THEA 1100.001– Spring 2019
Theatre Production Lab

Weekly class will be held in CA 103 on Fridays 2-4:30pm
Costume Studio Rm 214 Center for the Arts   ph.# (361) 825-3391
Instructor: Rosa M. Lazaro e-mail: rosa.lazaro@tamucc.edu
Office:    BH 320    ph.# (361) 825-2362
Office Hours:    Tuesday & Thursday   11-12NOON
Office Hours:    Monday & Wednesday  1-2:30PM
Office Hours:    Also by Appointment
Costume Studio: Center for the Arts Rm 214 ph.# (361) 825-3391
Studio Hours:    TBA

Course Description:
Students will have the opportunity to participate as a member of the production team. To learn and assume roles of production responsibility helps develop qualitative analysis, critical thinking, time management, conflict resolution, communications, creative thinking, leadership, and problem solving skills. The more advanced the Lab, the more advanced the assignments.

Student Learning Outcomes:
- The student will learn to manage their own time better, problem solve, quickly and efficiently handle any crisis, and meet difficult challenges as they arise in the creative, sometimes chaotic world that is theatre production.
- The student will learn have access to some of the latest and best equipment, in technical theatre. They will develop their technical skills.
- The student will learn all about safety and safety equipment. They will know what is required to respect and care for the facilities in which they will be spending the majority of their time while here in theatre.
- The student will learn how the various technical studios, and production areas operate. They will eventually gain the skills and knowledge to organize and run those studios as a leader, foreman, crew head, manager, director, etc.
- The student will learn to thrive on the collaborative and interdisciplinary process that goes into mounting a production.
- The student will learn to always be early, always present, and ready so that you are always a functioning member of the production team.
- The student work to become the next leaders. Serving their peers, promoting change and growth, that will always better the department and productions. The student will help chart the road to the future of our department.
- Students will learn, if students are willing.

Grading:
- Students will be graded on professional attitude and behavior, ethics, attendance, punctuality, assertiveness and completion of their assigned responsibility.
- There will be Friday Lab Classes every Friday from 2pm-4pm. 1100 students must attend each week as a class. These classroom hours will not count toward your 30 hours. Missed classes will count as an absence and cannot be made up.
- You are required to work one of two Work Calls. The work calls will be February TBA & March TBA. There will be a signup sheet. These hours do count toward your lab hours. Make sure you sign in & out like any regular lab.
- One out of two strikes are required (TBA – March X @X, Wolves – TBA). There will be a signup sheet. There will be a sign in & out sheet. Strike hours will not count toward your 30 hours.
- Be on time when you are scheduled to report to work. Wear appropriate footwear (Closed toed shoes) and be ready to do what is asked of you.
- Sign up for all time slots is first come first served basis, when time slots are gone they are gone.
- Failure to attend the strike or work call you signed up for will result in an addition of 10 hours.
- Lab hours must be scheduled by the second week of class. Lab hours will 3 hours / week. Either two 1.5 hours block or one 3 hour block, NO single hour blocks of time will be permitted.
- Working In a Shop
  - Shop work is graded by hours and efficient use of time. If a student does not come in throughout the semester at their set time, and they try to fit in all Thirty hours (1100 30 hours) at the end of the semester the highest grade they can receive is a C.
  - Failure to reach 15 hours by midterm will result in a 15 hour addition to lab hours (New Total 45 hours)
  - Work Calls, Strikes, and work in other shops will not be used toward your 30 hours, without prior consent.
  - Sign up for all time slots is first come first served basis, when time slots are gone they are gone.
  - Missed hours can only be made up on a need by need basis. You must as Rosa Lazaro or Erin Small if you miss hours and want to make them up. You may be denied your request.
  - Your weekly time slot is the only hours you will get credit for, coming in multiple times a week beyond your scheduled hours will not be accepted. Extra hours will be seen as voluntary and not be counted toward your 30 hours.
  - Work in shops must show improvement in both speed and technique. Tasks assigned should be finished in a timely manor.
  - Failure to attend the strike or work call you signed up for will result in an addition of 5 hours or a letter drop in THEA 1100.
- Paper
  - All students will be required to write a paper 1000 words minimum (double spaced, 12pt font). This paper will be a reflection paper, telling good and bad experiences. You will also have a separate coversheet which includes the following information; Name, Costume
Shop, Stitcher, Production Lab Number (1100). Failure to write a paper is an automatic grade drop and could result in an F for this course. Your paper serves as proof that you did the work in the production lab. I will NOT accept a hard copy. EMAILED/Blackboard papers only. Remember to fill out your time sheets and finish your assignments.

