

Workshop Week Parameters

Workshop Week is guided by the principal that students in certain Theater and Dance or related classes need a venue to demonstrate what they have learned during the semester. To that end, workshops must be directly tied to curriculum and are to focus on the specific nature of the course, *not* on attempting to be a fully realized production. All workshops should stress informality and two-way communication/education with the audience. The course faculty member is expected to take on the appropriate responsibilities of a Stage Manager and House Manager.

Workshop Week is defined as the final Monday-Thursday of the Fall Semester and final Monday-Wednesday of the Spring Semester. Workshops may happen simultaneously in Strider and the Cellar regardless of noise overlapping. *All performances given during workshop week must adhere to these parameters.*

Space Availability

Workshops are intended to set up, perform, and clean up on the same day. No set up, rehearsal, or other activities can happen in the space prior to 5:00pm on the day of the event, unless special arrangements have been made in advance. The performance space must be cleaned, empty, and locked up by Midnight that same day. No prior rehearsal in the space can be scheduled. The shops and dressing rooms are not available for use.

Physical Environment

Strider: Standard black masking. Use of the skydrop or grand curtain is fine but discouraged. No specific lighting is provided for any of these draperies. No seating may be added to -- or changed from -- the existing permanent audience configuration. For dance, the flooring will be laid down upstage of the proscenium only. Dancers are expected to assist with the re-rolling of the floor immediately following the workshop.

Cellar: No masking is to be set up whatsoever. Platforms or risers are not allowed for audience seating. Audience size should be extremely limited -- perhaps no more than 20-25 people. Fire codes must be followed. All chairs must be returned to their proper storage location immediately following the workshop, unless previous arrangements have been made with the Department's Technical Director.

In General: No set pieces period. Limited amounts of furniture or cubes are permitted so long as they are not painted, altered, or damaged in any way, and that they are properly put away immediately following the workshop. The stock rehearsal flats are also okay.

Lighting

Strider: Four dimming faders are provided for control at the back of the house: house lights/front wash/wings/wide pool on apron (or for dance, head-high side wash). Follow spots in the balcony may be used with whatever their current color choices are. No operators are provided. The booth is strictly off limits.

Cellar: Three dimming faders are provided for control from the tech area. Each control two of the six track lighting positions. Track lights may be aimed as necessary, but are not to be moved from their rep locations. The rest of the lighting system is not available for use.

In General: Apart from follow spots, all units are to be left as "no color". Light cues of any kind, including house lights fading up and down, are strongly discouraged. Most attempts at "theatrical lighting" will come across as cheap and tend to defeat the notion of a workshop production.

Sound

Strider: The portable sound system (cassette, CD, MD) can be set up for operation from the stage left wing provided the Technical Director is given ample notice. This system uses two speakers sitting on the stage floor against the upstage traveler. Otherwise, no sound is provided. The booth is strictly off limits.

Cellar: No sound is provided. The Cellar sound system is not available for use.

In General: Personal stereo systems are permitted but should not create a technical burden on the workshop.

Advance production work in the Sound Studio is limited to copying pre-existing effects only. No other sound production work is permitted. Live sound is strongly encouraged.

Costumes

Construction (including modifications and alterations) is not permitted. Any use of departmental costumes which requires laundering or other cleaning is strictly off limits. Minimal accessories are permitted so long as they are necessary for the workshop. Use of any costume items belonging to the department must be arranged with the Costume Shop Manager. Ample notice must be given. All items must be returned by a prearranged deadline.

Props

Only use props that are absolutely necessary for the workshop. Consider miming. Construction is not permitted. Use of any properties belonging to the department must be arranged with the Technical Director. Ample notice must be given. All items must be put away in their proper place immediately following the workshop.

(revised December 2007)