

Theatre USA Jesters/ Second Season Production Proposal

Play: _____ Playwright _____

Director: _____ Faculty Advisor: _____

Stage Manager: _____ Scene Designer: _____ *

Costume Designer: _____ * _____ Lighting Designer: _____ *

* Must be initialed by appropriate Faculty Designer

Publisher: _____ Royalties: _____

Number of Actors: _____ male; _____ female; _____ either

Suggested Dates for Production: _____ Second Choice: _____

Scenic Demands: Describe in terms of interior or exterior; number of locations; Style; any special demands, include Props

Costume Demands: Number of costumes (changes per person), Style; any special demands include Makeup needs and fast changes.

Lighting Demands: Describe in terms of general wash, area lighting, possible specials

Other Technical Demands: Sound effects, Music, Special Effects, etc.

Attach a 1 page printed statement of your Directorial Concept and why you want to direct this play.

Director's Signature _____	Date _____	Faculty Advisor's Signature _____	Date _____
----------------------------	------------	-----------------------------------	------------

Below To be filled out by the Selection Committee

Recommended ☐ Not Recommended ☐

Comments:

Selection Committee (Chair) _____	Date _____	Faculty (Department Chair) _____	Date _____
-----------------------------------	------------	----------------------------------	------------

Theatre USA Jesters/ Officer and Committee Responsibilities

President Chairs all General Meetings

Chairs Executive Committee Meetings

Member of Finance Committee

Official representative of Organization to Faculty Meetings, University Events, Arts Events, and SGA

Ad Hoc Member of all committees

Vice-President of Production Stands-in during absence of President for all responsibilities of that office.

Attends Executive Committee Meetings.

Chairs Studio Committee Meetings

Solicits Proposals from Student Directors

Submits Studio Committee Report at General Meetings

Any interested students are welcome to attend Studio Committee Meetings.

Studio Committee includes All Production Chairs.

Production Committees:

Selection Committee - Chaired by Vice-President

Submits Selection Committee decisions to Faculty for approval.

Selection Committee also includes Technical Committee Chair and Public Relations Chair, plus one upperclassman and one lowerclassman selected at-large. Faculty Advisor and President are AdHoc members. Any one submitting a proposal will be excluded from voting.

Technical Committee - Chair Appointed by Executive Committee.

Member of the Play Selection Sub-Committee

Submits Technical Report at Studio Committee Meetings

Handles all Technical production needs for Studio Season

Manages Budget for all Technical Expenses

Turns in receipts to the Treasurer for reimbursements

Submits Royalty Requests to the Department Chair, Dr. Leon VanDyke.

Attends Show Production & Design Meetings

Creates production calendar with directors, designers & SM

Co-ordinates Strike

Technical Committee members, which will change for each show, should include:

Director, Production Stage Manager, Scene Designer, Costume Designer, Props

Supervisor, Lighting Designer, Sound Supervisor

Primary responsibilities: recruit volunteers, scheduling and meeting deadlines.

Public Relations Committee - Chair Elected by Jesters at Large

Member of Studio Board Selection Committee

Submits PR report at Studio Board Meetings

Ensures printing of posters and programs

Handles all publicity and marketing for Studio Season,

Committee should number between 3 or 4 members to fulfil following responsibilities

Poster Design

Print Media (Press Releases) Please give Information to Department Secretary

Radio and TV Spots

Program Design and Copy*

Poster Runs*

Lobby Display* - when applicable. Work with Faculty or appointed staff.

**** items includes responsibilities for main stage shows as well***

House Committee*- Chair Appointed by the Executive Committee

Submits House Report for Studio Season at Studio Board Meetings

*** *This committee is also responsible for these same activities for all Theatre USA Productions***

Committee should number between 3 or 4 members in following Areas

House Management - recruits and trains house managers for each show.

Co-ordinates with Box Office Chair (Or Department Secretary)

with ticket stubs for each performance

Ushers - recruits and trains ushers for each show

House Set-up - organizes volunteers to set-up and strike audience chairs with stage manager of each show (Or Department Chair)

Hospitality - organizes volunteers to man concession stand for each show.

Buys all Hospitality supplies.

Turns Income & Expenses report in to the House Chair.

Turns receipts and income in to the Treasurer after each production

Box Office Chair Appointed by Executive Committee

Submits Box Office Report at Studio Board Meetings

Sets up Box Office Cash with the Treasurer for each performance

Submits Box Office Income to the Treasurer after each production

Recruits and trains Box Office personnel with Department Secretary Janet Lambard for all Theatre USA and Studio Season Productions .

