The Department of Theatre and Dance Student Success Series exists to create high quality productions in an effort to educate the student population and provide performance and production opportunities as an extension of the classroom experience.

The following guidelines are intended to provide the essential technical elements for four fully realized productions for MTSU Theatre and Dance Student Success Series. They serve to produce the highest level of artistic quality show(s) within the limited financial and personnel resources available. Finally, they establish a framework of responsibilities as well as a template for a timeline to implement technical elements. These guidelines may be negotiated for exception prior to the beginning of each semester; however, once the semester has begun the format displayed below is the guideline that shall be followed. All participants agree to follow the Studio Theatre Guidelines policy located on the Theatre and Dance facility website.

Scenic Studio/ Elements

Theatre Production Faculty/Staff/Students:

- Will work together to execute the following technical elements within a limited resource allocation of 50 personnel hours for each Tucker Theatre Production(s). No shop time will be guaranteed for Studio Theatre Productions; but may arranged on an as needed basis.
- Execution of simple scenery & props (construction, painting, etc.), with planning for all elements to be confirmed with staff at least 30 days in advance of the first technical rehearsal.
- Repositioning / hanging of drapery (typically to include teasers and legs as well as a black curtain to serve as a backdrop) on the first or second workweek day of the technical reservation period; repositioning curtains to the “rep” position, if necessary, following the show. (Tucker Theatre only)

All supplies for constructing, painting, or otherwise implementing scenic and properties elements will be charged to the Student Success Series budget.

Lighting Elements

Students:

- Execute simple additions or alterations as well as restoring lighting to the “rep plot” following the show.
- Coordinate scheduling of hang & focus as well as cueing sessions with the Production Manager; scheduling coordination should take place within the first 30 days of each semester. Typically, the theatre is reserved for approximately 7 days (except for class meeting times) for lighting preparations and technical rehearsals.
- Purchase of basic lighting supplies (gel, gobos, etc) will be charged to the Student Success Series budget.
- Students are responsible for securing student production staff. Students may receive laboratory credit in conjunction with lighting courses by special arrangement with their instructor(s).
Sound

Students:
- Students shall setup and install sound equipment appropriate to the needs of the show in consultation with the Production Manager.
- Students must provide personnel to operate sound system.

Projections

Students:
- Students design all projections. Meeting specifications of equipment in Tucker Theatre. Specifications are available upon request.
- Provide as necessary personnel to operate the video projection systems.

Stage Management

Theatre Production Faculty/Staff/Students:
- A competent stage manager will be appointed. Assistant stage manager(s) may be provided as needed and as student(s) are available.
- Coordinate production aspects for the show.
- Coordinate with the production manager regarding all use of facilities and equipment.

Costumes

Costume Faculty/Staff/Students:
- It is the responsibility of the students to coordinate a time with the costume coordinator to pull clothing from stock.
- Purchases made be made on as needed basis for the production and will be charged to Student Success Series budget.
- Students are responsible for securing student production staff. Students may receive laboratory credit in conjunction with costume courses by special arrangement with their instructor(s).
- The costume studio will be available throughout the semester to students who wish to create their own costumes. This will be by appointment only and is at the sole discretion of the Costume Studio Manager. Re-imbursement of costume materials and supplies must be approved in advance by the Costume Coordinator.
- Laundry supplies, Soap, dryer sheets, etc. will be provided for Tucker Theatre productions only.

Production Meetings

Production meetings will be held throughout the semester according to the production calendar. A representative of each production area should make plans to attend. Those who are unable to attend must communicate with the stage manager their specific needs for their shows before the meeting.
Production Management

Production Manager Staff/Students:

- Oversee scheduling of the theatre space, budget, staffing and personnel for all Tucker Theatre based shows.
- Responsible for house management and ticket services. Staffing includes one house manager for each performance.
- Coordinate box office personnel and operation.
- Coordinate Promotional and Marketing activities for each show. Standard marketing materials include posters and printed programs for each concert.
- Students are responsible for providing ushers for all shows
- Students are encouraged to supplement these minimal marketing materials with press releases, email alerts, and social media posts, etc.

Conflict resolution

In any artistic endeavor, artistic differences will come into play. Creativity should and will have room to flourish. The Director of the show has final say over the artistic choices; the Director should be responsible for resolving any conflicts that may arise within these areas.

