

## PRODUCTION POLICY

Memo No. 5

Revised October, 1995

### GENERAL PRODUCTION PROCEDURES

#### Load-Ins

The Load-in schedule will be determined at the beginning of the season by the Scene Shop Manager and Master Electrician in consultation with the Production Manager and Faculty Technical Director.

#### Technical Rehearsals

1. The tech rehearsal will begin at 7:00 on Monday and Tuesday and terminate no later than 11:30. All personnel shall be out of the theatre by midnight.
2. Scenery, lights and props shall be set and functional by tech night. Actors should wear clothing that approximates their costume color; i.e., please don't wear black to rehearsal if wearing white on stage so that proper light intensities may be set. Sound tapes shall be properly edited in sequence with adequate leads between cues.
3. The purpose of tech rehearsals is to set light intensities and cues; rehearse set changes and props; set sound cues and volume; rehearse costume changes; rehearse special effects; and establish timing, transitions, and flow of the production.
4. Costumes will be used for the first scheduled dress rehearsal. Make-up will be added for second dress.

#### Dress Rehearsals

1. During dress rehearsal period, rehearsals shall begin no earlier than 7:30 and terminate in time for actors and stage personnel to be in street clothes and out of the theatre by midnight. No daytime rehearsals shall be scheduled in the theatre unless okayed by the Technical Director for the particular show.
2. If students are watching tech rehearsals, they should be unobtrusive during the rehearsal and leave enough room for the production staff to move freely about the space.
3. There will be a day off between first tech and opening, except during Thanksgiving week when Thanksgiving Day is off.

General

1. Under no circumstances will the director, stage manager and/or actors change scenery or attempt to adjust rigging without the crew specifically trained for this job. **This is a safety precaution, which must be observed and enforced with the full cooperation of the director.**
2. If students are watching tech rehearsals, they should be quiet and respectful of others' progress.
3. During the load-in period, directors should plan to use alternate rehearsal space, not the theatre, to give the crews the maximum uninterrupted time to get the show set. The Technical Director and Stage Manager will work very closely in scheduling the use of the theatre during load-in through opening to insure maximum efficiency of use.

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Production Policy Memo no. 5, first established circa 1983.

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