

POLICIES & GUIDELINES

Theatre Handbook

THEATRE DEPARTMENT
CCSU | MALONEY HALL

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Theatre Department Mission Statement

The mission of the Central Theatre Department is to provide a stimulating educational environment that enhances students' understanding of self and others through the design, creation, and performance of live theatre. Through educational excellence, experiential learning, and modeling the collaborative process, the Central Theatre Department equips students to make quality artistic contributions for audiences at large.

In Efforts to Fulfill Our Mission, We Strive to:

1. Emphasize critical thinking and creative exploration through comprehensive courses of study and practical application.
2. Facilitate personal growth and individual excellence by providing mentorships and opportunities to work alongside professors and other theatre professionals.
3. Provide opportunities for collaboration and greater cultural competency by engaging with the university and surrounding community.

Theatre Code of Ethics

It is the expectation of the Central Theatre Department that this Code of Ethics will be upheld by all Students, Faculty, Staff, Guest Directors/Designers, and Personnel.

1. Be fully present for all theatrical endeavors.
2. Forego work/social activities that interfere with rehearsals and scheduled calls.
3. Be on time and arrive prepared to work.
4. Recognize the production is a collective effort demanding the utmost cooperation.
5. Respect the play, playwright and all involved in the production.
6. Not speak ill of a play while it is in rehearsal, during, and after the show.
7. Not spread rumors/gossip that undermine the show, the theatre, or any personnel connected to the production.
8. Handle all properties and costumes with care and respect the theatre space by maintaining all theatrical equipment and facilities.
9. Observe on stage and backstage courtesies.
10. Produce the quality of work that leaves the theatre a better place.

Production Information and GPA Requirement

All productions are considered an extension of the classroom and support the learning objectives for the theatre degree programs. Productions are selected and scheduled to provide students with a wide understanding of theatre. Participating in productions provide students with opportunities to practice their craft in a supportive environment while under faculty and staff supervision.

Our season consists of three mainstage plays, one spring musical, and Student Produced Works (SPW's) throughout the academic year.

To be eligible for a production role, students must maintain a minimum overall GPA of 2.5, be in good standing with the university, and must not withdraw from any "major" classes during the semester they are in production.

Students assigned to a technical or design position, under the direction of their advisor, may receive credit and register for TH 115, TH 330, or TH 480+. The final decision of what will count toward credit within these categories will be determined by the Theatre Faculty. To receive this credit students must register before work on the show begins. Students may not receive academic credit for the spring musical. Once assigned a production role, it is expected that each student will read, analyze, and research the script.

Anyone taking on a production role should be familiar with the responsibilities and time commitment assigned to them. Students should read the Production Assignments Theatre Handbook or appropriate document, and meet with the area supervisor/instructor for further instruction.

Commitment

By enrolling in the BA or BFA program, you are not only agreeing to learn, but to engage in our artistic community. You are making a commitment to Theatre as a "company member."

Safety

Safety in the theatre means safeguarding the company and audience from all foreseeable hazards and emergencies. Learning to work safely is a vital aspect of educational theatre. Students are also expected to follow the university guidelines listed in the Student Code of Conduct.

In Case of an Emergency

CALL 911:

- **Injuries**
- **Fires**
- **Medical Emergencies**

If possible, use a landline or an emergency campus phone. These phones connect directly to campus police. If you use your personal phone, please give your exact location.

1. Give a detailed location. **Maloney Hall is located at 1679 Stanley Street.**
2. Describe the emergency.
3. If possible, send a contact to the front of the building entrance to meet emergency personnel.

Alcohol/Drug Impairment

Being under the influence of alcohol/drugs while working in the theatre, can be a serious health and safety concern.

Anyone bringing alcohol/drugs to the theatre or suspected of being under the influence of alcohol/drugs will be asked to leave; this may jeopardize their role on the production and future productions.

General Safety Guidelines

- Never do anything until you have received proper training from the Instructor, TD, PM, staff supervisor, or qualified crew head. If you don't know how to do what you are asked, don't do it! Tell those you are working with you need instruction.
- Avoid dangerous activities such as playing practical jokes, throwing tools and materials, running, or jumping from one level to another.
- Learn where the fire alarm switches are located and where the fire extinguishers/hoses are kept.
- Immediately report any accident or injury, no matter how small, to the faculty or staff supervisor.
- Keep work/rehearsal/performing areas clean and in orderly condition; keep floors cleared, trash emptied, materials returned to their storage areas, and walkways and exits clear and unobstructed.
- Mark unsafe areas with large signs between work periods and/or performances.

Rights and Royalties

- A production may not be advertised until rights are granted by the publisher or rights holder.
- Performance rights must be received well in advance of the planned production dates to ensure availability.
- The play must be presented only as published in the publisher's acting edition without any deletions, alterations or changes of any kind made to the text, title, or characters, including their gender unless permission for changes from the publisher has been granted.
- Proper authorship, and other credits required by contract, must be given in all programs and advertisements. All programs and advertisements must meet with any specifications outlined within the license.
- The publisher reserves the right to withdraw a production at any time.

