



WELCOME

This guide has been created to answer questions that often come up regarding the department's available resources. Those of us in the production area hope that you find this guide helpful.

The Production Office serves as the departmental contact point for many of its resources, including but not limited to:

- Archives
- Auditions
- Community Relations
- Concessions
- Facility Maintenance
- House Management
- Keys and Room Access Cards
- Production Budgets
- Production Needs (Costume, Lighting, Scenery, Props)
- Production Photos and Videos
- Production Programs
- Publicity and Promotion
- Rehearsal Room Scheduling
- Royalties and Performance Licenses
- Safety and Security Issues
- Script Check-Out
- Stage Management
- Theater Scheduling
- Ticket Information
- Ushers

We realize that we have not addressed every question that you might have, so do not hesitate to contact the Production Office with any additional questions or concerns.

ACADEMIC QUESTIONS

This guide does not address any academic questions or deadlines. All academic questions should be directed to Rina Lee, undergraduate advisor, in TD West 2526 at 893-3241 or Mary Tench, graduate advisor in TD West 2524, at 8933147.

ACCESS TO PRODUCTION RESOURCES

Each of the theaters and rehearsal studios are equipped with appropriate lighting, sound, prop, and scenic elements to assist you in preparing for classroom and production assignments. Due to the demands of the Theater UCSB production season the resources of the scene shop, costume shop, prop room, and light lab are not always available to assist students with special production needs for their classroom and individual projects. Staff *is* available to advise you on how and where items can be found or purchased. Under certain circumstances, stock scenic, costume and prop items can be made available to students. Please contact Andrew Karlin, technical director, for more information.

AUDITIONS

Auditions for Theater and Dance productions are open to all full-time UCSB students.

Audition information for main season productions is available in the Production Office and on the department's website at least two weeks prior to each audition. Audition information for other productions is posted when available.

Audition requirements vary from director and choreographer so it is important that you carefully read all audition materials so you will know what is expected at each audition. For theater productions, you usually must sign up for a specific audition time. Audition sign-up sheets are posted on the callboard in the Production Office (TD West 1600).

CALLBOARDS

Callboards are located in the proximity of each production venue. The Hatlen and Studio Theater callboards are often located in the breezeway behind the theatres next to the loading doors. The callboard for the Performing Arts Theater is located at the artists' entrance to the theater, and the Dance callboards are located outside each studio. If you are a cast or crew member for a production and your stage managers have decided to utilize these boards, you should check your production's callboard daily for up-to-date announcements, costume fitting calls, and changes in rehearsal and performance schedules.

The departmental production callboard is located in the Production Office. Theater audition information, audition sign-ups, call back, and casting information will also be listed here. You can also sign up for ushering and concession assignments here.

CASTING

Cast lists are usually posted the morning after auditions or callbacks, but may be delayed under special circumstances. Cast lists for Dance concerts are posted outside the dance studios and, when made available, on the department website. Theater cast lists are posted on the callboard of the presentation venue, the board in the production office and on the departmental website. Individuals are sometimes asked to initial next to their name to acknowledge seeing the list and acceptance of role.

COMPLIMENTARY TICKETS

Students who are cast in departmental main stage shows or are working on a crew for the productions are usually eligible for one or two complimentary tickets to the preview performance of that show. From time to time, complimentary tickets for public performances are released to company members, on short notice, if a particular performance needs enhancing, but this is not a guarantee and these "special offer" tickets cannot be used to replace already reserved or purchased tickets.

CREW SIGN-UP

All theater and dance majors are required to take a series of technical labs including costume, lighting, scenic and running crew. You register for the scenic (29A), lighting (29B), costume (29C) labs online at the time you register for all other classes. Running crew (29D) sign-ups are at the beginning of each quarter in the Production Office and/or in the costume shop with Renita Davenport, costume shop manager. Show assignments are made at the time of sign-ups.

LATE SEATING

There is no late seating in the Performing Arts Theater. Patrons arriving late will not be seated until intermission. Patrons will not be seated at any time if the performance runs without an intermission. Late arriving patrons without tickets are not allowed entrance to the theatre or to watch monitors. Latecomers with tickets will be seated at performances in the other venues will be seated at appropriate times during the performance. *Please* inform relatives and friends planning to

attend performances at departmental venues of this late seating policy and ask them to plan accordingly.

PARKING

The new parking structure next to the Events Center, Lot 22, is the main parking facility for the department. Just a reminder, there is a nightly and weekend parking fee. Please let your family and friends know of this fee.

PHOTOGRAPHY AND VIDEOTAPING

For the safety of the performers, convenience of other audience members, and in some cases copyright restrictions, the taking of photographs and/or video and audio recordings are not allowed during public performances. Please make sure that your family and friends are aware that they are not to record performances in any way.

We do record an archival video tape/DVD of all main stage dance performances and some theater productions (though most license agreements for theatre productions forbid taping of performances for any reason). The tapes and DVDs can be reproduced for personal use. Arrangements for reproducing these tapes can be made through the Production Office.

We also take publicity and production photographs of all productions both theater and dance. These are saved in digital format, and cd's or dvd's of all pictures of each production are available and can be copied in the Production Office.