**Grading Break Down:**

- Lab Hours: 750 pts.
- Strike: 300 pts.
- Paper: 150 pts.
- Total: 1200 pts.

**Grading Break Down A** = 1200 – 1050  
**B** = 1049 – 950  
**C** = 949 – 850  
**D** = 849 – 600  
**F** = 599 – 0

**Production Lab Assignments:**
- Students will demonstrate basic comprehension skills integrated from other coursework, practical application and mentoring through completion of their assigned task.
- Students will be graded on professional attitude and behavior, ethics, attendance, punctuality, assertiveness and completion of their assigned responsibility.
- Also see syllabus attachments for additional assignments and specific details.
- Shop assignments are graded by hours and efficient use of shop time.
- **ALL** lab assignments will require a minimum of 30 or the completion of an assigned task. All lab hours and individual lab assignments must be completed to the fullest and highest quality possible.
- Remember a positive attitude will result in a positive experience. Have fun!

**General Classroom / Lab Rules:**
- Turn OFF Cell Phones. If I see them out for texting, talking, etc. I will confiscate them until the end of class. Don’t even take them out to use it as a clock.
- Appropriate computer usage only.
- The costume shop permits iPods, MP3 player, Portable CD Players, etc. So long as you use them at appropriate times only. You may use them while sewing, not during lecture time. These devises are not permitted in other shops, or backstage during the rehearsals / run of any productions.
- No weapons of any kind. If you carry a multi-tool, Leatherman, Gerber, etc. it should only be used appropriately, for lab related work.
- Lab hours must be scheduled and completed during the students set hours. Unless a student has completed their set hours and are now earning extra
credit hours they maybe turned away for arriving outside their scheduled hours.
- The instructor or an official shop employee must supervise student’s hours in a shop. Time will not be added after that day of work. It will count as one of your five absences.
- Students who leave the lab area for an extensive period of time (Example: More then ten minutes in a two hour block.) must sign out. Not doing so can result in a forfeit of all hours for the day. It will count as one of your five absences.
- Students who do not work efficiently (Example: More socializing then working) may forfeit their hours and the hours of the students they disrupt. It will count as one of your five absences. You will learn a lot about multi tasking.
- Projects (personal or classroom related) may not be worked on in place of mandatory shop hours.
- A sign up sheet will be available in the studio that must be filled in to help our shop managers keep track of who will be working each day.
- Lab hours must be scheduled by the second week of class.
- At the end of your scheduled hours each day, you must sign out, and have an instructor, or student shop employee initial. Time will not be added after that day of work. It will count as one of your five absences.
- Students caught signing in for other students will receive the same grade drop as the missing student.
- Please note only faculty and appointed student staff members are allowed to use cell phones and computers during lab hours. Unless other wise instructed.

