

**AUBURN UNIVERSITY  
COLLEGE OF LIBERAL ARTS  
DEPARTMENT OF THEATRE**

**Student Handbook**



# Table of Contents

<b><u>Theatre Faculty and Staff</u></b> .....	3
<b><u>Welcome</u></b> .....	4
<b><u>Theatre Programs and Degree Tracks</u></b> .....	5
Admission and Retention Policies for all Theatre Majors.....	5
B.A. and B.F.A. Tracks.....	5
Minor in Theatre.....	8
Minor in Dance.....	8
<b><u>Production Practicum</u></b> .....	9
<b><u>Internship</u></b> .....	10
<b><u>Advising</u></b> .....	10
Waivers/Substitutions.....	11
<b><u>Student Financial Aid and Scholarship</u></b> .....	12
<b><u>Classroom Policies</u></b> .....	12
Class attendance and conduct.....	12
Theatre Course Grade Policy.....	12
Incompletes.....	13
Student Evaluation and Expectations.....	14
Shared Classroom Rehearsal Space.....	14
Swipe Access, Security/Key Assignments and Lock up Procedure .....	15
<b><u>Theatre Spaces</u></b> .....	15
Mainstage.....	15
Blackbox.....	15
Departmental Office Guidelines.....	16
<b><u>Production</u></b> .....	17
Auditions and Casting.....	17
Scripts.....	17
Production Roles.....	17
Tickets.....	20
Photographs.....	21
<b><u>Production Rehearsal Policies</u></b> .....	22
Rehearsal and Performance Space.....	22
Backstage.....	23
Actors Contract.....	24
Safety.....	25
<b><u>Student Involvement</u></b> .....	26
AU Players.....	26
Mosaic Theatre Company.....	26
Alpha Psi Omega.....	27
Student Staff Positions.....	27

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## Welcome

Welcome to The Auburn University Department of Theatre! We are very happy you have decided to perform, create, and learn with us. This **Student Handbook** is meant to be used as a reference for students during their time with the department. The Handbook provides the knowledge, requirements, and guidelines necessary for a student to be successful here at Auburn. It may not contain everything a student may wish to know, but it represents an effort towards documenting departmental operating policies and procedures. Going forward with classes or performances within the department, a student must understand and be familiar with the policies in this handbook. All students within the theatre department will be held to the standards of the listed rules and regulations.

The policies and procedures outlined in this handbook will be applied at the discretion of The Department of Theatre. The Department of Theatre reserves the right to revise policies and procedures described in this handbook. The Department of Theatre will make every effort to notify students when an official change in policy or procedure has been made, but always seek advisor guidance if you are concerned about any to contradictory information.

Theatre has the potential to foster dialogue, alter perceptions and inspire social change. The Auburn University Department of Theatre is dedicated to the education and professional training of theatre artists, scholars and audiences within a liberal arts environment. The Department champions the interaction between theory and practice and produces citizen artists who advocate for the arts through their own work in local, national and international communities. Auburn University theatre students think critically, creatively and collaboratively and carry their knowledge from rehearsal spaces and classrooms to stages, campuses and communities worldwide.

Students graduating with degrees from the Department of Theatre find employment as actors, theatre technicians, administrators, or educators. The Department of Theatre provides instruction and production experience for students interested in developing their talents in theatre arts, whether as majors or non-majors. Consequently, a broad range of classroom, laboratory, and performance experience is provided in acting, directing, music theatre, dance, scenic and lighting design, costume, theatre technology, construction and crafts, theatre history, dramatic literature, theatre criticism, theatre administration and management.



## **Theatre Programs and Degree Tracks**

### **Admission and Retention Policies for all Theatre Major Degrees**

An overall 2.0 grade point average is required for admission and retention in all degree programs.

A grade of “C” or better is required in all theatre courses.

A “F” in a theatre course excludes the student from major responsibilities, performance or production, in the production program for the following semester.

All Theatre majors must fulfill Theatre Production Studio requirements by registering for a minimum of four semester hours of THEA 1910, 2910, 3910 or 4910, according to the requirements of each specific program. A student must complete at least one practicum in each shop.

### **B. A. and B.F.A. Tracks**

#### **Bachelor of Arts (BA) in Theatre**

The Auburn University Bachelor of Arts is a wide-ranging, comprehensive degree program that offers students the opportunity to engage deeply in all the various component parts of creating, curating, and critiquing performance. BA students have the flexibility to tailor their theatre education to their interests.

Students must be accepted to Auburn University and must officially declare the Theatre major. There is no audition or portfolio required to enter the BA program

#### **Curriculum and Requirements for BA in Theatre**

- A minimum of 120 credit hours of course work required to complete the degree
- 41 credits in the major core
- 16 theatrical elective credits, including 3 hours of design/tech and 1 hour of practicum or studio
- [See a full overview of the curriculum for the BA in Theatre on the AU Bulletin](#)

To graduate with a BA in Theatre, student must earn a grade of “C” or higher in all Theatre courses. Any course with a grade below a “C” must be repeated

#### **Bachelor of Fine Arts in Performance**

The BFA in Performance is a two-year program that builds on the foundational course offered in the BA. It offers studio acting, voice, and movements training with professional actors, as well as opportunities to participate in a wide variety of production experience.

#### **Bachelor of Fine Arts in Music Theatre**

The BFA in Music Theatre is a four-year degree track, based in the BA, that offers practical, pre-professional skills in acting, dancing, and singing for the student whose ambition is to be a professional actor or musical theatre artist.

Both Performance and Music Theatre degree tracks combine a liberal arts education with applied skills in performance that will serve the undergraduate actor seeking graduate school placement or professional employment.

#### **Curriculum and Requirements for BFA in Performance/Music Theatre**

- A minimum of 120 credit hours of course work must be completed to receive the BFA degree
- All BFA Performance/Music Theatre students are expected to audition for ALL season productions
- Student progress in and commitment to the program is monitored carefully by faculty through

reviews and evaluations every semester

- Continuation in the program is dependent on continued progress in the mastery of performance skills, professional behavior towards all collaborators, and a strong academic record.
- [See an overview of the BFA Performance curriculum on AU Bulletin](#)
- [See an overview of the BFA Music Theatre curriculum on AU Bulletin](#)

### **Bachelor of Fine Arts in Design and Technology**

The BFA in Design and Technology offers a practical foundation in all areas of theatre production, including scenic, lighting, sound, costume, and property design, technical direction, and construction.

