Cal Poly Theatre and Dance Department

Guidelines for Student Directed Projects

Current Theatre Major students interested in producing a department-approved production/project during the Fall, Winter or Spring quarter must follow these guidelines.

Minimum Qualifications for Students:

☐ TH450 Directing;
☐ Good Academic Standing (not on Academic Probation).

Recommended preparation options:

- Work as a stage manager or assistant stage manager on a mainstage production;
- Work as an actor on a mainstage production;
- TH341 Advanced Acting Studio;
- TH430 Scenic Design, TH432 Costume Design and/or TH434 Lighting Design;
- Previous involvement in the One-Act Play Festival, Students' Stage productions or Smile and Nod.

If students meet the minimum qualifications and understand the stated allowances/requirements associated with these types of productions/projects, then:

1. The Student Production/Project Proposal Form must be completed in its entirety and turned in to a Theatre faculty sponsor by the Friday of the fifth (5th) week of classes the quarter BEFORE the production/project is proposed to take place;

2. A clean photocopy of the script is required along with the proposal form.

Please note that students may be invited to discuss their proposal at a faculty meeting (Tuesdays, 11:10a – 12:00p).

Allowances/Requirements

The following details the necessary parameters proposers must consider for production/project approval.

Budget

- Approved productions/projects are responsible for paying all production related costs necessary for telling the story – this includes performance rights, when applicable.

Auditions/Callbacks Requirements

- Auditions must take place during the quarter of the approved production/project;
- Auditions and/or pre-casting must take place after completion of the quarter's mainstage production casting process.

Rehearsals

- Once the quarterly mainstage production has vacated #212, the room may then be scheduled for production/project rehearsals;
- Rehearsal and performance furniture is available for rehearsals in #212 only;
- Productions/projects must have a pre-determined day for Technical and Dress Rehearsals.
Props/Furniture
- Productions/projects must provide their own hand props – there will not be access to the department’s prop storage;
- Productions/projects have access to the pre-selected rehearsal/production furniture used in the directing and acting classes. No outside pieces may be brought in or used;
- The rehearsal/production furniture may not be painted or altered without the approval of the Theatre faculty sponsor.

Costumes
- The Costume Shop is not available for building or altering costumes;
- Prof. Thomas Bernard is available for consultation (756-5099), but a scheduled appointment is required;
- If you have been approved at the beginning of the process to utilize any of the department’s stored costumes/pieces, please be aware that any borrowing or rental will require you to pay for necessary dry cleaning costs as well as any lost items or damages incurred during the performance.

Technical Allowance (applies to the approval and use of room 212)
- Pre-hung lighting plot already in use for performances in #212;
- Use of portable sound and lighting boards;
- One-Act Play Festival performance configuration of stage & seating;
- Strike/resetting of #212 must take place following the final performance of the production/project.

Performance Allowance
- If the production/project is to take place in #212, dead week of Fall and Winter quarter is available (following the production of the quarter’s mainstage play);
- Approval for Spring quarter performance in #212 is limited due to the TH450 Directing class;
- Performances should not conflict with other department-sponsored events.

Approval of a production/project, by the Theatre faculty, will be based upon, but not limited to, the following criteria:

- Clarity, quality and completeness of the proposal;
- Applicant’s demonstrable experience/work ethic within the program;
- Feasibility of the production/project;
- Integration/conflict with any department-sponsored events;
- The quality of the oral presentation of the proposal, if applicable.