**Lab Hours & Strike Policy:**
- Lab hours must be scheduled and completed during studio hours (hours are listed in lab book). Unless a student has completed their set hours and are now earning extra credit hours they maybe turned away for arriving outside their scheduled hours.
- The instructor or an official shop employee must supervise student’s hours.
- 30 hours are required. Failure to complete your 30 hours will result in a Failure in 1100 and could result in a full letter drop in 1371.
- Failure to have at least 15 hours by midterm will result in an added 15 hours for a total of 45 hours.
- Class and personal projects may not be worked on in place of mandatory shop hours.
- There will be Friday Lab Classes every Friday from 2pm-4:30. 1100 students must attend each week as a class. These classroom hours will not count toward your 30 hours. Missed classes will count as an absence and cannot be made up.
- Lab hours must be scheduled by the second week of class.
Lab hours will 3 hours / week, two 1.5 hours blocks, NO single hour blocks of time will be permitted.
- At the end of your scheduled hours each day, you must sign out, and have an instructor, or student shop employee initial. Time will not be added after that day of work. Unsigned hours will be dropped.
- One out of two strikes are required (TBA – March X @X, Wolves – TBA). There will be a signup sheet. There will be a sign in & out sheet. Strike hours will not count toward your 30 hours.
- Be on time when you are scheduled to report to work. Wear appropriate footwear (Closed toed shoes) and be ready to do what is asked of you.
- Sign up for all time slots is first come first served basis, when time slots are gone they are gone.
- Missed hours can only be made up on a need by need basis. You must as Rosa Lazaro or Erin Small if you miss hours and want to make them up. You may be denied your request.
- Your weekly time slot is the only hours you will get credit for, coming in multiple times a week beyond your scheduled hours will not be accepted. Extra hours will be seen as voluntary and not be counted toward your 30 hours.
- Failure to attend the strike or work call you signed up for will result in an addition of 10 hours or a letter drop grade in 1100.
- Remember a positive attitude will result in a positive experience. Have fun!

**Attendance Policy:**

The department has a strict class attendance policy. You will be allowed two absences. For the purpose of this course, there will be no distinction between excused and unexcused absences. After the second absence, your grade will decrease by one letter grade for each absence beyond two. Two late arrivals to class are equal to one absence. If you are more then 15 minutes late please do not bother coming, you will still be marked absent. If you do come in late please be as quite as possible to not disrupt the class. **If you accrue more than 4 absences you cannot pass this course.** It is beneficial as a student to attend class to learn and develop costume construction skills. **NO FLIP FLOPS.** Wearing flip flops will result in dismissal until appropriate foot ware is worn. You will be marked absent for the day.

**General Classroom / Lab Rules:**

- Please note these rules apply while doing your lab hours as well.
- No Cell Phone. If I see them out for texting, talking, etc. I will confiscate it until the end of class. Don’t even take it out to use it as a clock. Most Professional shops do not allow them, so either will this shop. Only faculty and appointed student staff members are allowed to use cell phones during lab hours.
  - Appropriate computer usage only.
  - iPods, MP3 player, Portable CD Players, etc. are allowed. So long as you use them at appropriate times only. You may wear them while sewing, but not during lecture time.
  - This shop has a community MP3 player/ Radio. Anything maybe played on it so long as no one in the shop feels the music is inappropriate. If anyone finds the music offensive for any reason, the music will be changed or shut off immediately, without question.
- No weapons of any kind. If you carry a multi tool, Leatherman, Gerber, etc. it should only be used appropriately, for lab related work.
- NO FLIP FLOPS. Wearing flip flops will result in dismissal until appropriate foot ware is worn. You will be marked absent for the day.

**Sexual Harassment:**
This course will observe the university’s policy for avoiding sexual harassment.

**Academic Integrity Policy:**
Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the university and departmental handbooks regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on campus behavior. Please note you will Fail the course at minimum and be dismissed form the university as one repercussion maximum.

**Disabilities Accommodations**
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

**Academic Advising**
The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466.

**Dropping a Class**
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. **Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course.** Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. April 6, 2018 is the last day to drop a class with an automatic grade of “W” this term.
Grade Appeals
As stated in University Procedure 13.02.99.C2.03, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.03, Student Grade Appeals. These documents are accessible online at: http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal in CLA, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.html.