#### Curriculum and Requirements for the BFA in Design and Technology

- A minimum of 120 credit hours of course work must be completed to receive the BFA degree.
- Students are typically involved in a significant production-oriented project during each semester of their residency.
- A student's progress in both the classroom and the program is carefully monitored by faculty through reviews and evaluations at the end of each semester.
- Following successful completion of sophomore year portfolio review, students are assigned a design or technical project in conjunction with a studio/main stage show developed in consultation with their advisor.
- Continuation in the program is contingent on the content and quality of work, as well as the maintenance of a minimally acceptable GPA, 2.0.
- [See an overview of the BFA Design and Technology curriculum on AU Bulletin](#)

### **Bachelor of Fine Arts in Theatre Production/Management**

The BFA in Theatre Management is designed for students pursuing professional careers as managers and administrators in the arts and culture sector. BFA Management students take rigorous courses in stage.

#### Curriculum and Requirements for the BFA in Theatre Management

- A minimum of 120 credit hours of course work must be completed to receive the BFA degree.
- All BFA Management students are expected to participate in the production program every academic year.
- Student progress is carefully monitored by faculty and professional staff through semester reviews and evaluations.
- Continuation in the program is dependent on the content and quality of work, both academically and in the production program; continuance is also predicated on the maintenance of a strong academic record.
- Students are required to complete a professional internship in the senior year as well as deliver a presentation of their experience and growth to peers and faculty.
- [See an overview of the BFA Theatre Production/Management curriculum on AU Bulletin](#)

## **B.F.A. Admission and Retention Requirements.**

These policies are in addition to the requirements stated in the Auburn University Bulletin.

Students must formally apply for admission to the BFA programs. Students wishing to apply for any BFA program must have an overall 2.0 grade point average.

Students entering the BFA tracks in Design/Technology, Management, and Performance typically apply for admission in the spring of their sophomore year and with permission from Theatre faculty.

Students entering the BFA track in Music Theatre audition in the Fall semester prior to their freshmen year.

Transfer students will be considered on an individual basis.

Students may be admitted to the BFA tracks at any time during the student's college career with the consent of the theatre faculty. Upon audition and/or presentation of portfolio and minimum grade requirements.

Application is through portfolio review (Design/Technology and Management) or audition (Performance and Music Theatre)

Once they are admitted to the programs, students have to meet these requirements in order to graduate.

1. Students must earn a grade of "C" or higher in all theatre courses. Any course with a grade below a "C" must be repeated.
2. Students must maintain a 2.0 GPA in their area of emphasis
3. Continuance in the BFA degree tracks is subject to review each semester by faculty
4. Final recommendation for graduation is made after the successful presentation of a performance recital or the successful execution of a design or major production project during the student's final year. The success of a performance recital, design, or production model is determined by the Department of Theatre faculty.

Students within the BFA tracks will have semester reviews with a designated faculty advisor. The student will receive oral and written assessment based on their progress in applied skills and professional department.

- If a student's work is unsatisfactory, they may be placed on probation for one semester.
- If progress during probation is not satisfactory, the student may then be dropped from the program.
- While every effort will be made to provide a probationary semester for students to improve an unsatisfactory level of performance, students who, in the professional estimation of theatre faculty in their respective degree programs are not meeting expectations as set forth by the faculty for continuance in the B.F.A. degree programs may be dismissed from those programs at any time.

If a student is at first denied entry into or is dismissed from any of the BFA programs, the student may re-audition at a later date or continue in the BA program.

### **Maintaining B.F.A. status**

Once a student has completed the BFA audition and/or presentation of portfolio and been admitted to their particular program, the student must maintain a continuous registration within the department (with the exception of summer quarters or special waivers), show clear signs of satisfactory progress in their program, and display proper professional deportment.

Students in the BFA programs must maintain a 2.0 grade point average in the area of emphasis. All courses in the major must be passed with a grade of “C” or better. A “F” in any theatre course will result in the BFA student being placed on “production probation” for one semester in that one may not perform in or accept positions of production responsibility.

All theatre majors are urged to audition for all Mainstage productions, but BFA Performance/Music Theatre majors are required to audition for all Mainstage productions.

Should a student refuse a role, they should have a strong justification for doing so. The student should submit their request to be excused from their casting assignment or potential casting assignment **in writing** to the department chair and the director of the production well. They should submit this request well in advance of the auditions or as soon as the extenuating circumstances arise. If necessary, a faculty committee will be convened to consider the student’s request. Should a majority of the faculty reject the request, the student will have the option of playing as cast, or leaving the BFA program.

If course work in theatre is interrupted for reasons other than the student’s health, and the student absents themselves from the production program without approval, the student may lose their BFA status and may be required to re-audition and/or present portfolio for readmission to the BFA program.

Should a BFA candidate be judged as not making satisfactory academic and professional progress, the student will be subject to dismissal from the BFA program. Unsatisfactory progress includes the following: Irregular class attendance, lack of academic and/or professional/career commitment, poor understanding of the training and educational process, inability to develop as a talent, and lack of professional discipline. Any student who withdraws or is dismissed from the BFA program must re-audition and/or present portfolio for readmission to the BFA. All students in the BFA programs will be evaluated every term.

### **Minor in Theatre**

The minor in theatre is a great option for students interested in theatre, but who are currently enrolled in other majors. In addition to prescribed coursework, theatre minors are invited to audition for shows, work running/costume crew.

The minor consists of 15 credits, nine credits of which are electives.

[See a description of the Theatre Minor curriculum on AU Bulletin](#)

### **Minor in Dance**

The minor in dance is a program offered to all interested and accommodates everyone from beginner to experienced dancers.

The minor in dance consists of 15 credits.

[See a description of the dance minor curriculum on AU Bulletin](#)

Please contact the departmental office if interested in declaring a minor, [theatre@auburn.edu](mailto:theatre@auburn.edu).

### **Production Practicum**

All theatre majors are required to enroll in a minimum of four semesters of production practicum according to requirements set forth in the specific degree programs. These practicum courses are the applied/laboratory extension of the theoretical and conceptual work begun in the classroom. Practicum courses are designed to provide students opportunities to experience and develop their practical skills in the various production areas of the theatre.

Production Practicum will happen in two different shops within the Theatre. Assigned by faculty and staff, students will either be placed in the Costume Shop or Scene Shop. The decision for which shop will be made on the basis of a student's degree and interests. At least one practicum must be completed in each of the shops. The students will work under faculty and staff supervision and receive a letter grade for their work. Faculty and staff supervise and guide the work, making them available for consultation. They make the final evaluation of a student's work.

## Grading

Students are expected to spend class time in completing the minimum hour requirements. Scheduled sections should be considered class time. Unexcused absences will be reflected in the final grade on the following basis:

0-2 unexcused absences	No effect
3 or more unexcused absences	Grade drops as specified in the syllabus for each unexcused absence

The theatre faculty holds a Production Practicum evaluation session at the end of each term. At this time, a student's progress is reported, and the Production Practicum grade is assigned in consultation with the rest of the faculty.

## Requirements

A minimum of sixty (60) hours is required for each credit hour of Production Practicum courses. Sixty hours of work constitutes a passing grade. Students should understand that additional hours will often be necessary to complete assigned tasks with the quality demanded for an above average grade, although a larger number of hours does not necessarily improve one's grade if the work is not strong.