To address conflicts that may arise between directors and designers/technical staff where an amicable solution is unreachable, the production manager will mediate the solution. It is expected that all parties will agree to carry out that solution. These decisions will be made, to the best ability of the Production Manager, while considering first, the students, second, the schedule, and third, the budget.
**Production Schedule** – (Working backward from opening night)

3 days out – Dress Rehearsals (Single technical Runs of the show, a second run is at the discretion of the director, but will not include production elements.)

4 or 5 days out – Cue to Cue/Final Tech (Run-through of show with all technical elements) May be Saturday or Sunday depending on calendar.

Tuesday-Friday before Final Tech – Spacing and lighting cueing in Tucker Theatre or Anderson Studio - 6pm-10pm daily

Sunday/Monday/Tuesday before final tech – Scenic/Lighting load-in.

2 weeks out – Costume Studio works with designer on pulling costumes. Directors should stop by to look at costumes on a regular basis.

3 weeks out – Final Production Meeting, Costume designer and Costume Studio Manager begin pulling costumes.

4 weeks out – Final designs are due.

5 weeks out –

6 weeks out –

7 weeks out –

8 weeks out – Production Meeting – Check-in on concepts and needs.

9 weeks out – Printed Program Information Due.

10 weeks out – Design/ concept Meeting with Designers.

11-13 weeks out – Logistics meeting

Previous Season – Marketing Posters/ Graphics etc. complete prior to end of school year.
Student Directors: Eligibility and Requirements

The following directing benchmarks are meant to help clarify the path to becoming eligible to direct a show in the Student Success Series. Equivalencies, particularly for transfer students, are always possible (for example you may have equivalent experience in a professional setting or at your previous college). When this may be the case please email Halena Kays: Halena.Kays@mtsu.edu to discuss so that you may be made “eligible”.

These benchmarks need to be accomplished by the time you direct the show, not at the time you might pitch a show. For example: if you are slated to AD a show this spring, you can assume you will be eligible by next season. Obviously, if you do not successfully complete your expected benchmarks you will become ineligible until you do so.

To direct in the Studio Theatre
- Completion if THEA 3700- Fundamentals of Directing
- Assistant Direct a faculty directed production
- Must meet all Design and Technology production requirements

To direct in the Tucker Theatre
- Completion if THEA 3700- Fundamentals of Directing
- Assistant Direct a mainstage show
- Direct a Student Success Series show in the Studio Theatre
- Must meet all Design and Technology production requirements

Selection Process
- Students interested in directing in the Student Success Series should contact the directing faculty to express their interest in being considered for a directing position for the upcoming season.
- The faculty will provide a list of students eligible to direct in Tucker Theatre as part of the Student Success Series, by fall break in any given academic year.
- Notification of all Student Directing candidate(s) for Tucker Theatre productions is posted publicly for the student population.
Student Success Series Show Selection Process

Alpha Psi Omega is the official producing agent for the Student Success Series and as such shall utilize its officers or proxies to carry out the process for the selection of productions for the Student Success Series. The organization shall hear all ideas and by way of simple vote make selections from the options presented.

**Tucker Theatre Selections**

The selection of the Tucker Theatre production(s) will happen in the fall semester after the Department Season Selection Committee has selected the productions for their season.

- Students will have the opportunity to pitch production ideas to Alpha Psi Omega.
- Submission forms will be made available one (1) week before a pitch meeting.
- Submission form are collected at the pitch meeting. Limit of two (2) pitches/ submissions per person.
- The APO stage manager will keep track and run the pitch meeting.
- Following the pitch meeting, a survey will be created for the APO membership to vote on their top three (3) choices for any Tucker Theatre production(s) slated for the following season.
- Votes are counted and verified by: Directing Faculty, Production Manager, APO faculty Advisor, and the Department Chair.
- The student director(s) that has been identified will choose from the top three (3) selected for them through the above selection process.
- The show(s) shall remain unknown to the student population until the season reveal at the spring majors meeting.

**Studio Theatre Selections**

The selection of the studio theatre production(s) will happen after the selection of any Tucker Theatre production(s).

- Students will have the opportunity to pitch production ideas to Alpha Psi Omega.
- Submission forms will be made available one (1) week before a pitch meeting.
- Submission form are collected at the pitch meeting. Limit of two (2) pitches/ submissions per person.
- The APO stage manager will keep track and run the pitch meeting.
- Following the pitch meeting, a survey will be created for the APO membership to vote on their top choices for any Studio Theatre production(s) slated for the following season.
- Voted are counted and verified by: The Alpha Psi Omega, Executive Committee or their designee.
- The show(s) shall remain unknown to the student population until the season reveal at the spring majors meeting.