

# Tarleton State University

## THEATRE MAJORS HANDBOOK

### 2023-2024





# 2023-2024 SEASON

For ticket information  
254-968-9634

<https://www.tarleton.edu/performingarts/theatre/>

## AUGUST 24-27

Truvy's salon in Chinquapin, Louisiana is the go-to place for a beauty fix with a hearty side of gossip. Through witty banter and wisecracks, this hodgepodge group of women form friendships as strong as steel which they are forced to lean on when tragedy strikes.



## LIZZIE

## OCTOBER 5-8

In the heat of late summer 1892, Andrew Borden and his wife were found murdered in their house. Using a searing rock score, and based on the historical record, LIZZIE explores the heady and heated days leading up to the murder and Lizzie's controversial acquittal of all charges and the creation of a new American myth.

## OCTOBER 27-28

Haggard and Leaf are two gentlemen on a park bench at night in London. Each thinks the other sent a message to meet there, but it becomes clear someone else has lured them to this place. They try to solve the puzzle of who would want to do them harm.

## THE REVENANT



## NOVEMBER 29- DECEMBER 3

A new version of Charles Dickens' classic story about a mean-spirited miserly old man, Ebenezer Scrooge, who hates Christmas. On Christmas Eve Scrooge receives a visit from the ghost of his partner, Jacob Marley and the spirits of Christmas Past, Present and Future.

## FEBRUARY 22-25

Tom, a school teacher who is nervous about his first day of teaching. He tries to relax by watching TV, when various characters representing facets of his personality emerge from the set and show him how to win his students over with imagination and music.



## APRIL 11-14

Shakespeare's political thriller tells the story of the conspiracy against Caesar. Concerned that Julius Caesar poses a threat to democracy, revolutionaries take the violent decision to murder him. As the world spins out of control, chaos and superstition lead to civil war.

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# INTRODUCTION

## WELCOME TO THE THEATRE AREA AT TARLETON!

This handbook provides important information about Tarleton's theatre area and its programs. Read it carefully, and let the faculty know if you have any questions. We are here to help you develop your skills and to provide you with an excellent education. However, what you accomplish ultimately depends on your own efforts, so practice, and study hard!

## MISSION STATEMENT

Within the Department of Performing Arts, the Theatre area encourages creative thinking to advance the study, creation, and performance of live theatre as well as the development of the multiple crafts of theatre through extensive hands-on experiences explored in rehearsal, performance, and in the classroom.

## GOALS OF THE THEATRE AREA

The Theatre Area strives to:

- encourage "risk-taking" in the students to promote artistic development.
- whenever possible, give individualized instruction within the classroom to challenge each student at their own particular level.
- delegate many more specific rehearsal, production, and design responsibilities to students.
- choose a season with a wide variety of styles and historical periods.
- demonstrate by example the necessity of commitment to deadlines.

The Theatre Area's objectives are to:

- provide a comprehensive program in Theatre to include all performance, design, and technical elements.
- expose theatre students to a wide variety of performance styles and historical periods.
- improve self-discipline of students in preparation for a deadline driven, production-oriented career.
- create an environment in which a student may fail gloriously in a protective environment as part of the learning process.

# DIRECTORY

## FACULTY/STAFF

### FACULTY

Prudence Jones- Director of Theatre, Associate Professor of Theatre	X9669, pljones@tarleton.edu
Carol Stavish- Associate Professor of Theatre	X9381, stavish@tarleton.edu
Dan Stone- Assistant Professor of Theatre	X9888, dstone@tarleton.edu
Heather Hawk- Associate Professor of Music, Voice Lessons	X9453, hhawk@tarleton.edu
Deanna Erxleben- Adjunct Professor of Music, Voice Lessons	X9617, erxleben@tarleton.edu
David Robinson- Associate Professor of Music, Band Director Musical	X5326, drobinson@tarleton.edu
J. Bradley Baker- Assistant Professor of Music, Accompanist Musical	X9964, jbbaker@tarleton.edu
Emily McLemore- Adjunct Professor of Theatre	X9656, mclemore@tarleton.edu
John Greer- Visiting Instructor of Theatre/Dance/Box Office	X9245 -jgreer@tarleton.edu

