

PRODUCTION POLICIES

Auditions and Rehearsal

All University Theatre auditions are open to the public and the general student body. Theatre majors who are specializing in Acting or Musical Theatre are required to audition for every USD-sponsored production. Exceptions to this requirement are made on a case by case basis in consultation with the student's academic advisor and with permission of the Department Chair. USD theatre majors will receive preference for casting whenever possible and in the best professional interests of the production. It is assumed that majors will accept any role in which they are cast. The posting of a cast list by a director and the signing/initialing of the role assignment by an actor constitutes a binding agreement. Failure to fulfill casting obligations by withdrawing from a production (for reasons other than illness or a death in the family) may result in the actor being prohibited from performing/participating in the equivalent of one semester's University Theatre productions. Final decision regarding performance probation resides with the Performance faculty.

During the course of rehearsals, all members of the production staff, cast, and crew are expected to conduct themselves in a professional manner to the benefit of the production. Unprofessional behavior--including disruptive activities, absences, and/or a pattern of tardiness--may, at the discretion of the Director, result in the person being removed from the production. Actors and technicians should avoid over-committing themselves; if they discover that they are overtaxed due to excessive production commitments, counsel with academic advisors and/or production staff may be required to work toward a solution to the difficulty.

Rehearsal Scheduling

All rehearsal schedules are the responsibility of the directors of the individual productions; however, it is assumed that rehearsals will not be held after midnight or before 8:00 A.M. In addition, it is a requirement that all directors guarantee cast members at least one day per week free from rehearsal, except during the period of technical and dress rehearsals just prior to opening.

All rehearsal spaces and times are scheduled on a priority basis. Major productions in the Wayne S. Knutson Theatre and Arena take precedence over all other productions, projects, workshops, etc. If a director arrives in a rehearsal space which has been properly reserved and finds it occupied by another production, the Director's reservation serves as an immediate priority notice to the other party.

Complimentary Tickets

Wayne S. Knutson Theatre (mainstage season)

- Theatre faculty receive 2 complimentary tickets;
- The artistic team, cast, production and running crew members receive 1 complimentary ticket each;
- Ushers receive 1 complimentary ticket;

Arena Theatre

- Theatre faculty receive 1 complimentary ticket;
- Members of the artistic team each receive 1 complimentary ticket;
- Ushers receive 1 complimentary ticket;
- Because of limited seating capacity in the Arena, there are no student comps. Theatre majors may, however, attend final dress rehearsal as a preview performance for free.

Properties Check-Out

A designated group of stock hand props and furniture will be assigned for use by directing and acting classes. Additional properties may be borrowed following the procedure listed below:

1. For workshop productions that involve an audience, a request for properties should be submitted in writing to the properties shop supervisor at least one week (five working days) prior to the date needed. The following information should be included in the request:
 - Name of requester;
 - Title of script, act, or scene;
 - Performance date(s) and time(s);
 - Course (if appropriate);
 - Style, type, and quantity of units desired.
2. When the request is submitted, properties personnel and the requester will discuss availability of requested units, potential substitutions, etc.
3. Properties may then be checked out to the requester two days prior to performance and are to be returned to the properties shop at a designated time within twenty-four hours after final performance.
4. The borrower will be held responsible for damages or missing units.
5. Borrowers should use only those properties that have been checked out specifically and personally to them.

Costume Check-Out

Costumes, if necessary for an acting or directing scene, may be checked out following the procedure listed below:

1. A request for costumes and/or costume accessories should be submitted in writing to a costume studio assistant, the costume studio manager, or the resident costume designer at least one week (five working days) prior to the date

needed. The following information should be included in the request:

- Name of requester;
 - Class or departmental event for which costume is requested;
 - Performance date(s) and time(s);
 - Description of style, type, period, etc., of costume requested.
2. When the request is submitted, costume shop personnel will review the request and determine whether the request can be fulfilled. At that time, the borrower will make an appointment to check out the costume(s).
 3. Costume(s) may be checked out two (2) days in advance of an event and must be returned within twenty-four hours after final performance.
 4. The costume studio personnel will not perform any fittings, etc., on a borrowed costume. This is an "off-the-rack" service only.
 5. The borrower will be held responsible for damages or missing costumes.

NOTE: It is important to remember that the Wayne S. Knutson Theatre and Arena productions must take priority in the Costume Studio. Requests for costumes may be denied during heavy production periods.

GUIDE FOR ARENA SEASON AND WORKSHOP PRODUCTIONS

Purpose

The Arena Season and workshop productions, which are typically student-directed and designed, expand the University Theatre and departmental repertoire and provide a venue for exploring new works and new methods of production, while focusing on a "process-oriented" approach to production.

Administration

Proposals for Arena Season productions are submitted to the theatre faculty who choose and approve the projects, artistic staffs, and production schedules. The coordinators of the directing and various design subfields serve as artistic advisors for productions.

Types Of Production

1. **ARENA SEASON** productions are budgeted, receive technical support, and require the use of directors and designers approved by the respective area faculty. Depending on enrollment in Production Lab, technical crews may not be provided so the actors, director, designers, and volunteers must be prepared to serve as crew to build, run, and strike all aspects of the production. Efforts will be made to select the Arena Season of plays and its directors and designers in the spring of the preceding academic year and to advertise them with the Wayne S. Knutson Theatre season. In some instances, these productions may serve as second year or thesis projects for MFA candidates. No more than four Arena Season productions will be mounted in one season.

2. **WORKSHOP** productions are not budgeted and receive minimal technical support. If area supervisors permit, costumes and properties may be pulled from storage. Workshop productions may evolve from classroom work (i.e., scenes, one-acts, new plays) or may be independently initiated. "After-Curtain Performances" are workshop productions which occur after a performance of a show in the Wayne S. Knutson Theatre.

Additional Guidelines

1. **Proposals:** Any USD Theatre student who has completed THEA 451: Advanced Directing or its equivalent, or any faculty member may submit a proposal to the theatre faculty to secure an Arena Season or a Workshop production.
2. **Selection:** Upon receipt of production proposals, the faculty decide which projects will be sanctioned, when they will most appropriately be presented, and who will staff them.
3. **Auditions** for Arena Season productions are open to all students and the public and will be held after auditions for imminent Wayne S. Knutson Theatre productions are complete.
4. **Rehearsal period:** In an effort to limit rehearsal conflicts between the Wayne S. Knutson Theatre and Arena productions, the rehearsal period for Arena Season productions, generally, should not exceed five weeks.
5. **Publicity, programs, and front-of-house activities** for Arena Season productions are handled by the Managing Producer of University Theatre and the appropriate staff. For workshop productions, the production director, in consultation with the Managing Producer of the University Theatre, is responsible for publicity and programs.
6. **Responsibility:** The directors of Arena Season and Workshop productions assume the responsibility for caring for equipment and maintaining order and cleanliness in the production space. This includes the return and/or replacement of all elements of the production after the final performance.
7. **Production photos** for Arena Season productions are, if budgeted, the responsibility of the Managing Producer of the University Theatre. If not budgeted, they are the responsibility of the director and staff of the individual production.
8. **Academic credit** may be earned for involvement in an Arena Season or a Workshop production; interested students should consult their academic advisors.