

Colorado State University Theatre Handbook



Fall 2015

CSU THEATRE FACULTY AND STAFF

Faculty

Hally Albers	Instructor, Stage Management	hally.albers@colostate.edu
Garrett Ayers	Special Asst. Professor, Acting and Directing	garrett.ayers@colostate.edu
Lauren Coghlan	Instructor, Stagecraft; Head of Paint and Props	lcoghlan@rams.colostate.edu
Zhanna Gurvich	Adjunct Professor of Design	zhanna.gurvich@colostate.edu
Roger Hanna	Head of Design, Asst. Professor of Set Design	roger.hanna@colostate.edu
Candice Ingold	Adjunct Professor, Acting and Directing	candice.ingold@colostate.edu
Wendy Ishii	Emerita Professor of Acting	
Price Johnston	Asst Director; Assc. Prof. Lighting & Media	price.johnston@colostate.edu
Laura Jones	Professor	laura.jones@colostate.edu
Walt Jones	Professor	walt.jones@colostate.edu
Eric Prince	Professor; Director of Beckett Center	eric.prince@colostate.edu
Amy Scholl	Instructor, Acting	amy.scholl@colostate.edu
Maile Speetjens	Adjunct Faculty; Asst. Costume Shop Manager	maile.speetjens@colostate.edu
Janelle Sutton	Adjunct Faculty; Costume Shop Manager	janelle.sutton@colostate.edu
Debbie Swann	Instructor, Acting	debbie.swann@colostate.edu

Staff:

Jennifer Clary Jacobs	Marketing Director	jennifer.clary@colostate.edu
Brandon Ingold	Assistant Technical Director	brandon.ingold@colostate.edu
Heather James	Academic Support Coordinator	heather.james@colostate.edu
Siobhan Gleason	Costume Crafts Artisan	siobhangleason@gmail.com
Andrew Killion	Master Electrician; Resident Lighting Designer	andrew.killion@rams.colostate.edu
Tom Krebs	Director of Recruiting and Scholarships	tom.krebs@colostate.edu
Marjorie Moss	Academic Support Coordinator	marjorie.moss@colostate.edu
Peter Muller	Venue and Events Manager	peter.muller@colostate.edu
Linda Parent	Administrative Assistant, Theatre and Dance	linda.parent@colostate.edu
Mike Solo	Publicity Media Assistant	mike.solo@colostate.edu
Jessica Whitehead	Assistant Master Electrician	jessica.whitehead@colostate.edu

Visit theatre.colostate.edu for faculty and staff bios, news, and more information.



WELCOME

Welcome to CSU Theatre. We are truly excited you are here! These are exciting times in the world of theatre at Colorado State University.

We have new faces, new equipment, and a new curriculum that will springboard you into the professional world.

Within these pages, you will find more than a few nuggets of knowledge to help you as you progress through your training at Colorado State University. The policies and procedures within are implemented to help you transition smoothly into University life.

It is our goal to put you, the student, first and foremost in our efforts. The administration, faculty and staff are here to help prepare you for the rigors of life beyond academia. We welcome you to our family and are excited to see what the future holds.

May the force be with you!

Cheers,
Price

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ACADEMIC ADVISING

You need to meet with our on-site Academic Advisor, to make sure that you're meeting both university requirements and theatre-specific requirements. Additionally, from time to time you will want to discuss your plan with a faculty member. All faculty members have posted office hours, and you are encouraged to talk to any faculty member about your plans, concerns, or problems, who will either help you or refer you to someone who is best able to do so.

ATTENDANCE

Attendance in all your classes is mandatory and required. Please review each classes' attendance policy, as instructors may lower your grade a full letter for each unexcused absence. Your class syllabus will contain specific information about the policy on absences and tardies.

Theatre production commitments, roles or responsibilities can never be used as an excuse to miss classes. Permission will not be granted to miss a class for appointments, interviews, auditions, costume fittings, rehearsals, outside employment, etc.

Students may miss a class only with the express permission in advance of their class instructor. Students who are ill should communicate with their instructors as soon as possible after missing a class. Students who are ill and have to miss more than one class should seek medical care and provide documentation. Except in the case of illness, only your instructor can approve absence from class. Provisions to allow for religious holidays, emergencies, and University Sanctioned Absences will be made.

AUDITIONS, ACTING AND PRODUCTION WORK OUTSIDE THE SCHOOL OF MTD

Students must have permission from their area professor and the Director of Theatre before seeking outside production work or acting roles at any local theatre (e.g., Bas Bleu Theatre Company, OpenStage, etc.). Permission for these events should be sought

prior to the audition process for any local production. Most local theatres are aware of this policy and work in conjunction with the CSU faculty to adhere to it. Outside work will not take precedence over departmental productions.

