for strike and clean up. After the final performance the theatre must be returned to a neutral state.

Because the performance spaces also serve as classrooms all technical elements must be struck into the theatre's storage room following each rehearsal or performance and classroom furniture returned. CLASSES TAKE PRIORITY. Pianos cannot leave the room, even for performances. All trash must be cleaned up and the floor must be swept. Each evening the booth must be completely secured, door locked and windows locked. In Dance Studio 3 the bleachers must be returned to their folded position. No large pieces may be left in the dance studio without prior approval from the Production Manager. After the final performance of each Studio Project, any pre-approved special lighting must be struck and returned to its proper location in the booth. Sound equipment must be secured. All department stock must be secured in the storage room to be returned on Monday, and personal items removed. The floor must be wet mopped at strike and all trash emptied into the bin in the loading dock. The booth must be completely secured, doors locked, and windows locked.

All props and costumes must be promptly removed from performance space and storage room the Monday following the performance week. Items belonging to UCSD must be returned at the time scheduled with the Studio Supervisor or the Wardrobe Supervisor. The cost of any lost, altered or stolen items will be deducted from the deposit. If the theatre is not restored to its neutral state a labor expense of \$20 an hour will be deducted from the deposit to accommodate restoration of the space.

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CONTRACT OF AGREEMENT:

(name of project)

By signing the below agreement the parties hereby agree to abide by the UCSD Department of Theatre & Dance rules and regulations stated above. If the conditions are not met, the Department reserves the right to refuse this and future participation in Studio Projects.

A \$100 deposit check made to "UC Regents" is required and the cost of any lost, altered or stolen items belonging to the Department will be deducted from the deposit if necessary in the loss of property or equipment. If the theatre is not restored to its neutral state a labor expense of \$20 an hour will be deducted from the deposit to accommodate restoration of the space. If the cost of the items or restoration exceeds \$100, I agree to pay the difference.

Student/Director/Choreographer:

(print and sign)

Email Address: _____

Faculty or Graduate Student Sponsor:

(print and sign)

Production Manager:

(print and sign)

Date of Project: _____ to _____

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