Students may be assigned more than one task. Each assignment must be completed satisfactorily to achieve a passing grade.

Progressive competencies are expected in Production Studio courses. That is, upperclassmen will be expected to complete more complex tasks than lower classmen, etc.

**Grading:** Grading for production practicum is based on quantity and quality of student efforts in production practicum according to the following criteria:

- A** - 60 or more logged hours of production practicum with instructor/supervisor endorsement of "excellent" in regard to work quality, attitude and effort
- B** - 60 or more logged hours of production practicum with instructor/supervisor endorsement of "good" in regard to work quality, attitude and effort
- C** - 60 logged hours of production practicum with instructor/supervisor assessment of "adequate" in regard to work quality, attitude and effort
- D** - Students earning this grade have logged a minimum of 50, but less than 60 hours of production practicum and received an assessment of "needs improvement" from the instructor/supervisor in regard to work quality, attitude and effort (a rating of 5-6 on the attached Production Practicum Rubric). Theatre majors earning this grade must repeat the course.
- F** - Students earning this grade have failed to log a minimum of 50 hours of production practicum and received an assessment of "unacceptable" from the instructor/supervisor in regard to work quality, attitude and effort (a rating of 3-4 on the attached Production Practicum Rubric). Theatre majors earning this grade must repeat the course.

Production Practicums are required for all Theatre Majors, but are open to all students in the University who would like to participate and receive credit.

Each student receives one (1) hour of academic credit per term with the exception of those students assigned to leadership positions.

A time sheet is to be kept of all hours. Grades will not be awarded without the completion of the time sheet.

### **Strike**

Strike is required of all production practicum students regardless of the nature of one's assignment. Failure to report and participate fully in any strike will result in a failing grade in the Production Studio course.

### **Internships**

Theatre majors may receive academic credit for internship experience with a professional company or with another appropriate theatre organization (THEA 4920).

Students should discuss the possibility of an internship with their academic advisor. An internship is generally not approved until the student has a junior classification.

Students in the THEA Production/Management degree track are required to complete THEA 4920 Professional Internship to complete the degree.

When a company has accepted a student as an intern, the student will present a formal, written proposal to the faculty for approval. They should request that the company send a letter to the advisor explaining the duties of the student's internship. On the completion of the internship, the student is responsible to present a written report to the faculty, including a letter from the host company detailing their progress during the internship period.

Academic credit for the internship must be taken during the semester that the internship is in progress. Internships carry a maximum of eight (8) total hours of credit.

### **Advising**

Every registered Auburn University student is given an academic advisor to be with them throughout their entire college career. Please visit the [Office of Undergraduate Studies](#) for more information about your academic advisor, making appointments, and additional information and links to resources that may help students derive the most benefit from their academic advising experience at Auburn University.

Each theatre major is assigned an advisor from the theatre faculty. Each student is expected to meet with their advisor before their assigned registration period. It is the student's responsibility to be familiar with the [Auburn University Bulletin](#) and be aware of the University's requirements for the degree program in which they are enrolled.

An individual file on each theatre major is maintained in the departmental office (as well as in the advisors' offices in the College of Liberal Arts). Students have access to their own files by asking the departmental administrator for their file. This file is to be read in the departmental office and is not under any circumstances to be taken from the theatre office. The advisor maintains the student's file, but it is the responsibility of the student to check the file periodically to see that it is properly updated.

It is not the responsibility of the advisor or of any other theatre faculty member to guarantee a student's graduation from Auburn University.

### **Pin Release and Course Add Slips**

To begin registration for classes, all Theatre Majors must meet with their Theatre faculty advisor to discuss a course of action for the coming semester and have a signed pin release form.

Once the faculty member has authorized that a student is eligible to register for classes, one must fill out course add slips. Only the departmental administrator can add a student to a Theatre classes. After, a student has filled out a course add slip for all theatre classes, they must get a signed approval on the add slips from the faculty member instructing the course. This is usually in the form of putting the add slip into the faculty member's mailbox, who will then give approve or not. This is given to the departmental administrator, who will add the student to the class or contact the student by email concerning the conflict.

Please contact the Departmental Office if you have any questions about pin release or course add slips. [theatre@auburn.edu](mailto:theatre@auburn.edu)

### **Graduation Check**

Each student has the responsibility to keep continuously informed of their progress toward graduation. During the last semester of the student's junior year, one should go to their CLA Advisor and have a credit check made of one's academic record. Also, one should visit the advisor in the College of Liberal Arts to double check hours and requirements. One should make periodic checks on the academic file so that you know what department/major/core requirements are left for you.

It is not the responsibility of the advisor or of any other theatre faculty member to guarantee a student's graduation from Auburn University.

### **Waivers/ Substitutions**

Waivers or substitutions for course requirements in theatre programs are not commonly given. Complete course waivers are almost never granted, but it is more common that a course substitution will be acknowledged. Substitute courses must relate directly to the content of the course being replaced. All waivers/substitutions are subject to approval by the entire theatre faculty and the Dean of the College of Liberal Arts with the department chair signing approval on the [Substitution Form](#). This approval is expected in the semester prior to the term in which the substitute course is to be taken.

## **Student Financial Aid and Scholarship**

### **Student Financial Aid**

Auburn University offers financial aid to all eligible students. Make sure to visit [Student Financial Aid Services](#) and fill out required forms and documents.

The Department of Theatre will offer you any assistance that we can when applying for financial aid.

### **Auburn University Scholarship Opportunity Manager (AUSOM)**

Incoming and current students should visit [AUSOM](#) for eligible scholarships at the University level.

### **Departmental Scholarships**

Scholarships are available in varying amounts to both incoming students as well as continuing students.

These scholarships are awarded on the basis of academic standing, professional potential, and recommendations.

Recipients of theatre scholarships must be theatre majors. Both new students and returning students must maintain a cumulative 3.0 grade point average for either their high school or college work. Scholarship awards are made annually to entering students only when audition or portfolio is presented. Those holding theatre scholarships must maintain a 3.0 grade point average for the duration of the scholarship.

Application for scholarships by current Auburn Theatre majors may be made during the spring semester when an announcement is made about the audition date(s). Students should submit the scholarship application form for scholarship consideration. Faculty will consider student applications and the entire body of a student's Auburn Theatre work in determining scholarship awards for current students.

## **Classroom Policies**

### **Class Attendance and Conduct**

Class attendance at every session in a course is expected. If a student is unable to attend a particular class session because of illness or other emergency, they are expected to contact the professor prior to the class meeting whenever possible.

Individual faculty members set their own attendance policies within the department, but generally a student's grade begins to suffer substantially after the second unexcused absence. (An unexcused absence is determined at the discretion of the instructor if it is not covered in the section on excused absences in the [Student Policy eHandbook](#). Unexcused absences are not allowed in BFA performance studio courses and student grades in these courses are negatively impacted after the first unexcused absence.