### STAFF

Heather Chaney, Administrative Associate Music	X9617, chaney@tarleton.edu
Vicky Johnson, Department Head	X9245, vjohnson@tarleton.edu
Lori LaRue, Operations Manager	X9639, larue@tarleton.edu
McKenna Johnson, Administrative Associate	X9245, mjohnson@tarleton.edu
Sarah McGrath, Technical Manager	X9292, mcgrath@tarleton.edu
Angie Murry, Business/Box Office Manager	X9291, amurry01@tarleton.edu

# ACADEMIC POLICIES AND PROCEDURES

## ACADEMIC ADVISING

Each semester, students must meet with an advisor before registering for classes; the registration periods for each upcoming semester will be posted. Theatre majors should meet with one of the COLFA Advisors, their office is on the 2<sup>nd</sup> floor of the Grant building. These advisors work closely with Prudence Jones to ensure that students are on the right track to complete their degrees in a timely manner. It is also very helpful to consult with your faculty for advice on choice of elective classes, scholarships, choice of graduate schools and career opportunities. The COLFA advisors refer to the following information when assisting theatre students: <http://www.vickyjohnson.altervista.org/FineArtsAdvising.htm>.

## STUDENT RETENTION

Tarleton's theatre faculty is serious about student retention, and we want to help you achieve your goals. In return, we ask you to assume responsibility for your own progress and ultimate success.

What works?

- Attending classes, shop hours, and rehearsals regularly and on time.
- Completing all homework assignments carefully and on time.
- Having a positive attitude and a willingness to learn.
- Not panicking if you have a problem learning a new skill. You are not alone; in fact, everyone experiences difficulty at one time or another. See your advisor and/or instructor for assistance.

By taking the above steps, you will progress through Tarleton's theatre programs and will be prepared to meet any challenge you encounter.

## ACADEMIC APPEALS POLICY FOR THE DEPARTMENT OF PERFORMING ARTS

Student academic appeals in the Department of Performing Arts shall follow the procedures listed below:

1. The student will appeal directly to the faculty member involved within 60 days of the originating event. The faculty member has 30 days to respond. If the student is not satisfied with the outcome of the appeal to the faculty member, then
2. The student will appeal directly to the Department Head of Performing Arts within 120 days of the originating event. The appeal to the department head should be in writing. If the student is not satisfied with the outcome of the appeal to the department head, then
3. The student will appeal to the Dean of the College of Liberal & Fine Arts within 30 days of the departmental decision. If the student is not satisfied with the outcome of the appeal to the Dean of the College of Liberal & Fine Arts, then
4. The student will appeal to the Vice President of Academic Affairs in writing within 30 days of the college decision.

## TITLE IX ISSUES

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in educational programs and activities at federally funded institutions. Title IX protects students, faculty, staff, and visitors to our campus from all forms of sex discrimination.

Sexual harassment, including sexual violence, is a form of sex discrimination and is prohibited under Title IX. Unwelcome sexual advances, requests for sexual favors, and other verbal, and

nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent, or pervasive that it affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment. Tarleton's Title IX Coordinator is responsible for oversight, leadership, and coordination for Title IX compliance efforts regarding discrimination based on sex, sexual harassment (including sexual violence), and related retaliation and for supporting a safe and respectful academic, working, and living environment.

## DRUGS AND ALCOHOL

If a student is under the influence of drugs and/or alcohol while actively participating in an event/concert/rehearsal/Theatre lab/production for any area in the Fine Arts, the student will be removed; the university police will be contacted at the time of the incident and the student will be referred to the Dean of Student Administrative Office for review. See additional information about Tarleton's Student Code of Conduct Alcohol or Drug policy at:

<https://web.tarleton.edu/studentrules/code-of-student-conduct/#13-58-alcoholic-beverages-on-university-property>

# DEGREES

## BACHELOR OF FINE ARTS DEGREE

We offer the following degree concentrations:

- Theatre Generalist
- Theatre Education with certification
- Musical Theatre

Theatre Generalist students will take a set of base classes connected to a BFA in theatre: acting, practicum, make-up, stagecraft (scenery and costumes), directing, design (scenic and costumes), theatre history, Shakespeare, and theatre management. Student will also take variety of theatre electives that interest them to complete their degree.

Theatre Education students will take the same set base classes connected to a BFA in theatre. In addition to the set of base classes theatre education majors will take theatre for the classroom, theatre for young people, a set of education course for secondary education majors as well as student teaching.