REHEARSALS

For the well being of theater/dance students, the department maintains a rehearsal policy allowing for 20 hours and/or 5 days a week (whichever comes first) for departmental productions.

RESERVING REHEARSAL SPACE

The department is always challenged to make available to students the rehearsal space needed to complete course work and fill production needs.

All rehearsal spaces have equipment and furnishings that will assist you in your preparation of classroom and production assignments. When you are using rehearsal spaces, you are expected to return them to the condition you found them or better. This includes cleaning up trash, putting away props and furniture, and cleaning up any mess that may have been created during your rehearsal. If you discover anything that is broken or damaged, please report it immediately to the Production Office so that it can be repaired and available for other student rehearsals and classroom use. Make sure windows and doors are secured when you leave even if someone else is waiting to use the space. If they are scheduled to use the space they will have a card or code to gain access. This protects you from being held responsible for inappropriate use or damage to the space.

Dance rehearsal spaces—the two Modern Dance Studios (HSSB 1135 and TD 1501) and the two Ballet Studios (HSSB 1151 and TD 1502) - are administered by members of the dance faculty, usually the director of the main stage concert in the given quarter. Student access to the Dance Studios is granted by the dance faculty. Access cards are issued or activated at that time.

Five theater rehearsal spaces—Studio Theater (TD East 1101), Rehearsal Room (TD East 1115), Acting Studio (TD West 1703), Movement/Voice Studio (TD West 1507) and HSSB Rehearsal Room (HSSB 1143)—are available for checkout for the use of Theater students fulfilling departmental curricular requirements.

Each theater student is allowed one hour of rehearsal space per day. Space sign-out is accessible via computer in the Production Office. Codes, which are changed weekly, are required to gain entrance to TD East, Rehearsal Room (1115) and the Studio Theater (1101), whereas the Acting Studio (TD West 1703), the Movement/Voice Studio (TD West 1507) and the HSSB Rehearsal Room (HSSB 1143) require a card for automated access. The cards are available through the Production Office. The cards for all of the departmental studios are issued to specific individuals and should not be loaned to other students. Card use is registered and mis-use or damages to studio spaces could be the responsibility of the owner of the last card used.

Rehearsal spaces are usually available after scheduled classes weekdays and all day during the weekends. On certain occasions space may be required for main season production or special event needs and, therefore, would not be available.

The sign-up sheets are posted in the Production Office on Thursdays for the following week, usually after the first or second week of the quarter. Rehearsal spaces must be vacated by 11:00pm for cleaning and maintenance. Due to fire regulations, air conditioning systems and security reasons, doors should not be propped open at any time.

Rehearsal rooms are reserved exclusively for students preparing for classroom assignments and departmental productions. To keep space available to as many students as possible individuals should not reserve rehearsal time to rehearse personal projects including campus club activities. For classroom projects needing additional rehearsal time or for those wanting to reserve the rehearsal rooms for non- departmental projects, special requests should be made in writing to the Production Office.

SCRIPT CHECK OUT

Prior to auditions, scripts are available from the production office for all theater productions presented by the department including Main Season and One-Act productions.

TICKETS TO DEPARTMENTAL EVENTS:

Tickets for all ticketed departmental events including Theater UCSB are sold online at www.theaterdance.ucsb.edu and through the Department of Theater and Dance Ticket Office, located across the bike path from the HSSB. You can walk up to the ticket office during regular business hours (T-F, 12-4). Tickets for events go on sale a few weeks prior to each event depending on the quarter schedule. Please make sure friends and family members purchase tickets to desired events well in advance. Events in the HSSB Performing Arts Theatre and the HSSB Performing Arts Ballet Studio often sell out in advance and many times patrons, even parents and friends, are turned away at the door because there are no seats available. No tickets can be reserved or put on hold without purchase by the Ticket Office. In instances where we do have a sold-out house, a waiting list may be started at the door and a limited number of individuals may get seated. At the discretion of Theater and Dance management, cast and crew members may be given priority on the waiting list if names are given to the ticket office via the stage manager one hour prior to curtain before the ticket office is open to the public.

The Ticket Office will accept checks (made payable to "UC Regents"), cash (although they will not break anything larger than a \$20 bill), and credit cards (Visa or Mastercard). There are no refunds or exchanges. The house manager may honor a ticket for another night at his/her discretion only after any waiting list to purchase tickets has been processed.

Venue ticket offices open 45 minutes to 1 hour prior to curtain. Since there is no late seating in the HSSB Performing Arts Theatre, that ticket office closes immediately at curtain. The Hatlen Ticket Office remains open for a reasonable period after the performance has begun.

Make sure friends and relatives are aware of box office policies to avoid embarrassing situations at the box office the night of performance and always make sure to check any advance tickets purchased at the Theater & Dance Ticket Office for correct date and time prior to leaving the window.

USHERING

Any full-time UCSB student can volunteer to usher for departmental productions by signing up in the Production Office starting two weeks prior to an opening performance. Besides taking tickets and handing out programs, ushers may also be asked to assist in selling concessions at intermission. If you are unable to usher once you have signed up, you must notify the Production Office at least 24 hours prior to performance or arrange for a substitute to take your place.