### **Theatre Course Grade Policy**

Theatre majors must repeat a theatre course for credit toward graduation if they earn a "D" or an "F" in any department course offering.

Academic and production/performance work are mutually supportive endeavors. Any theatre major receiving a failing grade then in any required theatre course will not be cast or have major production responsibilities in any theatre productions produced during the semester immediately following the student's course failure.

### **Incompletes**

Students must contact the faculty member in writing prior to the submission of final course grades to request a grade of Incomplete (IN) due to documented reason (illness/ death in family/etc.).

If a student does not request an IN, the faculty member should grade the student based upon the percentage of course work completed to date and using a 0 for any exams/assignments not completed.

To be eligible for a grade of IN, the student must have completed (and have passed) more than half of all class assignments for semester.

The faculty member must fill out the Incomplete Grade – Memorandum of Understanding form, indicating:

- reason for the IN,

- percent of course work currently completed at the time of submission and the grade average on that work,
- detailed information about the additional work needed to complete the course,
- timeline to complete the work (6 months maximum; preferably sooner)
- grade the student should be assigned if the additional work is NOT completed by the deadline set for the completion of the work; the missing work is calculated as a 0.

Grades of Incomplete automatically become the grade identified by the faculty member, if not cleared within 6 months.

If the faculty member assigning a grade of IN leaves Auburn University, the Department Chair will make a reasonable attempt to contact the former faculty member and then assign a grade based upon the work presented by the student and the information provided on the Incomplete Grade--Memorandum of Understanding form.

Once an IN has been changed to another grade it may not be changed, in the future, to a different grade without approval of the Provost.

A grade of IN is calculated as an F (for undergraduate students) until it is changed.

Documentation of class work must be maintained by the student; the Incomplete Grade-Memorandum of Understanding form must be maintained by the student, faculty and the Office of the Registrar. For faculty members who submit the IN-grade forms to the Office of the Registrar prior to course grades being rolled to academic history, the IN will be reflected on the electronic grade roster; faculty will be unable to change that grade on the electronic grade roster.

Faculty members should NOT enter a grade on the electronic course roster for those students who are to be assigned the IN-grade but leave the grade blank. The system will automatically convert blanks to NR. Once the IN-grade form is received by the Office of the Registrar, that office will convert the NR to the IN grade.

It is the responsibility of the faculty member to send a copy of the Incomplete Grade – Memorandum of Understanding form to the Office of the Registrar.

When the student has completed the outstanding work, it is the responsibility of the faculty member to initiate the change of grade form and send it to the appropriate department/dean's office for additional signatures and transmittal to the Office of the Registrar.

### **Student Evaluation and Expectations.**

Evaluation of your performance as a theatre major is based on certain expectations. The following items are considered:

- Your ability to meet deadlines for your courses and your production assignments, even if it causes you a personal hardship.
- Your awareness and positive response to the fact that our work is under constant public surveillance and evaluation.
- Your professional deportment and constructive engagement with the theatre program, other students, and the faculty.

- Your collaborative ability and ease in getting along on a person-to-person basis in your class and production work... your willingness to adapt your personal desires and needs to the overall vision and goals of the project in progress.
- Your compliance in following procedures and policies of the department and its curriculum, and your effort to work for needed change through appropriate channels.

## **Shared Classroom Rehearsal Space**

Space for rehearsals and performances of projects, scenes, studio work, and major productions is reserved on a first-come, first-served basis. Sign-up sheets for specific rehearsal spaces are located on the boards outside the door of each rehearsal area. The rooms available for reservation are the Movement Studio (228), the Theatre Upstairs (126) and the Smart Classroom (128). It is recommended that both faculty and students reserve space, other than classes, in advance. If the space is not reserved, then the area is open for use.

### Theatre Upstairs: Department Productions

The Department of Theatre does not distinguish between a student-directed production and a faculty-directed production in the Theatre Upstairs. Both productions will be given limited financial and technical support.

### Theatre Upstairs: Directing Class Projects

Productions of the beginning, advanced directing classes, or the special projects course in directing will be offered in the Theatre Upstairs at announced times. These productions do not charge admission, as the production is viewed as a final project for a directing course.

### Theatre Upstairs: Course Final Outcomes

Final class outcomes will be presented periodically in the Theatre Upstairs. These productions do not charge admission as they are viewed as final projects for a particular class.

Students are encouraged to apply to present productions in the Theatre Upstairs. The theatre faculty will determine terms for the rehearsal space and any kind of budget.

### Theatre Upstairs: Student Directors

Student directors or anyone wishing to direct in the Theatre Upstairs must be a fulltime, currently enrolled student at Auburn University or be a member of the University Theatre faculty or staff.

Application to direct in the Theatre Upstairs must be made to the theatre faculty by the completion of an application form. Students must have completed or be currently enrolled in THEA 3210 (Fundamentals of Directing) for their application to be considered by the faculty.

### Theatre Upstairs: Student Designers

Although faculty may occasionally design in the Theatre Upstairs, it is intended that designers for this space be students. Main stage productions are usually designed by faculty. If faculty feels, however, that a student is able to design for Main stage, the faculty should encourage the student to do so. Any student wishing to design in either space should discuss the idea with the faculty member in charge of that design area in which they are interested. Students must apply at least one semester prior to the planned production so that schedules can be properly arranged to complete the assignment.

### Use of the Telfair Peet Theatre After Hours

The theatre is officially open on weekdays from 7:45 a.m. until 4:45 p.m. when classes are in session. There are evening hours, during rehearsals, when the building is open or work calls are made.

Students wishing to work on projects need to be in the building before 4:45 p.m. or before 10:00 p.m. (during rehearsals), that is, prior to the lockup by the stage manager. After 4:45 p.m., all students are to enter the building through the stage door, that door adjacent to the loading dock near the parking lot at the rear of the building.

Students will not have access to the theatre office, mainstage, Blackbox, equipment rooms or the scene or costume studios without faculty supervision or permission.

### **Swipe Access, Security/Key Assignments, and Lockup Procedure**

All doors to the Telfair B Peet Theatre will be locked at all times, with the exception of the front doors, being open to the public from the hours of 7:45-4:45pm. All faculty, staff, students, who are declared minors and majors, The Mosaic Theatre Company members, students taking classing that require after hours work, and those actively participating in an Auburn University Theatre production will be given 24/7 swipe access to all doors on the building. This swipe access will be activated on your student ID at the beginning of a student's class, production, first year as a major, or when declaring a minor.

The Telfair Peet Theatre houses valuable equipment and materials, personal as well as departmental, and security is very important. Any unusual activity should be reported immediately to the departmental administrator or a faculty member, or in case a production is running, to the stage manager.