Musical theatre students will take the same set base classes connected to a BFA in theatre. Along with those classes musical theatre major will take dance, vocal classes, music theory and aural skills, musical theatre/opera workshop, directing 2 and advance electives in theatre performance.

## MINOR IN THEATRE

Minors are available in Theatre for those students who wish to include 18 hours in the discipline.



## DEGREE PLANS

Degree plans are typically completed by advisors upon admission to the university. Revisions of degree plans should be filed before taking a course that diverges from a degree plan to ensure the acceptance of the course by the university toward the degree. Revisions require the completion of the Course Exception Form by an advisor.

## SCREENING PROCESS FOR TEACHER EDUCATION PROGRAM

In compliance with Rule 227.10—Admission Criteria of the Texas Administrative Code, the Department of Performing Arts at Tarleton State University provides a screening procedure and checklist (see Appendix) to determine a candidate's appropriateness for all-level certification in music.

### Procedure

1. The Director of Theatre will notify members of the Screening Committee.
2. The Screening Committee will consist of three faculty who have taught the candidate in classes.
3. Each member of the Screening Committee will complete the Fitness to Teach Checklist in a timely manner and the Director of Theatre will provide the aggregate score on the screening form for the Department Head to sign.
4. The Screening Committee will reach one of three decisions:
  - a. Fit to Teach
  - b. Needs Improvement — a growth plan will be developed by the committee and agreed to by the candidate. The growth plan must be completed to the satisfaction of the committee at least two weeks before the end of the semester. The growth plan will be monitored by the applied instructor or a designated faculty member.
  - c. Unfit to Teach
5. The Department Head will communicate the results of the screening process to Education Preparation Services.
6. If necessary, the Department Head will coordinate the appeal from a candidate.

### Appeal Process

A candidate can appeal the decision in writing to the Department Head of Performing Arts. The appeal process will occur in a manner similar to the department's Academic Appeals Policy.

## TEACHING CERTIFICATION EXAMS

State law requires that all teacher certification candidates pass two tests, one in professional development and the other in content area (e.g., theatre). The purpose of these tests is to ensure that educators have the necessary academic content and professional knowledge to perform in Texas public schools.

## GETTING READY TO GRADUATE

We want to be sure you are aware of the resources that Career Services offers for assistance with your education as well as your future job search. The office provides a full range of services that can help you take that next step. Some examples:

- career counseling
- resume/CV reviews
- job search advice
- assistance with interviewing techniques
- Teacher Job Fair, which is held in April

Check out the Career Services website at <https://web.tarleton.edu/careerservices/> for complete information about these and other resources. You can also drop by the Office of Career Services, which is in Rm. 218 of the Thompson Student Center; or contact Alana Hefner, Director of Career Services, at X9078.

# DEGREE REQUIREMENTS

## UNIVERSITY CORE CURRICULUM

Required on all degree plans

Communications	ENGL 1301 Intro to College Comp	ENGL 1302 Comp and Research				6
	3 hours from COMM 1311 Fund of Speech	COMM 1315 Public Speaking	COMM 2302 Bus/Prof Speech			3
Math (from 1073 or higher)	MATH 1314 Algebra	MATH 1332 Contemporary Mathematics I				3
Life & Physical Sciences (from)	CHEM	BIOL	GEOL	PHYS		8
Creative Arts	ART	F.A.	MUSI	THEA		3 <sup>1</sup>
Language, Philosophy and Culture	ENGL 2301 Short Story	ENGL 2320 Intro to Lit	ENGL 2340 Lit & Film	ENGL 2350 Western Lit		3
	3 hours from HIST 2321 World Civ I	HIST 2322 World Civ II	PHIL 1301 Intro to Phil			
Social/Behavioral Sciences						15
American History	HIST 1301 US thru 1877	HIST 1302 US since Reconstruction				(6)
Government and Political Science	GOVT 2305 American Govt.	GOVT 2306 Texas Govt.				(6)
3 additional hours from						(3)
	ANTH 2351 Cultural Anthropology	SOCI 1301 Intro to Sociology	PSYC 2301 General Psych	PHIL 1301 Intro to Phil	PHIL 2302 Intro to Logic	
	ECON 1301 Intro to Economics	ECON 2301 Principles of Economics	AGRI 2317 Intro to Ag. Eco.	ANTH 2302 Archeology	PHIL 3301 Ethics	
	GEOG 1303 World Geography	GEOG 1320 Human Geography	GEOG 2301 Texas Geography	SOCI 2303 Race & Ethnic Relations		

<sup>1</sup> Theatre History fulfills the Creative Arts General Education requirement.