Distribution of Scripts

- Performers and designers will only be given one script by the department.
- Scripts for plays may be kept by the performer.
- Loss, theft, or damage of the script is the responsibility of the individual actor.
- Rented scripts must be returned to the department immediately following the last performance.
 - Scripts should not be highlighted or marked with ink of any kind.
 - All scripts should be erased before being returned.
 - Fines or a hold on a student CCSU account may be issued for scripts damaged or not returned.

Bios

- Program or lobby bios must be professional (no hashtags, emoji's or more than one, "thank you") and follow the character or word as determined for each production.
- Failure to submit a bio by the deadline may result in not having one published.
- All members of the Production will have an opportunity to check their bio over/spelling of name in a proof copy of the program prior to it being sent to print.
- The Production Stage Manager and Production Manager will work with the department office to gather bios for each show.
- Marketing and the department will edit all bios as necessary.
- Sample bios are available upon request.
- A show may elect not to include bios in its program or in the lobby.

Auditions and Callbacks

- Auditions for productions will be open to the whole Central community.
- BFA Performance Emphasis students are required to audition for productions regardless of GPA and availability.
 - This is for the benefit of student growth and assessment by the full-time Faculty.
 - Failure to audition will jeopardize future casting in Central Theatre productions.
- All BA students are encouraged to audition.
- All students auditioning must complete the audition form provided by the Stage Manager.

Casting

- No performer can be cast in more than one production during the Fall Semester.
- Cast lists will be posted on the department call board outside the main office and potentially on appropriate social media.

Understudies

- Directors may assign understudies on department productions.
- Roles and responsibilities will be discussed and detailed by the first rehearsal.
- Understudies are not guaranteed a performance.

Lateness and/or Absence Policy

- Cast and Crew should arrive **on time** to all calls. Arriving late holds up the entire company.
- Everyone involved should be prepared to begin rehearsal at the posted call time. Arriving at call time is considered arriving late.
- If you are going to be late due to an emergency, contact the Stage Manager immediately.
- Unexcused lateness and/or absence(s) will not be tolerated and, at the discretion of the Director, may result in dismissal from the production.
 - Three (3) absences will result in either: having your role swapped with the Understudy role or dismissal from the production entirely.
 - Three (3) late arrivals equal an absence.
 - This policy also applies to costume fittings.
 - Failure to attend a Theatre Department class without instructor permission will result in the performer or crew member not being able to attend rehearsal that evening, and it will count as an absence.

- Excused absences/lateness must be communicated with the Stage Manager in advance.

Student Produced Works (SPW) – (see TU Eboard for details)

- Applications must be submitted, and selections will be made the semester prior to production.
- To be considered to produce a student work, a student director is responsible for choosing a play, assembling a team.
- Students are responsible for securing the rights to the show, scheduling/booking rehearsal and production spaces.
- The Student Director is responsible for auditioning and selecting a cast (there is to be no pre-casting), holding production meetings with Designers, and working in a professional manner with the Performers, Designers, and Stage Manager.
- The cast list must be submitted to Faculty and Staff before posting to ensure the GPA requirement is met. Faculty and Staff reserve the right for final casting approval.

Intimacy Guidelines

- We support our community in our classroom and productions by creating a healthy educational environment.
- Performers are responsible for reading the productions for which they are auditioning.
- Intimacy requirements need to be a part of the audition notice prior to casting and should be addressed on the audition sheet.
- Anyone proposing nudity in a school event must provide a clear statement to the Department Chair and the full-time faculty describing why the nudity is critical to the artistic vision of the work.
 - Discussion of the submission will take place between the proposer, the Department Chair, and the full-time faculty. A request does not guarantee approval. The proposal may be declined or accepted with conditions. This statement must be received prior to auditions/casting for the project.
- If asked to participate in an intimacy scene that is uncomfortable, please reach out to the Stage Manager or Department Chair.

Intimacy within Rehearsal:

- Sometimes intimacy such as kissing, holding hands, or touching may be part of a script. These moments should be addressed prior to rehearsing and during the rehearsal process.
- Before and after rehearsal, check in with one another. Review boundaries to maintain mutual respect and consent.
- Find placeholders and alternatives for intimacy in case of illness, etc.

- All intimacy will be choreographed and must be followed without improvising.

Conferences

- Students within the department should have every opportunity to experience and participate in both regional and national conferences.
- Students should work with faculty or advisor on professional audition or interview materials.
- Conferences the department supports:
 - Kennedy Center/American College Theatre Festival (KC/ACTF)
 - Speak with Theatre Unlimited Club (TU) for financial support
 - New England Theater Conference (NETC)
 - Speak with faculty on how to attend/audition
 - United States Institute for Theatre Technology (USITT)
 - Speak with USITT Club for financial support
 - Southeastern Theatre Conference (SETC)
 - Speak with faculty on how to attend/audition
 - United Regional Theatre Auditions (URTA)
 - Speak with the faculty on how to attend/audition