Keys are given only to stage managers and designated production personnel. These individuals are responsible for the keys checked out to them and may not loan the keys to others under any circumstances. The departmental administrator on the advisement of the department head signs out keys. As soon as one's production assignment is completed, keys are to be returned to the Departmental Office. Failure to return keys will result in the holding of the student's grades.

The stage manager is charged with locking and securing the building in the evenings following rehearsals and performances. This involves making certain that all doors are closed and locked. The stage manager is not to leave the building until the building is vacated and secured unless a faculty member, who agrees to secure the building, is on the premises.

When not in production, the departmental administrator will lock up the building at 4:45PM

## **Theatre Spaces**

### **Mainstage**

Built in 1972, the Telfair Peet Theatre main stage theatre is a modern proscenium stage with a counterweight fly system, hydraulic orchestra pit, and seating capacity of 349 guests. Four out of the six shows in a season will be performed on the mainstage. Auditions are open to all students, faculty and staff, and the Auburn community

### **Blackbox and Dance Studio**

In 2014, a major renovation of 10,471-square-foot addition was complete that included a black box theatre and new dance studio. The black box was constructed with a tension grid and a state-of-the-art digital lighting system. The dance studio was constructed to match the size of the main stage for ease in translating choreography from rehearsal to performance. Both new spaces were outfitted with engineered sprung flooring

The two other productions of the season will take place in the Blackbox Theatre.

### **Departmental Office Guidelines**

In order to effectively expedite the many procedures of the departmental office, the following are to serve as guidelines for our business operations:

Departmental phones will be confined to departmental business and are not to be used by students except in cases of emergencies.

The department computer lab is intended for student use with valid AU credentials. Computers, and all office machines in the main office, the marketing office, the faculty lounge, and the box office as well as those in faculty and staff offices are to be used only by faculty/staff. Please do not ask for exceptions to this.

The departmental office cannot make photocopies for students on the departmental copy machine, its use is restricted to faculty, staff, and stage managers.

Please do not lounge or “hang out” in the front office. We all enjoy the company of students, but please remember that our theatre is a business operation, and as such, the office manager and staff, as well as student workers, have many tasks to complete on a daily basis.

The faculty workroom is located in #220. The copy machine is in this room as are work tables for faculty and staff for use during faculty meetings, design and production meetings. Please remember that this area is for the use of faculty and staff only and students may be asked to leave if there was a meeting scheduled.

#### Mail Boxes

Mailboxes for theatre faculty and staff are located in the faculty workroom, room 220. Notes, messages, and other materials may be left for faculty and staff. Please give materials to the department administrators. They will place the messages in individual boxes.

Student mailboxes are located in the green room. If a student does not have a mailbox, please notify the theatre office. Please check your box frequently for memoranda and messages.

#### Telfair Peet Theatre Gallery

The art gallery on the second floor of the TPT lobby area is used for the display of various artists’ work. The marketing director schedules and manages this space for the benefit of all of us, but particularly for our patrons. Students should be respectful of this space as a “public” area and treat it accordingly.

### **Production**

Productions for the Telfair Peet Theatre Mainstage season are selected by the faculty in conjunction with certain staff (technical director, for example) and with input from students. Consideration is given to production needs and requirements, potential problems, and the needs/ambitions/skills of both students and faculty.

### **Auditions and Casting**

Auditions for Mainstage theatre production in the Department of Theatre are open to Auburn University students, faculty, staff and members of the community. Theatre faculty or professional guests may also appear in productions from time to time, based on the particular casting needs of a given show and the available pool of student talent. Casting decisions are ultimately made by individual directors solely on the basis of an auditioning actor’s suitability for the roles in any particular production.

BFA Performance students (THMU & THPR) in their sophomore, junior, and senior years must audition for all faculty or guest directed shows and play as cast. BFA students required to audition may be excused from appearing in a production if a valid reason is presented to the theatre faculty before the audition is held. Theatre faculty and teaching staff must determine if the excuse is valid in their professional judgment and approve the request by a 2/3-majority vote. Even if a BFA Performance student is excused from the performance of a role in any particular production, they are still required to participate in auditions for every show. BFA Performance students who do not secure an excuse or do not audition as required will be placed on probation immediately with the strong probability of termination from the BFA Performance program at the end of the semester.

## **Scripts**

Reading scripts for Mainstage productions are generally available prior to auditions each term. Scripts may be checked out with the office administrator. All scripts are to be returned within 24 hours.

## **Production Roles**

Director. This is the individual responsible for the artistic concept of the theatre production and the overall artistic nature and quality of the production. This person coordinates the entire creative staff in producing the play.

Music Director. Individual responsible for the musical elements of a production. Person directs the rehearsal accompanist, musicians, and singers.

Choreographer. Individual responsible for the design of all dance/movement in a theatre production. They are expected to design the choreography to be consistent with the director's concept.

Scene Designer. Individual responsible for the design of all scenic elements and properties for the theatre production in keeping with the director's concept and total design scheme.

Costume Designer. Individual responsible for the design and execution of all costumes, accessories, and makeup, likewise in keeping with the director's concept and total design scheme for the production.

Lighting Designer. Individual responsible for the design and execution of all lighting and related effects for the theatre production in keeping with the director's concept and total design scheme.

Sound Designer. Individual responsible for the design and execution of all sound, including music and sound effects, and the total aural environment of the theatre production in keeping with the director's concept and total design scheme.

Technical Director. Individual responsible for supervising the construction and operation of all the technical elements of the theatre production. They plan the operational procedures for the production as well as maintaining all scenery, equipment, and supplies.

Stage Manager. Individual responsible for the overall organization and smooth operation of rehearsals and performances. This person assists the director, records all blocking, and keeps a complete production book. They work with properties personnel and directors to establish a props list. S.M. schedules costume fittings and arranges for all calls for actors and technicians. During performances, the stage manager is responsible for the operation of the production, including setting calls, calling all cues, security of the building, and seeing that actors and others perform the production as it was rehearsed and planned.

Master Carpenter. Individual responsible for the operation and maintenance of the production scene as directed by the technical director. Person executes all scenery cues as directed by the stage manager and prepares the stage for production prior to all technical rehearsals, dress rehearsals, and performances. May be responsible for the supervision of the stage crew, especially in a multi-set production.

Costume Studio Technician. Individual responsible for the construction of all costumes and accessories for the theatre production, working from the design sketches. They supervise the costume crew and maintains all the equipment and supplies in the costume shop.

Dance Captain. Individual assisting the choreographer in cast preparation for rehearsal and performance.

Properties Master. Individual responsible for the creation and/or procurement of all properties required for the theatre production, consistent with the scene designer's and director's requirements. This person works with the stage manager to provide rehearsal props, and then arranges the setting/striking of all properties during performances. They may supervise the prop gathering crews and/or prop running crews.