AUDITIONS, CASTING, AND DESIGN & TECHNOLOGY ASSIGNMENTS

All Acting Concentration students are required to audition for each MainStage production. If you are cast, you will have the option to decline, although we may ask why you declined. If you accept, you agree to attend all rehearsals except as permitted in advance by consent of the director; no one will be released from the technical or dress rehearsals, or the performances.

Scripts or sides, plus role descriptions, will be posted on the Production Hub prior to auditions, along with what is required to audition (monologue, song, etc). Roles will not be pre-cast. Sign up sheets will be posted with time slots on the call board outside the theatre faculty offices on the second floor; please sign up for the earliest slot you are able to make it to, so that if all slots aren't filled a director doesn't have to wait around for you to show up.

Twice a year, Design & Technology Concentration students will be asked to complete a Google Form to state their interests and preferences for the following semester. If you accept your position, you will agree to attend all meetings, designer runs, technical and dress rehearsals, and opening night except as excused by the Head of Design.

All General Theatre Concentration students will BOTH audition for all MainStage shows AND complete the Design & Technology form.

The faculty will work out conflicts that might result with a student whom a director wishes to cast in a show who is already assigned a design or backstage role that conflicts with acting in the show. This decision will be reached by the faculty as soon as possible once the conflict has been identified; we count on the students who

find themselves in this potential position to make the Production Manager aware of the situation as soon as possible.

Departmental MainStage shows must be your first priority. Work on YPO shows and outside productions must be approved (see “Employment and Outside Productions”) by your Academic Advisor prior to you accepting it, and will not be approved if it negatively affects departmental productions or your academic work.

BIOS, HEAD SHOTS, AND PROGRAMS

Each freshman or transfer student must submit a 50-100 word biography by Labor Day, using a Google Form on the Production Hub. These bios will be edited by the faculty as necessary for clarity, stylistic consistency, and space limitations.

Bios are primarily to list relevant work in academic and professional theatre. Things that are sometimes interesting in a bio include where you’re from, your celebrity parents, awards you’ve won, and outstanding achievements.

Head shots should be uploaded to the hub, at least 2” wide and 3” tall at 300dpi. Head shots will be in black and white in the program, but you can upload a color headshot. We’d like head shots from designers and stage managers as well as from actors.

A complete current list of bios will be posted on the Hub. From time to time, you may wish to update your bio; to do so, send revisions to the Production Manager. Keep in mind changes do not happen automatically with your submission, and show programs will be assembled well before a production opens. The best time to update your bio is right after a show opens, so that it can be current for the next show.

Not everyone working on a show gets a bio in the program. Our goal is to model professional programs, not high school ones. Therefore, bios are generally limited to the cast and the principal creative team.

A proof of the program will be available to look over at the first designer run of each production. This is your chance to notice that

you're not listed, or you've been credited incorrectly, or someone you know worked on the show is missing. We count on everyone's help to ensure that no one is left out.

COMMUNICATION

Most communication regarding productions, classes, and departmental issues happens via email. You need to check your CSU student email DAILY. Additionally, when you're working on a show you will need to use the Production Hub.

Each faculty member has two office hours per week, posted on his or her door.

Theatre majors meet the first day of classes each term at 5:30pm in the Thrust. A practicum meeting will be scheduled each semester on the second day of classes.

Contact a faculty member whenever you need to know anything that you don't see explained in this handbook to your satisfaction. If necessary, you may be referred to another faculty or staff member, your academic advisor, or the Director of Theatre to get the information you need.

Contact a faculty member if you have a problem with your class work, fellow students, faculty members, University regulations, or Department or University staff. If a problem is production-related, first discuss it with the Production Manager or the show's stage manager (whomever seems appropriate given the problem) before reaching out to a third party. If the problem isn't resolved to your satisfaction, make an appointment with the Director of Theatre.

COMP TICKETS AND OPENING NIGHT

All students, staff, and faculty are encouraged to show support by attending opening night of each production. Every student at CSU is entitled to a free ticket to a single performance of each production; additionally, anyone with a bio in the program is entitled to a companion ticket as well.

All CSU students may receive one free ticket to each distinct Music, Theatre and Dance department event at the UCA. Tickets are available in advance at the UCA Ticket Office, online at csuartstickets.com or at the door. CSU ID required. Classical Convergence series concerts and all Community Events are not eligible for this discount.

Online, you must use the Colorado State Community log in and not the General Public log in using your CSU eName and ePassword to receive this discount. On the phone or in person, you must purchase your ticket separately and present your CSU ID and eName when making the reservation.

Online and phone orders will be held at Will Call for distribution beginning 60 minutes prior to each performance. Stage Managers will provide the box office with a printed list of cast and production comps. These must be picked up by the person on the list, who must show ID. Tickets not picked up by 15 minutes before curtain will be released to other patrons.