# THEATRE DEGREE 8 SEMESTER PLANS 23-24

## College of Liberal and Fine Arts

### B.F.A. Theatre- Education

Degree Offered at Stephenville

Course rotation and availability may vary based on location



2023-2024 Texas Common Course Numbering System Advising Guide

YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCCNS Option	Credit Hours	TSU Requirement	TCCNS Option	Credit Hours
F I R S T	ENGL 1301 TSU Core: CAO	ENGL 1301	3	ENGL 1302 TSU Core: Communications	ENGL 1302	3
	TSU Core: Mathematics	See list of approved courses	3	TSU Core: Communications	See list of approved courses	3
	PYS 1100 TSU Core: CAO	PSYC or EDUC 1100, PSYC or EDUC 1200, PSYC or EDUC 1300	1	TSU Core: Life & Physical Science	See list of approved courses	4
	DRAM 1351	DRAM 1351	3	DRAM 2255		2
	TSU Core: Social & Behavioral Science	See list of approved courses	3	DRAM 1121		1
	DRAM 2361 TSU Core: Creative Arts	DRAM 2361	3	DRAM 2362		3
	DRAM 1120		1			
	<b>Total Hours</b>		<b>17</b>	<b>Total Hours</b>		<b>16</b>
YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCCNS Option	Credit Hours	TSU Requirement	TCCNS Option	Credit Hours
S E C O N D	HIST 1301 TSU Core: American History	HIST 1301	3	HIST 1302 TSU Core: American History	HIST 1302	3
	GOVT 2305 TSU Core: Government/Political Science	GOVT 2305	3	ENGL 2320 TSU Core: Language Philosophy & Culture	ENGL 2320	3
	DRAM 1230		2	DRAM 1341	DRAM 1341	3
	DRAM 2333		3	DRAM 2231		2
	DRAM 2120		1	DRAM 2121		1
	DRAM 3373		3	DRAM 3303		3
					DRAM 4304	None
	<b>Total Hours</b>		<b>15</b>	<b>Total Hours</b>		<b>18</b>
YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCCNS Option	Credit Hours	TSU Requirement	TCCNS Option	Credit Hours
T H I R D	EDUC 3321 <sup>2</sup>	None	3	EDSP 4361	None	3
	PSYC 2308 or PSYC 3303	PSYC 2308	3	READ 3351	None	3
	DRAM 3305		3	DRAM 3301		3
	DRAM 2232		2	DRAM 4307	None	3
	DRAM 3302		3	DRAM 4300	None	3
	DRAM 3300	None	3			
	<b>Total Hours</b>		<b>17</b>	<b>Total Hours</b>		<b>15</b>
YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCCNS Option	Credit Hours	TSU Requirement	TCCNS Option	Credit Hours
F O U R T H	EDUC 4331	None	3	EDUC 4335	None	3
	TSU Core: Life & Physical Science	See list of approved courses	4	EDUC 4690	None	6
	DRAM 3304		3			
	Foreign Language 1411 <sup>1</sup>	LANG 1411	4			
	GOVT 2306 TSU Core: Government/Political Science	GOVT 2306	3			
	<b>Total Hours</b>		<b>17</b>	<b>Total Hours</b>		<b>9</b>

# College of Liberal and Fine Arts

## B.F.A. Theatre- Musical Theatre

Degree Offered at Stephenville

Course rotation and availability may vary based on location



2023-2024 Texas Common Course Numbering System Advising Guide

YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCONS Option	Credit Hours	TSU Requirement	TCONS Option	Credit Hour
F I R S T	ENGL 1301 TSU Core: CAO	ENGL 1301	3	ENGL 1302 TSU Core: Communications	ENGL 1302	3
	TSU Core: Mathematics	See list of approved courses	3	TSU Core: Communications	See list of approved courses	3
	PYS 1100 TSU Core: CAO	PSYC or EDUC 1100, PSYC EDUC 1200, PSYC or EDU 1300	1	DRAM 2362	None	3
	DRAM 1351		3	DRAM 1352		3
	DRAM 1120		1	DRAM 2255		2
	DRAM 2361 TSU Core: Creative Arts	DRAM 2361	3	DRAM 1121		1
	<b>Total Hours</b>			<b>14</b>	<b>Total Hours</b>	

YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCONS Option	Credit Hours	TSU Requirement	TCONS Option	Credit Hour
S E C O N D	Sophomore Literature Core: Language, Philosophy & Culture	See list of approved courses	3	TSU Core: Life & Physical Science	See list of approved courses	4
	HIST 1301 TSU Core: American History	HIST 1301	3	HIST 1302 TSU Core: American History	HIST 1302	3
	DRAM 1230		2	DRAM 2231		2
	MUAP 1231		2	DRAM 3272		2
	MUSI 1116		1	MUAP 1232	MUAP 1232	2
	DRAM 3271		2	MUEN 3152		1
	DRAM 2120		1	DRAM 1341	DRAM 1341	3
	MUSI 1311		3			
	<b>Total Hours</b>			<b>17</b>	<b>Total Hours</b>	

YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCONS Option	Credit Hours	TSU Requirement	TCONS Option	Credit Hour
T H I R D	FINA 3301		3	GOVT 2305 TSU Core: Government/Political Sci	GOVT 2305	3
	TSU Core: Life & Physical Science	See list of approved courses	4	DRAM 3301		3
	DRAM 3300		3	DRAM 4302		3
	DRAM 3302		3	MUEN 3152	None	1
	Advanced DRAM Elective	None		TSU Core: Social & Behavioral Science	See list of approved courses	3
	MUAP 2231	MUAP 2231	2	DRAM 4307	None	3
	MUEN 3152	None	1			
<b>Total Hours</b>			<b>16</b>	<b>Total Hours</b>		

YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCONS Option	Credit Hours	TSU Requirement	TCONS Option	Credit Hour
F O U R T H	DRAM 3363		3	DRAM 4300	None	3
	GOVT 2306 TSU Core: Government/Political Sci	GOVT 2306	3	Advanced DRAM Elective	None	3
	MUEN 3152	None	1	DRAM 4384	None	3
	Advanced DRAM Elective	None	4	DRAM 4304*	None	3
	MUAP 2232		2			
	<b>Total Hours</b>			<b>13</b>	<b>Total Hours</b>	

# College of Liberal and Fine Arts

## B.F.A. Theatre - Generalist

Degree Offered at Stephenville



Course rotation and availability may vary based on location

### 2023-2024 Texas Common Course Numbering System Advising Guide

YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCCNS Option	Credit Hours	TSU Requirement	TCCNS Option	Credit Hour
F I R S Y	ENGL 1301 TSU Core: CA0	ENGL 1301	3	ENGL 1302 TSU Core: Communications	ENGL 1302	3
	TSU Core: Mathematics	See list of approved courses	3	TSU Core: Communications	See list of approved courses	3
	FYS 1100 TSU Core: CA0	PSYC or EDUC 1100, PSYC 1300, EDUC 1200, PSYC or EDU 1300	1	DRAM 1352	None	3
	DRAM 1351	DRAM 1351	3	DRAM 2362	None	3
	DRAM 2361 TSU Core: Creative Arts	DRAM 2361	3	DRAM 2255		2
	DRAM 1120		1	DRAM 1121		1
	<b>Total Hours</b>			<b>14</b>	<b>Total Hours</b>	

YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCCNS Option	Credit Hours	TSU Requirement	TCCNS Option	Credit Hour
S E C O N D	HIST 1301 TSU Core: American History	HIST 1301	3	TSU Core: Life & Physical Science	See list of approved courses	4
	DRAM 1230	DRAM 1230	2	HIST 1302 TSU Core: American History	HIST 1302	3
	DRAM 2333		3	Sophomore Literature 1 Core: Language, Philosophy & Culture	See list of approved courses	3
	TSU Core: Social & Behavioral Science	See list of approved courses	3	DRAM 2231		2
	DRAM 2120		1	DRAM 2121		1
	TSU Core: Life & Physical Science	See list of approved courses	4	DRAM 1341	DRAM 1341	3
	<b>Total Hours</b>			<b>16</b>	<b>Total Hours</b>	

YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCCNS Option	Credit Hours	TSU Requirement	TCCNS Option	Credit Hour
T H I R D	GOVT 2305 TSU Core: Government/Political Science	GOVT 2305	3	GOVT 2306 TSU Core: Government/Political Science	GOVT 2306	3
	DRAM 3300		3	Foreign Language		4
	DRAM 2232		2	DRAM 3301		3
	DRAM 3302		3	DRAM 4307	None	3
	Advanced DRAM Elective	None	3	DRAM 4300	None	3
	<b>Total Hours</b>			<b>14</b>	<b>Total Hours</b>	

YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCCNS Option	Credit Hours	TSU Requirement	TCCNS Option	Credit Hour
O U T R E	Advanced DRAM Elective		3	DRAM 4384	None	3
	Advanced DRAM Elective		3	DRAM 4304	None	3
	FINA 3301		3	DRAM 3303	None	3
	Advanced DRAM Elective		3	DRAM 3306	None	3
	DRAM Electives	None	2	Advanced DRAM Elective	None	3
<b>Total Hours</b>			<b>14</b>	<b>Total Hours</b>		<b>15</b>

## BIENNIAL COURSE ROTATIONS

Please note that these courses are only offered once every two years.

They are indicated by year type (Example: Odd fall = Fall 2021, 2023, 2025, etc.)

Dropping or failing to make a C or above in biennial courses can seriously delay degree completion as will failure to register for the courses when they are available.

ODD FALL		EVEN SPRING	
DRAM 1351	Acting 1	DRAM 1352	Acting 2
DRAM 2361	Theatre History 1	DRAM 2362	History of Theatre 2
DRAM 3300	Scene Design	DRAM 3301	Costume Design
DRAM 3302	Directing 1	DRAM 3307	Vectorworks
DRAM 3305	Theatre for Young People		
DRAM 3363	History of Musical Theatre		

EVEN FALL		ODD SPRING	
DRAM 1330	Stagecraft 1	DRAM 1341	Makeup
DRAM 3271	Musical Theatre Dance I	DRAM 2331	Stagecraft 2
DRAM 2333	Technical Drawing for the Theatre	DRAM 3272	Musical Theatre Dance II
DRAM 3304	Sound Design	DRAM 3303	Lighting for the Theatre
DRAM 3306	Scenic Painting	DRAM 4304	Dramatic Theory and Criticism
DRAM 3373	Theatre for the Classroom		

## PRODUCTIONS

### CONTRACTS

The director for each show will issue a contract. Majors and nonmajors are responsible for fulfilling that contract. This is required for all participants in production including actors, management, crew and designers. Example:

TARLETON STATE  
UNIVERSITY THEATRE  
PRODUCTION CONTRACT

- ◆ I agree to follow the rules, attend rehearsals, and participate on an assigned crew.
- ◆ I understand I may be replaced if I have one (1) unexcused absence from crew or rehearsal. Absences must be cleared by the Director or Stage Manager in written form. It is my responsibility to notify, whenever possible, the Director or Stage Manager well in advance of being absent from Crew or Rehearsal. In case of an emergency, an exception will be granted.
- ◆ I agree to maintain a minimum cumulative grade point average in all course work of 2.25 to take an active role in a production.
- ◆ I agree to replace, rebuild or pay for any costume, prop or set piece damaged or destroyed by abuse or mishandling.
- ◆ I agree to provide my own makeup including panty hose and false eyelashes. Specialty makeup and special undergarments will be provided by Tarleton State University.
- ◆ I agree to be free of body odor, bad breath, and excessive colognes/perfumes at all rehearsals and performances.
- ◆ I will attend all rehearsals and crew calls and be on time for all calls

- ◆ including Makeup, Costume Fittings, and Photo Sessions.
- ◆ Crew work must proceed on schedule and deadlines must be met; therefore, I agree to learn lines, songs, dances, and complete crew assignments by the date set on the production calendar.
- ◆ I will read the Call Board at least three times a day and initial all calls.
- ◆ I will be cooperative and take direction graciously.
- ◆ I realize that there will be no excuses for missing technical weekend, pickup rehearsals, and dress rehearsals.
- ◆ I realize that the Cast and Crew will participate in setup and strike until released by the Technical Director.
- ◆ I understand that no use of alcohol or drugs will be tolerated.
- ◆ I have read, understand, and freely sign this contract knowing that not fulfilling any part of it may result in my being replaced in the cast and/or crew.