Master Electrician/Light Crew Head. Individual responsible for the cleaning, hanging, gelling, and rough focusing of lights for the theatre production. This person is the head of the light crew and is responsible to the light designer. Their main duty is, working from the design plot, to have the lights prepared for focusing prior to and during the technical rehearsals. On smaller productions, this person may work as light board operator and may be responsible for either one or all shows within anyone quarter.

House Manager. Individual responsible for the management of the audience while attending the theatre production. This person is expected to maintain the comfort and safety of the audience and work closely in conjunction with the stage manager and the ticket office in calling the beginning of the theatre performance as well as the intermissions. They organize and direct the usher crew in seating and attending to the needs of patrons in the theatre. This person is supervised by the ticket office manager.

Light board Operator. Individual responsible to check on the operation of all lighting equipment prior to rehearsals and performances and for executing all cues as designed by the light designer and as called by the stage manager.

Sound Operator. Individual responsible for creating and/or finding and recording all sound required by the sound designer for the theatre production as well as being responsible for the execution of all cues as called by the stage manager. Individual responsible for checking all sound equipment prior to rehearsals and performances.

Fly Operator. Individual responsible for the operation of the theatre's fly system as directed by the technical director and at the call of the stage manager.

Wardrobe Supervisor. Individual responsible for assisting performers with their costumes. This person is also responsible for the laundering, cleaning, pressing and minor repair of costumes and accessories as directed by the costumer. This is the individual responsible to strike and see that dressing rooms are kept in a clean and orderly fashion.

Makeup Supervisor. Individual responsible for giving assistance as needed to performers in the development and application of their makeup. This person is expected to maintain the makeup areas with regard to order and cleanliness.

Paint Charge. Individual responsible for the painting and decoration of the production's scenic elements as directed by the scene designer. This person may also be responsible for the supervision of a paint crew.

Ticket Office Staff. The ticket office staff is expected to work on a prearranged schedule in the ticket office before and during the run of all productions. They work under the supervision of the ticket office manager, taking reservations by phone and at the ticket window, selling tickets, and other ticket office duties as requested by the ticket office manager.

Costume Construction Crew. These are the individuals who construct the costumes and accessories for a semester's productions. Work schedules are arranged at the beginning of each term by the costume designer.

Costume Running Crew. These are the people expected to run and maintain the costumes for any particular production, beginning with the first dress rehearsal through strike. Work expectations include making minor repairs, washing, and ironing. Crew is responsible to move costumes to the dressing rooms, set them up before a rehearsal/performance and strike and clean after the rehearsal/performance.

Makeup Crew. These are the crew people responsible for setting up makeup and assisting performers if necessary. These individuals are responsible for maintaining the order and cleanliness of the makeup areas. Crewmembers will begin their duties with the first dress rehearsal and cease them at strike.

Set Running Crew. These individuals are responsible for the operation and maintenance of the set for the theatre production. The crew is on call from the first technical rehearsal through the strike of the production. Working with the scene designer, technical director, and stage manager, the crew's duties include shifting scenery, repair of scenery, and maintenance of the theatre space.

Light Crew. The members of this crew are responsible for the hanging, focusing, gelling, and cleaning of the lights for all productions during the term. The head of the light crew will arrange light calls on a prearranged schedule and the crew works under the supervision of the light designer.

Sound Crew. The sound crew is responsible for the finding, taping, editing and playing of all sound required for a theatre production. Working under the supervision of the director and the technical director, these individuals are expected to have all music and sound effects prepared by the time specified by the technical director. Responsibility begins with the first production meeting and ends with strike.

Properties Crew. The props crew is responsible to find, build, and secure all hand, set, and dress properties for the theatre production as determined by the director in concert with the production team. Prop crew is supervised by the scene designer and may also serve as the prop running crew.

Set Construction Crew. This crew is responsible to the technical director and will assist this person with the construction of all scenery in a given semester. Crewmembers will work by a prearranged schedule as determined technical director. While work during regular shop hours is expected, occasionally some weekend and evening work is also expected.

## **Tickets**

**To reserve tickets for any Auburn University Theatre production please proceed to the website at [Department of Theatre Auburn University](#)**

Mainstage productions are assigned seating. Black box productions are general admission.

Prices are as follows for ALL productions

- General Public - \$16
- Auburn University Faculty & Staff - \$12
- Seniors - \$12
- Non-Auburn University Students - \$12
- Auburn University Students - Free (subject to availability & valid student ID)

Evening productions begin at 7:30p.m. & matinees at 2:30p.m.

Box Office accepts cash, check, Mastercard, Discover, & Visa.

Patrons are encouraged to arrive at least 30 minutes before curtain.

### Box Office Hours

Tuesday thru Friday, from 2:00p.m. - 5:00p.m.

Preview nights & weekday performances, the Box Office opens from 2:00p.m. - 8:00p.m.

Saturday evening performances, the Box Office opens 6:00p.m. - 8:00p.m. & Sunday matinees, the Box Office is open 1:00p.m. - 3:00p.m.

If you would like to purchase advance tickets at the door, the Box Office is staffed beginning two weeks prior to opening of each show. Online tickets are available any time.

### Complimentary Ticket Policy

Auburn Theatre performances are free of charge to all Auburn University students with valid I.D.

Student with a declared Theatre Major within the Department will receive 10 complimentary guest tickets for the full season, used for the purpose of peoples other than themselves.

Those students that participate in productions, but are NOT majors will receive 3 complimentary guest tickets to each production that they take part in.

If you would like to reserve your complimentary tickets please do so by booking them through the online portal provided on the Theatre Department website or emailing [theatre@auburn.edu](mailto:theatre@auburn.edu).

### Theatre Patron Policies

#### 1. Latecomers

- Main Stage

Late seating is subject to availability and is not guaranteed.

All shows at Auburn University Theatre start at 2:30 p.m. for matinees and 7:30 p.m. for evening shows. If a patron arrives after the show has started, every effort will be made to get them into late seating in the back of the house upon arrival. No patron may take a seat in the middle of the house once the show has started.

- Black Box

Late seating is subject to availability and is not guaranteed.

All shows at Auburn University Theatre start at 2:30 p.m. for matinees and 7:30 p.m. for evening shows. Late comers with main floor tickets may be seated in the gallery based on availability. No patron may take a seat on the main floor once the show has started.

#### 2. Cell Phones & Electronic Devices

- Please turn all personal electronic devices and cell phones OFF (not to VIBRATE). A cell phone inadvertently left on and ringing/vibrating or a screen lighting up during a performance is disturbing to other patrons. A lit cell phone screen will be just as offensive as shining a flashlight at the people around you, so NO TEXTING. *Please*, turn these devices OFF before entering the theatre so you won't forget.

#### 3. Smoking

- Smoking on Auburn University's campus is prohibited.

#### 4. Food, Beverages

- No food or drinks are allowed in the Telfair B. Peet Theatre. Items purchased at our concessions stand may be consumed in the lobby, but not in the auditorium with the exception of bottled water.