Personal Counseling:
Short-term Counseling Services
University Counseling Center staff provide short-term individual counseling and psychiatric services to help students address personal problems that interfere with meeting the demands of college life and their academic success. Counselors can work with you to aide you in increasing self-awareness, improving self-confidence and acceptance, enhancing your ability to cope during changes and challenges, improving your decision making and communication abilities, and teaching you strategies to replace hurtful or self-defeating thoughts, feelings, and actions with healthy, adaptive, alternatives. Services are available to TAMUCC students who are currently enrolled and whose needs match our services. Walk ins are welcome 8am to 5pm.
Driftwood Bldg. #107  361-825-2703

Classroom/professional behavior
Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc. Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex,
ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

University Islander Email:
All students are now required to sign up for their university email account. All communication from the university, department and professor will be sent to your university account.

Expectations:
Your initiative, enthusiasm and willingness to explore unfamiliar ground are crucial to your understanding of the material presented. Always come to class prepared to work with adequate supplies and materials. Remember, theatre is a collaborative art and its success depends entirely on all members of a production working as one.

All Theatre Majors and Minors are expected to have read and be familiar with the Student Handbook concerning policies and procedures for the department.
### Schedule:

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<tr>
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<th>TOPIC</th>
<th>READING / DUE</th>
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<tbody>
<tr>
<td>1/18/2019</td>
<td>2019- Lab Safety and Procedures</td>
<td>Safety Quiz</td>
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<td>1/25/2019</td>
<td>Resumes &amp; Cover Letters/ Career Services</td>
<td>Guest Lecture</td>
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<td>2/1/2019</td>
<td>Mamma Mia Design Presentations</td>
<td>Guest Lecture</td>
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<td>2/8/2019</td>
<td>Mamma Mia Work Call</td>
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<td>2/15/2019</td>
<td>Seed Project Performance</td>
<td>Performance</td>
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<td>2/22/2019</td>
<td>Studio Project Performance</td>
<td>Performance</td>
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<td>3/1/2019</td>
<td>40 Minute Play Festival Auditions</td>
<td>Performance</td>
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<td>3/8/2019</td>
<td>Women’s Studies Presentation</td>
<td>Guest Lecture</td>
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<td>3/15/2019</td>
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<td>SPRING BREAK</td>
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<td>3/22/2019</td>
<td>The Wolves Design Presentation</td>
<td>Guest Lecture</td>
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<td>3/29/2019</td>
<td>The Wolves Work Call</td>
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<td>4/5/2019</td>
<td>Jeff Thompson Presentation</td>
<td>Guest Lecture</td>
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<td>4/12/2019</td>
<td>NO LAB MEETING (UIL REGION MEET)</td>
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<td>4/19/2019</td>
<td>ACTF/URTA/ SETC Talkback</td>
<td>Guest Lecture</td>
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<td>4/26/2019</td>
<td>Department Picnic</td>
<td>FUN!!!</td>
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<td>5/1/2019</td>
<td>SHOP CLOSES @ 5PM</td>
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<td>5/3/2019</td>
<td>Finale electronic paper</td>
<td>ONLINE PAPERS</td>
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***Instructor reserves the right to adjust the Syllabi as necessary.

***Remember to Have Fun!!!
*Please note these Procedures and Guidelines apply to all students (actors, directors, upper classmen and technicians) unless indicated differently.

**Wear appropriate attire**

- ALL crew members. Black shirt, black pants, & black shoes. Also a long sleeved black shirt and black socks may also be necessary.
- ALL crew members. Do not wear tight, revealing or see-through clothing. Tank tops are not appropriate for backstage wear.
- Stage Managers and crew members who may have to go into the front of house area, should wear dress blacks.
- ALL crew members. You must wear BLACK clothing for all show calls.
- You should wear safe comfortable shoes that completely cover your feet. **Do not wear** sandals, high heels, platforms, flip-flops, open toed or open heeled shoes in any backstage areas. Please note this rule applies in the various shops, and during rehearsals unless otherwise indicated.
- Bare feet are never allowed in the wardrobe area or backstage. Actors should remember some form of foot protection when off stage, if they are asked to be barefoot onstage during their performance. Please note this rule applies in the various shops and during rehearsals unless otherwise indicated.
- Please maintain a high level of personal hygiene.
- Always be sensitive with the use of cologne and scented products.
- ALL crew members. Limit the amount of jewelry that you wear. Flashy rings, earrings or necklaces and noisy bracelets are not appropriate.

