

### **PLU Theatre and Dance Clubs and Organizations that produce shows:**

Please refer to this document for clarity and understanding about the ways in which PLU Theatre and Dance provides assistance and mentorship with your productions.

PLU Theatre and Dance maintains a strong relationship with student Clubs and Orgs that produce, promote, and support Theatre and Dance.

Because the department's Spotlight Season productions are credit-bearing and provide faculty mentorship and instruction, priority is given to Spotlight productions. This includes scheduling of rehearsal and performance spaces, performance dates, design and technical resources, etc. In rare instances, should a Spotlight production require use of an item or space that is owned/managed by the department but being used by a student club or org, the Spotlight production has the right to reclaim that space or item after approval from the Theatre and Dance department chair. In such cases, the department will work with the student club to provide an alternate space or item.

While there are numerous performing arts clubs that enrich Pacific Lutheran University, the department has limited resources to offer support for the productions by these clubs. Therefore, the department can only offer support to student performances we call "Featured" productions.

### **Featured Productions:**

Featured productions are identified by the department faculty as those that are produced by a student club that:

- is chartered through PLU's Clubs and Orgs
- has a majority of members who are majors or minors in Theatre and/or Dance
- is a member organization of Umbrella Club or who has a history of or a promise to adhere to the responsibilities listed in this document

The number of Featured productions is decided by the department faculty. Student clubs should not have the expectation that the department will automatically recognize their productions as Featured productions every year. The department chair, with advice from the faculty, will select Featured productions for the following year. This will occur no later than early Spring semester.

The department supports Featured productions in the following ways:

- Recognition as part of the PLU Theatre and Dance season in all advertising
- Priority scheduling of spaces in KHP and Columbia Center
- Securing all rights, royalties and scripts/scores to ensure legal compliance
- Providing box office personnel and depositing all ticket revenue

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- Use of theatrical equipment including light and sound boards, scene shop and costume shop tools, props, dance flooring, costumes, lighting, etc. as appropriate and with faculty approval
- Assistance purchasing items
- Coordinating access to rehearsal and performance spaces
- Consideration for department awards

Featured productions are responsible for all other production-related tasks, including but not limited to:

- Staffing their productions (director, designers, stage management, running crews, board operators, house manager, ushers, etc.).
- Purchasing all materials (wood, fabric, etc.) to execute their designs. If PLU Theatre and Dance materials are used (after receiving department approval), the Featured production will be billed for the costs to replace those items.
- Building their production, including laying down the dance floor. This must include approval from and limited supervision by Theatre and Dance faculty or Stage Services staff to ensure safety protocols are met.
- Striking their production immediately following the final performance (the same night).
- Designing, printing and distributing all promotional materials and playbills and collecting all information for those materials.
- Paying for all expenses related to the production (playbills, posters, props, gels, etc.).

Please see the [Featured Production Guide](#) for details

## Non-Featured Productions:

If a production is not selected as a Featured production, it does not mean the production cannot proceed; it simply means that the club or individual producing it will assume responsibility for all aspects of the production and may not have access to departmental resources. Often these productions are called Independent productions.

- To book spaces in KHP, the Independent production would work with Conferences and Events to book the space for rehearsals and performances.
- To access lighting, dance flooring and backstage communication systems, they would work with Art Giddings of Stage Services.
- To access sound and video equipment, they would work with Travis Pagel in Classroom and Event Technologies.
- Costumes, props and scenery would likely need to be provided by the producers of the Independent production.
- For all other assistance, they would work with Clubs and Orgs and/or their faculty advisor.

It should be noted that some of the assistance above may incur expense to cover labor costs.

[Please see the Non-Featured Production Guide for details](#)

## Auditions

### For ALL student groups:

- Auditions for the semester will be scheduled by the first day of school. This means finalizing auditions (with faculty space approval) for ALL student groups before Labor Day weekend, ideally 2 weeks in advance.
  - This will benefit inclusion for students who may need to take off work for auditions and need advanced notice.
  - It will minimize conflict between groups during the semester.
  - It will ensure that spotlight shows have the focus of the students when it is needed.
- The order of priority for spaces in the KHP and Columbia Center are
  - Reservations related to:
    - Course work (faculty)
    - Spotlight shows or departmental reservations
    - Featured Productions
    - Coursework rehearsal
    - Other student shows or club rehearsal

## Use of Resources:

The Department of Theatre and Dance is responsible for the maintenance and safety of its equipment as well as those using their equipment. As such, which resources are available to Featured productions is on a case-by-case basis at the discretion of the faculty.

- Use of scenic equipment/tools/paint and scenic pieces, including furniture and dance flooring, should first be discussed with the Club's advisor and then with the Theatre and Dance Technical Director.
- Use of costume pieces and equipment, including makeup and wigs, should be discussed with the Theatre and Dance Costume Designer.
- Use of lighting equipment should be discussed with the Theatre and Dance Lighting Designer.
- Use of sound and/or video equipment should first be discussed with the faculty advisor who will provide resources or a referral to Travis Pagel in Classroom and Event Technologies.

- Use of props should be discussed with the faculty advisor.

PLU Theatre and Dance must ensure we are also protecting the vital resource of people. Students involved in student productions should not be expected to work without support from their club's members. They should not be expected to forgo classes or homework in order to complete the show; this includes providing them time to complete evening and weekend Running Crew assignments (for example, not asking them to "sneak away when they can" during their crew duties). They should also not be asked to work late night hours alone—this is both to demonstrate care and to provide safety.

It is important to recognize that student clubs and organizations provide leadership opportunities to students and, as such, Theatre and Dance faculty can provide mentorship but should not be expected to produce or provide production elements. Theatre and Dance faculty should be asked to offer mentorship and guidance during a regular work week (Monday-Friday) but should not be expected to provide such on scheduled days away from campus, including weekends. Therefore, each club must plan in advance how and when the production will be built, staffed and teched in case certain elements are not available or are not functioning as expected.

Given all this, please lean on your club's advisor to ensure your production team has the resources they need and please lean on your club's membership to ensure your production team has the care and help they need to succeed.

## How to make announcements:

When in doubt use the newsletter instead of Sakai:

- **Sakai Announcement: Immediate.** Reminders of something today or tomorrow or something very important.
- **Theatre and Dance Newsletter: Upcoming events** (in the next week or more), job opportunities, calls for help or joining non T&D clubs.

**Student leaders can directly edit the [newsletter](#)** each week until 9am on Friday morning. At which time the document will become the draft for the next week.

If you need to **post a Sakai announcement** contact the Assistant Production Manager of Umbrella who in AY 22-23 is Annika Peterson [annika.peterson@plu.edu](mailto:annika.peterson@plu.edu). Sakai announcements can be scheduled in advance to remind people the day of or the day before important deadlines.