



Production Submission Application

This form must be completed for any public production/performance activity that makes use of any departmental resources falling outside of the Department's season productions. This includes: student production organizations, class productions, and grant projects.

Approval by the Production Committee guarantees only a performance space for productions. No support for set, costumes, sound, or lighting (other than lights up/lights down) will be provided. In addition, the Department does not pay costs for performance rights or additional associated production costs. No production activities, including auditions, should happen unless the Production Committee approves the production.

This form must be fully completed, with all necessary signatures, and a copy of the proposed script, and returned to the Director of Theatre. Submitters will receive a response within one month of the original submission date. Please remember to fill out both pages of the application.

Name of Production or Event: _____

*Script, if applicable, must be attached in order for proposal to be considered

Brief description of production/event (for website) : _____

Production/Event length (Running time): _____

Cast size: _____ Males _____ Females

Presenting Organization: _____

Is this production associated with other student, campus, or community groups? If so, who? _____

Type of Activity (check all that apply): _____ Class Project _____ Student Organization
_____ Independent Student Project _____ Other (describe):

Applicant Name: _____ Major: _____

Year in School: _____ Freshman _____ Sophomore _____ Junior _____ Senior _____ Graduate _____ Faculty

*Please attach resume of Directing and/or Stage Managing experience. Please include relevant classes and coursework.

Phone Number: _____ E-Mail Address: _____

Project Advisor (required for student productions): _____

Performance Venue Choice #1: _____

Performance Venue Choice #2: _____

Performance Venue Choice #3: _____

Royalty Fees: _____ Box Office/Ticket Charge (if any): _____

Preferred Performance Date(s) and Time(s) #1: _____

Preferred Performance Date(s) and Time(s) #2: _____

Preferred Performance Date(s) and Time(s) #3: _____

We cannot guarantee that you will get your preferred dates, even if your production is approved.

Justification for Project (attach extra sheet if necessary): _____

Please provide further information about your proposed production. Members of the Production Committee understand that you may not yet have all positions filled, but please complete as much of the information as you can at this time.

Director (must meet qualifications as established by department and posted in department handbook and callboard): _____

Will you hold auditions for actors? _____ If so, when and where? _____

If actors are already cast, please list names _____

Stage Manager: _____

Designers: _____

Please list the job title and name of anybody else who is affiliated with this production: _____

A lighting rep plot and sound setup is available. Are you requesting additional equipment? (Charges may apply) _____ If yes, please indicate types and quantities (attach extra sheet if necessary): _____

It is the responsibility of the individual submitting this form to ensure that proper care of our equipment and safety are observed throughout the rehearsal and performance period of any event. You are also responsible for ensuring that any facilities and equipment used during the project are restored and returned (struck) back to their normal conditions immediately following the final performance. Production Committee Guidelines are attached to this sheet.

I have read and understand the Production Committee Guidelines and agree to follow them.

Signature of Applicant: _____ Date: _____

Advisor (student productions): _____

Advisor agrees to supervise student productions, making sure that students are following Production Committee Guidelines and maintaining a safe rehearsal and performance space. Advisor must provide letter of support addressing the abilities of the applicant.

Advisor Signature (required): _____ **Date:** _____

**We strongly encourage advisors to attend the Production Committee meeting, as the committee needs Advisor's input prior to approval.*

**Faculty advisor is required to attend production load-in to insure all safety and load-in protocols are followed*

Departmental Approval/Signatures
Notes/Stipulations

Script Attached? ___ Yes ___ No

Resume Attached? ___ Yes ___ No

Director of Theatre: _____ Date: _____

Department Head: _____ Date: _____

GENERAL NOTES:

- All student production proposals must be perused, discussed with and signed by a faculty advisor.
- Faculty advisors are to provide a written letter of support attesting to student's ability to lead, organize and accomplish stated goals.
- The faculty advisor is encouraged to attend the production committee meeting where the proposal is scheduled to be discussed.
- Faculty advisor is required to attend production load-in to insure all safety and load-in protocols are followed (see "student production contract" in Handbook)

CRITERIA REQUIRED FOR ALL STUDENT DIRECTORS:

All students who propose a production to the Department of Theatre & Film Studies must meet the following criteria for DIRECTORS:

Undergraduates:

1. All directors must have taken THEA 5600 and received a grade of "B" or better.
2. Student directors must have assistant directed a faculty or guest artist production **OR** served as production stage manager or ASM for a faculty or guest artist production.
3. Student directors must have completed THEA 3500 with THEA 5010 being highly recommended.
4. Student directors must have a demonstrated record of strong initiative and outstanding organizational skills.

Graduate Students:

1. Have prior directing experience or have assistant directed a faculty or guest artist production in the department.
2. Have successfully completed a graduate or undergraduate directing course at UGA or elsewhere.
3. Must have prior approval of major professor in writing.
4. Be in good academic standing in their program of study.

Exceptions to the above criteria will only be considered through a one-page appeal that clearly explains why these criteria do not apply to this specific proposal and which will outline the qualifications of students in leadership roles. If a proposal does not have a director attached to it a written one-page appeal explaining why may be submitted.

SUBMITTAL:

Proposal forms with all appropriate areas filled out are to be submitted to Director of Theatre, Ray Paolino in his faculty mailbox at the Department of Theatre & Film Studies office, room #203. Proposal forms are available in the department office or the department website's dropbox. <http://www.drama.uga.edu/dashboard/dropbox>

Students must attach to the submission form:

- A current resume of theatre experiences and theatre courses taken
- A copy of the script
- Faculty advisor letter of support

REMINDER:

- Incomplete proposal forms (no resume, no faculty letter of support, no script, etc.) will not be considered by the production committee.
- Please note that approval of production does not guarantee an available rehearsal space due to the large number of projects approved.
- Please adhere to all submission deadlines.