EMPLOYMENT OUTSIDE (AND INSIDE) THE DEPARTMENT

Most students have on- or off-campus employment of some kind and need no permission to work during the academic year. But please note that hours of employment can never be an excuse for not attending classes or missing costume fittings, production meeting (for students who are required to attend), rehearsals, or performances. There are some work-study positions available in the department, see the Production Manager to identify any open positions. There are on-campus job listings through the portal www.libarts.colostate.edu/current; click on “Employment.”

FOOD AND DRINK IN REHEARSAL HALLS, SHOPS, AND THEATRES

Please, only bring beverages in sealed containers into rehearsal,

into a shop, or into a tech. We create rehearsal schedules to specifically allow everyone to eat, and encourage you to do so... but not in our work spaces. It's gross. It's rude. It's distracting. It damages equipment. It spontaneously generates vermin (well, no, but it attracts them). If you don't have time to eat, you are not managing your time well . . . that doesn't mean everyone else needs to witness or smell you stuffing your face.

PERFORMANCE CLASS REHEARSAL RESOURCES

Rooms: Rooms in the UCA may be booked for rehearsals in advance through the Departmental Administrative Assistant, in the Main Office, UCA 120. Students are limited to reserving time in 90-minute or less blocks; any room reserved but not occupied is released 10 minutes after the reservation's start time. Students may not reserve more than five hours of time each week.

Lockers: Sometimes basement lockers are available for a small fee. While Music students have priority, please enquire at the front desk in the main office about availability.

Props and Costumes: Beyond MainStage shows, only instructors or the YPO Advisor may request use of costume or prop stock. Instructors will make requests to the Costume Shop Manager or the Head of Paint and Props in writing as far in advance as possible, at least a week prior. The Costume and Prop shops are not obligated to support class projects, and anything borrowed must be returned clean and in the same condition it was borrowed.

Storage of props and costumes: departmental or personal props used for performance classes may be locked in the road boxes in the acting labs. Keys may be signed out from the Production Manager.

No-nos: Use of open flame anywhere in the UCA is prohibited. Use of cigarettes or other smoking devices is prohibited by Colorado law. Use of alcohol is specifically not permitted. Use of firearms, including plastic replicas, is prohibited unless written permission, including

documented training from the Production Manager, is obtained.

There is no food or drink in rehearsal halls or performance venues beyond water, in a bottle with a cap. Please the rant above entitled “Food and Drink in Rehearsal Halls, Shops, and Theatres.”

THE PRODUCTION HUB

The Production Hub is an online resource run by the Production Manager. Most paperwork for shows we produce is stored there; you will need to access it repeatedly each time you work on a show. Contact sheets, show schedules, rehearsal reports, show drafting, drawings, and paperwork are all stored here.

All majors will be given access to the Production Hub. After the first time you visit, you’ll find a link for it from your sites.google.com page; use this link from then on. Having followed the link, click on the “sign in” button at the bottom of the page. On the following page, you’ll be able to choose tabs for productions. From those tabs you’ll find Show Company Portals for any show with which you are involved. If you have a problem gaining access, contact the Production Manager.

REHEARSAL AND PERFORMANCE PROTOCOL

Classes are the priority of all students, and rehearsals and production meetings are not an excuse to miss them.

Calls and schedules will be emailed by the show’s stage manager.

There is no food or drink in rehearsal halls or performance venues beyond water, in a bottle with a cap. Please the rant above entitled “Food and Drink in Rehearsal Halls, Shops, and Theatres.”

Most productions rehearse 6:30 to 10:30pm Mondays through Fridays. Some weekend rehearsals also occur. Tech rehearsals might extend till 11pm nightly, and generally take place between 10am and 10pm on both Saturdays and Sundays. A rehearsal schedule

will be distributed by the stage manager and posted on the Hub.

You are expected at all rehearsals for which you are called, and all technical rehearsals. Any conflicts must be presented when you audition or accept a production role.

Rehearsals, meetings, and costume fittings begin on time. Do anything you need to do prepare ahead (eating, warming up, etc.) of the scheduled time. Anticipate traffic, trains, and unexpected nonsense out of respect for your colleagues.

Productions will have photos taken at dress rehearsals where non-flash photos may be taken by CSU photographers and the design team. Some productions will additionally have a one-hour photo call following the first Sunday matinee; in these cases, there will be a director-approved list of shots in reverse order posted in the dressing rooms to help cast and crew help make the process run as efficiently as possible.

SEASON SELECTION

Students are encouraged to participate in the season selection for the following academic year. There are two ways to do so: the first is to simply suggest a show. To do so, respond by posted deadlines with both a copy of the script, and a completed form.