**Be on time for all calls**

- Report on time and ready to work for all calls.
- Sign in upon arrival so your Stage Manager knows you have arrived and are in the area.
• Remain in the wardrobe area, backstage, or where you are assigned while you are on duty or waiting to go on stage. Do NOT leave, missing actors or crew members should never be a worry for your Stage Manager.

• It is NOT appropriate to go into the HOUSE or LOBBY and sit or stand at any time. That is what crew view was for and especially if you are in costume. Only FOH crew are allowed in the house and lobby areas.

• Anticipate your calls and show up on time and ready to work. Do not arrive at the theatre and then begin to do your homework or eat your lunch and/or dinner.

• If you must be late, call YOUR appropriate supervisor (stage manager, crew head, etc.) Calling a faculty member or empty office or empty shop will not help you.

• Make sure your supervisor knows if you leave the area, such as to visit the vending area or lobby. Please do not lose track of your time if you take a break.

• NOTE: Actors your supervisor is your Stage Manager or an ASM.

Food and Drink Backstage

• Keep all food and Drink away from costumes, props, the stage and out of the back stage areas.

• Do not leave uncovered food items anywhere backstage or in the wardrobe area.

• Try to avoid bringing messy foods backstage. Water is best backstage.

• Water in a spill proof container is the only approved drink backstage, in the dressing rooms and/or around costumes.

Smoking and Vaping Backstage

• THERE IS NO SMOKING OR VAPING PERMITTED DURING A PRODUCTION. Residues left on hands from smoking and vaping can damage costumes and props. The smell can also distract actors and technicians from their assigned duties and roles. Please help us have the highest production values possible by refraining from these activities until the end of the show, when you are headed out (and you are out of costume or done touching props, electronic equipment, costumes, etc.).

• TAMUCC has a strict policy on Tobacco, Smoke & E Vapor Free Environment. I have listed it below. Please go to the following for a map of designated areas. http://smokingmaps.tamucc.edu/Island.pdf (Link to map)
Tobacco, Smoke and E Vapor Free Environment
Texas A&M University-Corpus Christi maintains a smoke-free environment to protect the health of students, faculty, and staff. An ad hoc committee comprised of faculty, staff and students was formed to review TAMU-CC Rule 34.05.99.C1-Tobacco, Smoke and E Vapor Free Environment, and to make recommendations for revisions as appropriate.

The committee recommended that the use of tobacco products, smoking and/or simulated smoking material (e.g. E Cigarettes) be prohibited in University buildings, within 25 feet of doorways, residence facilities, University vehicles, outdoor venues, outdoor athletic events, semi-enclosed walkways including the campus "spine," in all gazebos-(palapas), in the area surrounding the Early Childhood Development Center (from the curb to the building, inside the fenced area surrounding the building), and in the Hector P. Garcia memorial plaza.

This change has been approved by the administration and as such you will begin to see additional "No Smoking" signs and changes in the location of smoking urns/receptacles.

In addition, areas at least 25 feet away from doorways and protected by an overhang are being identified and outdoor furniture and smoking urns will be placed in these locations.

Your cooperation in complying with this rule change is greatly appreciated!

If you have any questions, contact the Environmental Health and Safety office at ext. 5555

Display proper decorum and behavior
- Leave your troubles at home. Do NOT bring personal problems to the theatre.
- Everyone associated with the production has a challenging and difficult job to do. Concentrate on your role and help others concentrate on theirs. Do not worry about what others around you are doing or not doing. That is for a supervisor to address.
- Save the psychoanalysis and gossip for outside show time.
- Negative comments or criticism of a performer’s work or a designer’s work is NOT appropriate during the rehearsal process or run of the show. Be professional. You will have an opportunity to evaluate the work of the performers and designers in class play reviews.
- ALL crew members. Help keep your performers calm. Help them out by creating a calm, comfortable atmosphere backstage and in the dressing rooms.
- Remember that there is a different audience each time we perform. They deserve the very best show possible. This requires your best work each afternoon and evening you are at the theatre.
- No one should ever ask you twice to do something for your production.