## 5. Recordings, Cameras

- Photography, videography, and audio recording is strictly prohibited at all Auburn University Theatre productions. Violators will be ejected without a refund.

## 6. Refunds

- There are no refunds. If circumstances prevent you from attending your performance, please contact us ahead of time and we will try to move your ticket to a future performance.

## **Photographs**

An Auburn University Professional photographer will join us during the production of all Department Productions. This is done to; provide an historical record of the production for the Department, provide a visual record of designs for costume, lighting, scenic designers and directors, provide tangible additions to student personal performance and production portfolios, provide photographs for Department publicity and student recruitment, and provide illustrations and support for of principles of staging for directors/classroom instruction.

In order to meet these various needs, images are made of the settings, individual and group costumes, of highly dramatic moments in crucial scenes, of unusual properties and apparatus, and of any special requirements requested by director or designers (as seen in the context of the staged production). Shots are made of whole stage arrangements, groups in a single stage area, or close-ups of individuals, pairs, etc.

In general, images are made for the department at the final dress rehearsal of each production. The stage manager will guide the company through the call.

Only the assigned University photographer, visiting promotional institutions, and departmental representatives, including the marketing director, costume, lighting, scenic designers, and the director, may take photographs. The production photograph calls will be closed to any other individuals and their access to visual records will be as listed below. Any guest photographers will be coordinated with, and must be cleared through, the marketing director. The stage manager will enforce this rule.

## **Production Rehearsal Polices**

Rehearsals are held on weekdays from 6:30 p.m. until 10:30p.m. One weekend rehearsal time (four hours) is allowed for each production on each weekend during the rehearsal period. (Director's notes are to be included in the four-hour rehearsal.)

No rehearsals are to be scheduled for Mainstage productions at times other than those indicated above without the vote of the full theatre faculty.

Actors are required to be prepared to begin rehearsal at the beginning hour called. Warm-ups, both physical and vocal, should be completed prior to this time.

Exceptions for the above rehearsal rules include the following: final run-throughs, technical rehearsals, and dress rehearsals.

All production personnel (including cast, crew and musicians) should enter the theatre through the door near the loading dock...known as the "stage door."

## **Rehearsal and Performance Space**

Mainstage productions take priority over other productions/scenes/projects in rehearsal.

There should be no eating, drinking, or smoking in any of the rehearsal spaces except as called for in the

rehearsal itself.

The lobby areas of the Telfair Peet are not available for rehearsal and neither are the dressing rooms or the greenroom. Furniture is not to be moved from one lobby area to a stage or rehearsal area or from one rehearsal area to another without the permission of the technical director or the department head.

### Rehearsal Furniture, Props, Costumes

The stage manager of that production arranges rehearsal furniture, props, and costumes for a Mainstage or Theatre Upstairs production with the appropriate faculty in charge of any particular area.

Rehearsal furniture is generally provided/arranged by the scene designer and/or the stage manager. The props master provides props with costumes provided by the costume designer, all working with the stage manager. The stage manager is then responsible for furniture, props, and costumes during the rehearsal period. Actors are responsible for their own rehearsal costumes unless other arrangements are made.

Rehearsal objects for other works, class outcomes or productions in the Theatre Upstairs (or on the Mainstage) **are not available from the scene, prop, or costume shops**. The technical director provides standard set pieces and furniture for the use of all classes, studios, rehearsals, and productions. Likewise, the technical director provides a general wash/plot for lighting in the Theatre Upstairs. No one is to adjust instruments to their own special uses or design without the approval of the department chair. All rehearsal groups are expected to restore the space to a neutral condition and leave it free of debris and clutter after each rehearsal or class session.

### Technical Rehearsals

During the last week before the opening performance of a production, technical rehearsals with all cast, crew, designers, and directors will be held.

Technical rehearsals consist of a 10 out of 12, an all-day rehearsal from 10am-10pm. Either two one-hour breaks or one two-hour break will be given on this day. During this time, all cast, crew, designers, and directors will be allowed to venture away from the theatre. Please, remember that the day will still consist of rehearsal BEFORE and AFTER these breaks. You are expected to be prepared for rehearsal at the end of the break. During breaks, you are still held to the standards of your contract signed at the beginning of production.

## **Backstage**

The theatre actor or crewmember is expected to compose themselves like a theatre professional at all times. This is especially critical in the backstage areas during rehearsals and performances.

There is to be no unruly behavior or loud noise or talking from the backstage areas, especially in the greenroom and dressing areas. Music may be permitted in these areas before curtain with the approval of the director or stage manager.

Only individuals in the cast/ crews/ staff for a production are allowed in the stage or backstage areas of the theatre before, during, or immediately following the performance. In other words, the stage, greenroom, dressing rooms, and adjacent hallways are closed to all but the production crew and cast. Anyone who wishes to greet guests following a performance may do so by changing from one's costume to street wear and meeting these persons in the theatre front lobby. The stage manager and the house manager are expected to enforce this rule.

Stage managers give courtesy calls only to cast and crew. It is the responsibility of each individual

working in the production to be aware of entrances and cues.

### Bulletin Boards

The callboard, located in the hallway outside the greenroom, is for official department, production, Players, or Alpha Psi Omega notices. No other information should go on this board without the permission of theatre faculty or staff. The sections reserved for Players and Alpha Psi Omega are intended for official materials only.

Short-term notices may be posted on the stairwell and hallway doors.

All other bulletin boards in the building have specific functions, and the materials placed on those boards are placed there by student workers at the direction of the office manager.

Announcements or notices of any kind should not be placed on the front doors or any glass doors of the Telfair Peet Theatre. Occasionally, something critical will need to be posted there, but the office administrator will do it.

### Greenroom

The greenroom serves two purposes. First, it is the designated lounge for theatre students and is the only designated space in the building where drinks and food are permitted. Students are responsible to keep it clean and orderly. This space is available for use at any time that the building is open or a production is in progress. The greenroom is not to be used for rehearsals or performances or any organized activity.

During performances, the greenroom is used as a “holding area” or lounge for performers and crews as well as a space for props storage and an area in which to prepare food for a production. Only authorized personnel (cast and crew) are permitted in the greenroom before, during, and immediately following a performance. It is the responsibility of the production’s prop crew to keep the space clean and orderly. It is imperative that everyone in the department assist in maintaining the greenroom as it is shown to visitors and prospective students during recruiting tours.

All items within the greenroom are property of the Department of Theatre. Please do not remove or displace any items without the permission of the Department of Theatre. The department reserves the right to remove this privilege at any time.

### **Performer Agreement**

This contract constitutes the agreement between the Auburn University Department of Theatre and (“Performer”) for the prep, rehearsal, and production period of given production.