The second way takes more time, but gives you a larger voice in season selection: join the Season Selection Committee. The committee is made up of faculty, interested staff, and students, all of whom read all suggestions and then debate the merits of each show and how it fits into a season that best complements the previous season.

SOPHOMORE REVIEW POLICY

All theatre major sophomore students, four year students in their second year of studies, and transfer students in their first year, are subject to a personal review by the theatre faculty who will examine

past performance outcomes, class and extra-curricular activities and individual progress, with a view to advising and approving the appropriate pathway and specialist track within the theatre program. It is an important, as well as required, opportunity for students to communicate their interests, their successes, or difficulties, as well as an opportunity to raise questions, seek informed guidance or share any concerns about their progress within the department.

You are required to turn in a personal resume or CV, detailing all your theatre based work to date, with information on classes taken, as well as activities such as practicum experience, university or YPO productions etc. You are also required to submit a one or two page document (500 words – 1000 words maximum) talking in a personal and informal way about your CSU theatre experience, your personal learning, any challenges, any outstanding or rewarding aspects, as well as some discussion as to how you hope your final two years will be shaped and what you hope to achieve. Students on the technical and design track will be expected to submit a digital work portfolio, which should be saved and shared via Google drive. Students on the performance/writing track may also submit any digital materials similarly, in order to communicate the picture of who you are.

These materials are submitted directly to Linda Parent, Theatre Office Manager, for the final week of March, or earlier. Students will be notified in advance of any changes to these requirements or deadlines. Materials for collation to: Linda.Parent@colostate.edu.

Faculty will read all submissions in advance and then meet with each student for a brief personal conference interview. If you have any specific questions on what is required, you may contact Eric Prince for performance track issues, and Roger Hanna for technical/design issues. Your scheduled interview will normally be held early in April and should take 15 to 20 minutes. Whether your intended theatre track remains as performance, technical/design, literary/playwriting, or general theatre/directing theatre will depend upon the evidence of progress in your sophomore review and the agreed decision of the faculty.

STUDENT RESOURCES, RIGHTS & RESPONSIBILITIES

First and foremost, BE SAFE. Concerned about someone? TELL SOMEONE.

Second, KNOW your rights and responsibilities.

Third, ENJOY campus life at Colorado State University!

Check your RAMWeb DAILY to be in-the-know and aware of what's happening campus-wide.

Familiarize yourself with UNIVERSITY POLICIES regarding such critical personal issues as campus safety, student privacy and freedom of expression and inquiry.

Go to catalog.colostate.edu and in the left hand menu click on "University Policies."

Important NOTE:

As a full-time, on-campus student you have already paid for a range of services including the health center and campus recreation, the University Career and Counseling Centers, legal services and conflict resolution, RamRide and much more.

Need more information on your Student Fees? Check out your ASCSU (Associated Students of Colorado State University) webpage. Under the "Legislative" tab, click on "interactive student fee" and under the "Involvement" tab, click on "Student Fee Review Board."

YOUNG PRODUCER'S ORGANIZATION

Inhale opportunity, exhale creativity.

YPO is a fully student-run theatre and performing arts organization advocating professional growth in the performing arts at Colorado

State University by creating unique opportunities for student artistic expression. YPO is passionate about providing resources for students who want to learn and grow from their experiences as a first-time director, playwright, designer, stage manager, and/or performing artist. With support from ASCSU and audience donations, YPO produces plays, comedy nights, open mic nights, improv workshops and more!

Contact YPO at csuypo@gmail.com.

KEEP IN TOUCH AFTER YOU GRADUATE

We hope to see you, and hear from you, after you graduate. In order to do so, before you graduate you need to provide us with a permanent email address . . . your CSU one will be disconnected shortly after you matriculate. We can't do this for you! Not only do we want you to come back and see shows . . . we want to be able to use you as a resource for students. We might want you for a panel of former students explaining your career. We might want you to teach a master class in your area of expertise. We might want to hire you for a special skill needed in creating a production. You get the idea. It's up to you to let us be able to reach out to you.

Colorado State University

2015—16 Theatre Season

An Evening with Samuel Beckett

by Samuel Beckett. Directed by Eric Prince.
September 5.

Step on a Crack

by Suzan Zeder. Directed by Laura Jones.
October 9—25.

The Winter's Tale

by William Shakespeare. Directed by Eric Prince.
December 4—13.

Boy

by Diana Son. Directed by Walt Jones.
February 5—14

Good Kids

by Naomi Iizuka. Directed by Laura Jones.
March 3—5

Reefer Madness the Musical

by Kevin Murphy and Dan Studley. Directed by Garrett Ayers.
April 20—May 2

Rock Band Project

Price Johnston's Lighting Design 1 Class and Friends.
May 12