What to do when you are not involved with a change or other scheduled duties.
- Remain active, energized and engaged with the production.
- Be ready to help when needed.
- Don’t disappear. Do not wander from your assigned area.
- Do not lie down or sleep during work/show time.
• Try not to sit on the floor in the hallways or backstage. Someone is bound to trip over you.

• Do NOT bring computers, iPods, mP3 players, video games, etc. to work. Computers are used by stage managers, and approved supervisors only. They should only be used for production related tasks.
  o As a performer you will be allowed to listen to a personal player. In the dressing room area, prior to half hour. Do NOT take them into shop areas or on stage. At half hour they must be put away. If phones are used they should be set to “Airplane” mode.
  o No audio should be played out loud in the backstage areas, especially in the dressing rooms. No one has to be forced to listen to your music while they try to prepare.

• Cell phones are NOT permitted backstage or in the wardrobe areas (the supervisors will have their cell phone for show purposes ONLY). Please turn your phone off while you are at work. Putting your social life on hold for 4-6 hours is not asking a lot from a serious artist.
  o You as supervisors will be expected to ignore all nonproduction related texts, and calls.

• You may carry a small personal project (homework, book, knitting, etc.) to work on during idle times, but be prepared to lay it aside quickly.

Trouble sheets will be posted in each dressing area. (Wardrobe)
• Assist the performers with recording problems and requests on the sheets.

• Don’t think that you will remember things, write it down!
  o Performers please write down notes. Do not tell a designer and believe they will remember.

• Collect trouble sheets at the end of the night and make a plan for repairs before the next performance.

Check out and in is mandatory for each rehearsal and performance! (Wardrobe / Properties / etc.)
• Use check out sheets to account for each piece before each performance and rehearsal.
• Use check in sheets to account for each piece after each performance and rehearsal.
• Crew not performing careful and proper check-in procedures will be written up. (If removed from crew a failing grade will result)
• Report ALL missing pieces to your supervisor ASAP. No matter what the item is.
• The stage manager and their assistants will be performing check in and out prior to technical and dress rehearsals.
• Items missing or broken must be reported at the end of each night. Failure to report issues will result in missing pieces and a write up.
• Remember procrastination and failure to do your job does not constitute emergencies for others.

**Load In (Wardrobe / Properties/ Weapons)**

• Check that costumes are hung correctly and in the proper place.
• Check that each prop has a home in the cabinets and during the show. These areas should be labeled.
• Hook the top hook on bodices and doublets to take the strain off the shoulders or zipper and help keep the garment from stretching.
• Swords should be checked nightly for burs or possible weakness. Appropriate maintenance should be done ASAP.
• Use hanging loops if provided. If a garment needs hanging loops please install them or write it on a trouble sheet.
• Don’t over crowd costume racks. Costumes need room to breath between performances.
• Do not over crowd props cabinets, this can and will result in damaged props. Remember to lock the prop and weapon boxes each night.

**Wardrobe maintenance area (aka Dressing Rooms)**

• Keep wardrobe maintenance area neat and clean at all times.
• Return all supplies and equipment when you finish using them.
• Police the dressing areas, backstage, and maintenance area for hangers, lint brushes, spools of thread, magazines, candy wrappers, etc. after each performance.

• Do more than your share to keep the backstage area neat and clean. If this area is messy it reflects badly on the production crew as a whole. The entire backstage area should be kept clean.

**Keep records of your moves**

• Keep notes on all your shift movements and costume changes. Write out the steps of your job. This will help the crew out if you are late or absent and need someone to cover for you.

• Leave these records at the theatre along with your check in and out sheets.

**Visitors and Animals are NOT allowed backstage.**

• You may NOT invite friends, relatives, children, pets, spouses, or anyone backstage.

