

**PROVIDENCE COLLEGE DEPARTMENT OF THEATE, DANCE & FILM
SUMMER THEATRE WORKSHOP PROGRAM**

PROGRAM DESCRIPTION

The Summer Theatre Workshop Program is an initiative of the Department of Theatre, Dance & Film (TDF) in which the Bowab Studio Theatre (BST) and minimal departmental production resources are made available for summer theatre projects led by TDF faculty, students or alumni for a maximum period of four to five weeks per project. The first workshop production of the summer can begin no earlier than the Monday following commencement and the final workshop production must be completed and struck no later than the Sunday that precedes the first week of classes in the fall semester. In the event that two workshop productions are planned during a given summer, rehearsal and performances of each will be scheduled consecutively so that actors and crew may be available to participate in both projects if they so choose.

APPLICATION PROCESS

Any current or former member of TDF may apply for a production slot by submitting a completed proposal, along with a copy of the play to be produced, to the Managing Director of Theatre by March 1 of the year in which the anticipated project will occur. The selection of projects for a given summer will be determined by a vote of the TDF faculty conducted no later April 30. TDF faculty members who submit applications will be excused from the selection process for all projects under consideration in that year. First priority will be given to proposals submitted by current, full time TDF faculty. All other proposals will be prioritized as follows: current students; TDF alumni; community service initiatives.

FINANCIAL RESOURCES

It is intended that summer theatre productions will be minimally produced. TDF is not responsible for any cash resources necessary to fund summer theatre projects. All expenses associated with producing the play including the licensing of performance rights of copyrighted texts, raw materials for scenic costumes and lighting, posters, programs and photocopying are the sole responsibility of the project leader. The project leader may retain income generated by the production in order to offset expenses.

PHYSICAL RESOURCES

The TDF departmental office, production office, box office, scene shop, costume shop and storage rooms or any raw materials contained therein are not available for use by summer theatre projects. Additionally, student office staff employed by the TDF department during summer months will not be available to work on tasks related to Summer Theatre Workshop productions.

Below find a breakdown of the TDF resources available to summer theatre projects as well as those that will be the responsibility of the individual producer.

TDF will provide:

- The Bowab Studio Theatre including open stage area, and seating. (NB. The configuration of the BST for summer theatre projects will be whatever has been established by TDF and installed for use during the prior academic year. Summer theatre productions may not alter the configuration of the BST.)
- Black velour masking installed on track around the perimeter of the BST
- Basic rehearsal cubes and generic scenic equipment regularly assigned to the BST.
- Stock furniture (by arrangement with MD)
- The BST standard stage light plot and stage level light controller and audio playback equipment.
- Use of the TDF green room and dressing rooms.

Project leader will be responsible for:

- All raw or consumable materials including photocopying
- Hand props – *Note: The project leader may consult with the Managing Director to pull small hand props from TDF stock if done so prior to the last day of classes in the spring semester.*
- Costumes
- Promotional materials
- Ticket sales and front of house staff

APPLICATION FORM

A proposal for use of the Bowab Studio Theatre for summer production will consist of responses to the questions listed below. Proposals must be submitted to the the Managing Director of Theatre by March 1 of the year in which the project will be produced.

1. Who will be designated the project leader? Please indicate the person's full name and contact information and provide a summary of his/her

qualifications.

2. Submit one copy of the script of the proposed project. In the case of non-scripted projects or devised work, a detailed summary of anticipated content must be submitted in lieu of a script. Proposals will not be considered unless the text for the performance has been reviewed by the TDF faculty.
3. If the material proposed for production is protected by copyright please indicate plans for securing a performance license. An approved project that, prior to the date of the first rehearsal, fails to demonstrate that a performance license has been secured, will be cancelled.
4. Submit a rehearsal and performance schedule including the time of day at which the BST will be in use by the project.
5. How many actors will be involved in the project?
6. Itemize the anticipated number of production staff (SM's & designers) and crew (backstage and front of house) that will be necessary in order to successfully develop and present the project.
7. Describe the scope of the anticipated physical production. Areas of scenery, lighting, costumes and sound should be addressed individually.