Work with Department Secretary, Janet Lambard on Safe Box

Member of Finance Committee

Submission Process for Student Directors for Studio Season

1. Submission forms are available from the Jesters Vice-President who Chairs the Studio Board and Play Selection Sub-Committee
2. All forms should be filled out in detail and include all signatures and initials as requested. Forms missing information and signatures will not be considered
3. All potential student directors must have successfully completed DRA 340 Directing or its equivalent at another institution.
4. A copy of the script must be submitted with the application.
5. **Applications must be submitted to the Vice President by September 2 for Fall 2008 productions. The Selection committee will meet September 5. The earlier you submit your proposal and script the better opportunity the committee has to consider it. Spring dates will be announced later this semester.**
6. Selection Committee is composed of the Production Vice-President (Chair), Technical Committee Chair and Public Relations Chair, plus one upperclassman and one lowerclassman selected at-large. Faculty Advisor and President are AdHoc members. Any one submitting a proposal will be excluded from voting.
7. Plays will be considered in terms of scheduling, casting demands, budget restraints, and quality of proposal.
8. Recommended proposals will be submitted to the Faculty Advisor to submit to the Faculty for final approval.
9. Selected Plays and Dates will be Posted on the Call Board. If you have any questions about selections please bring them to the Selection Committee Chair.

USA Studio Season Guidelines

1. Number of Productions per semester will be limited by main stage productions, budget, and available personnel, but no more than two each semester.
2. **Main stage Productions Have Precedence Over Studio Productions In Terms of Scheduling, Casting, Personnel, Equipment, All Studio Space and All Stock Items.**
3. Students not cast in Main Stage productions should have priority in casting.
4. Directors must discuss their casting with and receive the approval of the Department's Director of Performance before posting it.
5. USA Jesters will provide
 - a. a \$200 Production Budget to be administered by the Chair of the Technical Committee.
 - i. Reimbursement for production expenses will only be given with a receipt through the Technical Committee Chair.
 - ii. Any Petty Cash Advance Requests must go through the Technical Committee Chair. Students receiving petty cash are responsible for returning receipts or money.
 - b. Technical support in forms of construction crews and running crews
 - c. Publicity and Programs to be generated by the Public Relations Committee
 - d. House and Hospitality Support
 - e. Box Office Support
 - f. Strike Support. *Anyone taking part in a Studio Production is expected to be at Strike*
6. The Department of Dramatic Arts will provide:
 - a. Royalties for recommended studio productions within reasonable boundaries.
 - b. Access to rehearsal space during times not needed for classes, main stage productions, or scheduled university or department activities, i.e. ACT convention.
 - c. Access to and use of Department Stock with approval of the appropriate Faculty Area Supervisor. Alterations and changes should not be permanent, i.e. Costumes may be altered but not cut. See Area Supervisors for Specifics. All items must be returned to proper place
 - d. Information to public if that information is given in a timely, organized manner to the department secretary.
7. All Box Office Income will be returned to the Jesters General Fund unless otherwise arranged.
8. A percentage of any profit will be deposited to the Travel Fund for Jesters Members attending ACTF, SETC, Auditions, Interviews, Etc. Amount to be decided by the Finance Committee.
9. Any items purchased for a production will become property of the Department of Dramatic Arts.

Theatre USA Jesters Travel Fund

1. A Travel Fund will be established to aid members traveling to Theatre Conventions, Festivals, Auditions and Interviews.
2. Money will be requested from S.G.A. at the beginning of each semester that a travel event is scheduled for those members who request travel funds.
3. S.G.A. monies may only be used for Registration, car rental, air fare and Housing Expenses.
4. Monies deposited in the Travel Fund by other than S.G.A. may be used for Mileage and Food with receipts. Alcohol expenses will not be reimbursed.
5. A percentage of any profit generated by Jesters Studio Productions or other activities will be deposited to the Travel Fund. Amount to be decided by the Finance Committee.
6. Only Members in Good Standing are eligible for Travel Funds.
Member in Good Standing means a student is-
 registered in classes for the semester requested,
 in regular attendance at Jesters General Meetings
 an active member of at least one Jesters Committee
7. Members will receive Reimbursement only if receipts are turned in by set time for each activity, with attached programs/other documentation requested by S.G.A. or the Finance Committee.