• NEVER bring animals backstage. Only show and disability aid animals will be allowed into rehearsal spaces, and backstage areas (**with prior consent**).

• Ask visitors to meet you at the stage door or in the lobby after performances and after getting out of costumes.

• You are never to go out front to the lobby or other areas in costume. This is very unprofessional.

*Please Note: Failure to follow all the backstage guidelines and procedures will result in write ups. Write ups will effect your final grade in Production Lab courses.*

Thank you.

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**How Write Ups Work @**

**TAMUCC Theatre**
Write-ups

- Students can and will be written up for disregarding or breaking any of the backstage guidelines and procedures listed in the Backstage Guidelines and Procedures document.
- Students can and will be written up in a shop setting if necessary.
- First offense maybe handled as a verbal warning, this is at the discretion of the supervisor. Verbal warnings may not be disputed.
- Second offense will result in a write up. The write up must be legible or typed, and clearly written. Three copies must be made (Supervisor, offender, and faculty supervisor for lab courses). Both parties must sign all copies of the write up. All three of the above persons must receive a hard copy of this write up no later than 11am the following morning.
  - The faculty advisors for the labs reserve the right to veto any and all write-ups depending on the weight of the offense.
- If a member of the two parties refuses to sign the write up
  - The supervisor will have the choice of sending the offender home.
  - Both parties will meet the faculty advisor (for the lab course) the following morning.
  - This meeting must take place no later than 9am.
  - Both parties must be present.
  - It is never too late to call and arrange said meeting.
  - If a performer is one of the two parties the director of the production may also be called in for the conference.
  - If the offender has been wrongly accused or accused with malicious intent, the supervisor will be written up.
  - Remember it is best not to believe backstage gossip and hearsay. Especially from random sources.
- Third offense will result in a write up and could result in dismissal from the production, a failing grade and each faculty member will also be alerted to the ill
behavior of offending students. For future reference in casting and assignment placement.

- Any offense beyond the third will result in dismissal from the production, a failing grade and each faculty member will also be alerted to the ill behavior of offending students. For future reference in casting and assignment placement.

- **Supervisor Hierarchy**
  - Any Faculty or Staff member
  - Directors
  - Stage Managers / Shop Managers, Assistant Directors and Shop Staff
  - Assistant Stage Managers
  - Crew Heads / Crew Supervisors

- Supervisors will be shown the same respect as Directors, Designers and Faculty Members.

- Each offense repeated or new will be applied to your three chances.

- Supervisors will not be allowed to abuse their power. Remember respect will result in respect.

- **Write up of a supervisor.**
  - A supervisor ignoring any grievance brought before them could be written up for neglect of duty.
  - If any cast or crewmember that has a grievance or has witnessed behavior unfitting to a supervisor. Such as the breaking of the rules, shouting at cast or crewmembers, favoritism, etc. These production members have the right to address their grievance with the correct faculty supervisor.

- All cast and crewmembers must be made aware of the rules listed above. Before starting their assignment / role on the productions.

*Please note the above rules apply to everyone and anyone participating in a University production (Actor, Volunteers, Technicians, Crew, etc.).

*By committing to participating in a TAMUCC production, you are committing to working as a production member. The production team’s goal is the highest quality production we can produce. Remember this each time you enter the
stage areas. Do your part to achieving quality art, don’t settle for less than perfection. Please commit to showing you are a serious artist, and that your art is not to be brought down by anyone. Thank you and remember have fun and enjoy your art.

Thank you.

I, ____________________________________ have read, and understand all assignments, rules, and regulations contained in the above document (THEA 1100 Syllabus). I acknowledge that by signing this form I agree to follow the guidelines set for this course. I also take responsibility for keeping track of my copy of the document, and any information contained in the document (If you loose your syllabus you will be responsible to get a new copy. This is a syllabus not an excuse for being unprepared.).

Print Full Name _____________________________________________
Preferred Email ______________________________

Contact Phone Number (CELL) ______________________________

X______________________________