Performer shall work with the Department of Theatre according to the following tentative schedule (subject to change):

*\*No rehearsals will take place prior to the closing of given production (rehearsals informal or formal) Off book dates will be adjusted accordingly.*

\*Please note: All rehearsals prior to technical rehearsals will end no later than 10:30pm.

### RESPONSIBILITIES AS A PERFORMER

The following responsibilities will be expected of the performer during this process of creation.

#### 1) Timeliness

Performers will arrive five minutes prior to each rehearsal.

Performers will arrive at a minimum of one hour prior to show time for performances, unless otherwise

defined by the Director or Stage Manager.

Performers will check the callboard daily to find out the rehearsal schedule in order to confirm what scene is being rehearsed and who is called to rehearse.

Performers are not permitted to skip class for a rehearsal or performance unless it has been approved in writing by the teaching professor of said class.

If for any reason, a performer anticipates that they will be unable to arrive on time to a call, they must immediately contact the stage manager through BOTH email and phone.

Your Stage Manager is:

Stage Manager's Email:

Stage Manager's Phone:

## 2) Script and Text

Performers will bring their script, a notebook, and a pencil to every rehearsal.

Performers will notate their own blocking and notes.

Performers will learn the lines in the script without paraphrasing.

Performers will read all line notes from the stage management team after each rehearsal and prior to the next.

Performers that are loaned rented scripts will return the script without any notations or damage. Light pencil should be used to make notations. Any damage or loss of script will be charged to performer.

## 3) Costumes

Performers will be responsible for the care and return of their costumes to the appropriate persons or location.

Performers will only appear onstage or backstage in costume.

Performers will not eat, drink (other than water), or smoke while in costume.

Performers will purchase their own make-up kit from the AU Bookstore prior to technical rehearsals. If purchasing a make-up kit is not financially feasible, notify the stage manager at least three weeks prior to technical rehearsals.

Performers may be required to provide their own rehearsal shoes, rehearsal skirt, or other rehearsal garments.

## 4) Props

Performers will be responsible for the care and return of their properties to the appropriate persons or location.

## 5) Professionalism

Performers will treat all members of the cast, production crew, faculty, staff, and performance team with respect and courtesy at all times.

Performers will refrain from cell phone usage at any time during rehearsals or performances.

Performers will not leave the backstage area once the house is open during performances.

Performers will attend and participate in all post-performance discussions.

Performers will attend and work the strike after the final performance.

## 6) Social Media Etiquette

Performers will not share any photograph, video, or representation of the show that is not approved by the Department of Theatre Artistic Director. For clarification:

-No images from dressing rooms shall be taken at any time;

-No images or audio recordings from backstage or onstage shall be shared on social media prior to the strike of the show without approval from the Department of Theatre's Artistic Director;

-If at any time a performer thinks to themselves "I wonder if I should post this?" – the answer is no.

## 7) Repute

Performers are representatives of the Department of Theatre in the Auburn community as well as the online community. Performers will behave in a professional and respectful manner within and outside of the Theatre building. This means - including but not limited to:

- Performers shall not speak or write in a detrimental manner about the production or participants in the production in public or on social media;
- Performers shall not use any aggressive language or physical threat toward any member of the theatre community or the public at large.

For additional tasks and information, please check with your Director.

***If a performer fails to fulfill the mentioned responsibilities, a written warning will be given by the Director. After the first written warning, additional failures to fulfill these responsibilities will result in removal from the production.***

## COMPLIMENTARY TICKETS

All majors and minors will receive 10 FREE tickets to be used at your discretion for each academic season. Each of you will receive an individualized code to reserve tickets. The system will keep track of the tickets used and there is a limit of 10 per major or minor. These tickets are to be used for your guests to our productions. If you personally would like to attend a show as an Auburn student, you receive one free ticket for yourself per production. AU student tickets are for you and cannot be set aside for family or friends. Each claimant must have a matching student ID. Personal AU Student tickets should be reserved by going to the [auburn.edu/theatre](http://auburn.edu/theatre) website. With further questions, contact the box office at [334-844-4154](tel:334-844-4154).

## MISCELLANEOUS

Performer will be required to attend photo shoots. Performer agrees that Auburn University Department of Theatre has the right to photograph and record the show for archival and promotional purposes.

Performer agrees that they will not enter into any other commitments or agreements that will prevent them from fulfilling the terms of this agreement.

## CURRICULAR CREDIT

If the Performer would like to receive curricular credit for their involvement with this production through Applied Acting (THEA 2940/3940), please let your stage manager know within three days of the first read-through. Your grading professor of record will be your Director and you should meet with your Director to clarify requirements and expectations for credit.

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By signing this contract, I, \_\_\_\_\_, agree to acting in the role of Performer with a professional work ethic, positive attitude, and openness to learning. Additionally, I understand that if I do not adhere to the terms outlined above, I will be given one (1) written warning and any subsequent violation will be cause for my immediate dismissal from the project.

***If a performer fails to fulfill the mentioned responsibilities, a written warning will be given by the Director. After the first written warning, additional failures to fulfill these responsibilities will result in removal from the production.***

## Safety

It shall be the policy of the Department of Theatre that a safe, healthy environment shall be maintained at all times within the Theatre Program, including performance spaces, rehearsal spaces, shop and other work spaces. This includes controlling and minimizing hazards attendant with the creation of theatre.

At the beginning of every production, safety procedures and emergency fire escape routes will be given and practiced. It is the responsibility of any faculty, staff member, or stage manager present to enact emergency protocol if needed.

No equipment, machinery, or systems will be operated unless prior training was given and overseen by a direct supervisor. When operating equipment, machinery, or systems within the theatre make sure to wear appropriate personal protection equipment and that all persons in the surrounding area are aware of the operations.

Do not touch rehearsal props or furniture unless they were assigned to you or given permission by a stage manager. This is not only to keep the backstage organization, but to avoid the risk of damage to the prop or harm to anyone involved.

## **Student Involvement**

### **Auburn University Players**

Auburn University Players (AU Players) is a student organization for all persons. Anyone on campus who enjoys theatre is encouraged to join. Auburn Players has been an important part of the University since 1913.

The objectives for Auburn Players follow:

To provide recognition and organization for those students who have distinguished themselves in Auburn University theatre activities.

To support goals of the Auburn University theatre by providing leadership in the development of talents and creative abilities through cooperative work among students interested in theatre.

To stimulate the interest and appreciation for theatre as an art form, both on campus and in the community

### **Alpha Psi Omega**

Alpha Psi Omega is a national honorary drama fraternity. It is designed specifically as an honor organization and as such does not pursue specific theatre/community projects.

Membership is by a point system designed and administered by the current membership of Alpha Psi Omega.

### **Student Staff Positions**

These are paid positions within the Theatre that students can apply for and will be delegated by the appropriate faculty and staff supervisors.

Lighting and Sound Supervisor

Costume Shop Assistant

Scene Shop Assistant

Box Office Assistant

Marketing Assistant  
Production Management Assistant