**UW- Green Bay Theatre and Dance Studio Production Guidelines**

Studio productions are student directed and designed projects that provide additional opportunities for UWGB students. A Studio proposal is usually generated by a project director or team in the spring for inclusion in the following academic year’s production season. Proposals frequently go through several drafts before being brought to the Theatre and Dance faculty for consideration. Studios are scheduled into the Theatre and Dance production calendar with careful consideration of student preparedness, educational value, likelihood of success, and the projected availability of departmental resources, particularly human, budgetary, facilities, and stock.

**GUIDELINES**

1. **Studio proposals** will be submitted to the Theatre Chair, using the Studio Proposal Form, prior to the established deadline. Students are strongly encouraged to discuss their ideas with the Chair or seek recommendations for projects prior to writing a proposal. While the faculty will consider all submitted proposals, directors who have completed appropriate classes (specifically Directing 1 and its prerequisites) and have relevant production experience will be given priority.

Students are encouraged to consider the following alternatives to what is traditionally mounted on the Mainstage:

 one-act plays (2 or more may be submitted by a single or several

directors for a single Studio)

 original plays

 plays that require minimal technical support or can be performed

using rehearsal furniture and clothing

 original adaptations

 radio drama

 material that connects with other academic units or with the community

**Studio Workshop** proposals could potentially be ensemble driven or taken on by students who have not yet completed Directing 1 and may include:

play readings

staged readings

devised work

10-minute plays

exploration and development of an idea or story

1. **Approval**

Directors will receive notification of the proposal’s status. Approved projects will be assigned a venue and a production time frame that includes auditions, rehearsals and performances. In most cases Studio work will conflict with Mainstage work. Students will be asked to commit their energy fully to any project they have chosen to work on and to clear any conflicts in overlapping projects with the appropriate supervisors prior to beginning either project.

1. **Advisors**

Student directors, designers, and technical directors will be assigned faculty advisors. Students may request a specific advisor but final decisions will be based on projected workload and suitability to the assignment.

1. **Academic Credit**

Studio directors and designers are encouraged to register for Independent Study credit for Studio work. Expectations, terms of completion, and number of credits must be discussed with the faculty advisor prior to registration. Directing or designing a Studio during the student’s senior year may qualify for fulfillment of the Senior Capstone requirement. This will need to be determined in consultation with the Chair before work begins on the project. Production Practicum credits are *not* available for Studio productions.

1. **Budget and Production Expenses**

UW-Green Bay Theatre will purchase scripts, secure and pay for rights and royalties, photocopying, and program and poster printing. Posters and programs must include “University of Wisconsin-Green Bay Theatre Studio Production.” Posters and programs must be proofed and approved by Theatre’s Managing Director prior to duplication.

Strict adherence to the production requirements indicated in the contract with the script’s publisher is expected. Any changes to the script or casting requirements must be approved by the playwright through the publisher or their agent. This communication will be facilitated by the Managing Director of Mainstage Productions. No publicity for the production can appear until the rights have been secured.

**Alternate Theatre** **(AT),** the student theatre organization, has frequently provided funding for studio productions however AT funding is not needed for proposal consideration and is not a factor in selecting productions. We believe that unfunded projects can provide excellent opportunities for growth and creative problem solving. The Funding Proposal Form used by Alternate Theatre requires project details and a specific production budget that does not include those items covered by the Theatre Department.

**NOTE:** Alternate Theatre’s funding comes from Segregated Fees. These funds may NOT be used for projects generating academic credit. This should be discussed with the Theatre Chair during the proposal process to assure the proper use of state funds and tuition revenue. Studio productions must be free-of-charge to audiences.

1. **Production Personnel**

The Theatre faculty must approve all production personnel. We will assist in personnel recommendations as needed; however, it is likely that a Studio production team will not have an individual in each specialized area as modeled in Mainstage productions. All company members working on a Studio will be expected to contribute fully wherever needed.

First-time directors are strongly encouraged to shadow or assist a director of a Mainstage production. Observing the early design meetings for a Mainstage production will enrich your understanding of this part of production. You are also encouraged to observe Mainstage production meetings, paper tech and dry tech. Directors and designers should begin research and discussions with advisors as early as possible.

1. **Use of Theatre Facilities and Stock**

Studios may have access to University Theatre costume, prop, and furniture storage. The faculty members in each area must approve access to storage and may require supervision while in storage areas. Specific items selected must be approved, officially checked out and returned in good condition. If additional items not in stock are essential to the production, the director submit specific requests to the Theatre Chair and Managing Director in a timely manner and will be considered on a case-by-case basis.

Washing and dry cleaning of costumes is the responsibility of the Studio production team. All borrowed items must be returned and spaces restored to neutral at the advice of the Theatre Technical Director. Items purchased with University funds remain the property of the University. Scripts purchased for a studio production may be kept by the members of the company.

Any use of the Scene and Costume Shops must be approved by the supervisors of those areas, occur during approved hours, and must not conflict with the shops’ academic use. Rehearsal and performance spaces should be reserved as early as possible. It may be necessary for to rehearse in spaces other than your performance space.

**8.** **Space and Scheduling**

Studio auditions will be scheduled in collaboration with Mainstage auditions to assure space availability and to avoid unnecessary conflict. Studio auditions are generally held after Mainstage productions of conflicting productions have been cast. Casting priority must be given to currently enrolled UWGB students.

Productions are generally guaranteed a minimum of 10 days rehearsal in the performance space prior to opening (during hours in which no class is scheduled

in that space). During performances of either Studio or Mainstage productions, directors in rehearsal will make necessary adjustments to their rehearsal space and schedule to insure the integrity of performances and to allow students the opportunity to see at least one performance of any production.

All requests for the scheduling of University Theatre facilities or the Jean Weidner Theatre for production work will be directed to the Managing Director of Mainstage Productions. TH 212 and TH 110 may be available for rehearsal and must be reserved. Classes will always be given priority in reserving these spaces. Students must abide by the University’s most current building hours and appropriate supervisor policies. Failure to follow Theatre safety policies and University policies will result in loss of privileges.

**UW-Green Bay Theatre and Dance**

**Studio Production Proposal**

Director(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Production Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Playwright \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Length or one-act \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cast Size\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please attach the following information:**

1. A description of the project.

2. Anticipated production needs. Be as specific as possible.

3. Estimated rehearsal time.

1. Funding requests.