Name \_\_\_\_\_

Date \_\_\_\_\_

## AUDITIONS AND CASTING

Auditions will be held prior to each production. Auditions are open to all who are interested including Theatre majors, minors, non-majors, faculty, staff, and members of the community. Dates and times are posted on the Call Board, email, and through advertising on campus. Acting auditions are conducted by the director and may vary depending on the production. Musicals require singing and dancing auditions as well as acting. Specific instructions may be obtained from the director and/or stage manager prior to auditions. The director selects a cast based on what they believe to be the best balance for a production. As a Theatre major, you must learn to respect the director's casting choices, celebrate with those who are cast, and perhaps most important, gracefully accept those times you may not be cast in a production. Acting is arguably one of the most difficult professions and one that comes with many rejections.

## STUDENT GRADE POINT REQUIREMENTS

The primary reason a student attends college is to get a quality education. This includes not just theatre classes, but the entire realm of courses an undergraduate must take. Many students have let class work slip while being involved in a production and this is unacceptable!

A student must maintain a minimum cumulative grade point average in all course work of 2.25 to take an active role in a production. An active role is defined as any of the following:

- Cast
- Designer
- Stage Manager
- Assistant Director
- Musical Director
- Crew Head

Grades will be checked prior to casting and production/design assignments.

Being in a show as an actor, designer and/or run crew is a privilege and not a right.



## “C” OR BETTER

Theatre majors must pass all theatre courses (those with DRAM prefix) with a grade of "C" or better. DRAM courses with a grade lower than "C" must be repeated.

## PRODUCTION MEETINGS

Production meetings are an extremely important part of the theatrical process. Prior to each production an initial production meeting will be called to set schedule, review designs, etc. Other meetings will be called when necessary. Meeting times and locations will be posted on the Call Board.

The following staff are required to attend production meetings: director, assistant director, stage manager, designers, and crew heads. For musicals: choreographer, accompanist, conductor, vocal director, and chorus director must also be present. Come prepared to report progress and problems. If you cannot come to a meeting, send a member of your crew to give a report and to fill you in on what took place.

## REHEARSAL/PRODUCTION REPORTS

Rehearsal and Production reports will be completed by the stage manager and distributed to director, designers, and crew heads by 9am the day after rehearsal. Each person will need to review the reports and reach out to director or stage manager if more information is needed, Reading reports regularly allow for good communication in the production.

## CALL BOARD

Located in the backstage area by the Green Room. Rehearsal times, show dates, and information on the Fine Arts activities in the Center are posted here. Make it a habit to **CHECK THE CALL BOARD AT LEAST THREE TIMES A DAY!** Most calls are posted at least 24 hours in advance. **HOWEVER**, there are emergency situations when that rule does not apply. If you are working on a production, **IT IS YOUR RESPONSIBILITY TO KNOW HOW YOUR DIRECTOR OR CREW HEAD PLANS TO COMMUNICATE WITH YOU.** Remember a message is not complete until both parties become involved.

## PERFORMANCE/LIABILITY

It is important for each student to realize that the University carries no liability insurance for you in the event of an accident. For your safety and protection, it is recommended that each student who participates in a theatrical production be registered in Rehearsal and Performance, or Production Crafts Practicum. This justifies your presence as a registered student in a course which requires you to be on campus after hours for rehearsal or shop work in the event of an insurance claim.

## INSURANCE

Tarleton State University does not maintain any type of insurance policy covering circumstances arising from your participation in labs. If you are not covered by an insurance policy, it is strongly

recommended that you purchase medical insurance to cover emergency situations involving personal injury and/or sickness. The University is not to be held responsible for any expense incurred in conjunction with emergency treatment.

The Student Health Center provides health care to all currently enrolled Tarleton students.

Services provided include:

- care of minor acute illnesses
- first aid treatment of minor injuries
- suturing simple lacerations
- services of a medical doctor or nurse practitioner at specified times
- administration of allergy injections as directed by student's allergist
- consultations regarding any health problem
- blood pressure checks
- medications and other supplies available for the treatment of minor acute illnesses and injuries
- crutches loaned
- continuation of health care following surgery, or any illness as directed by physician
- vaccines available
- selected lab tests ordered by your practitioner are available for a reduced cost
- assistance with referral to physician or hospital
- health literature is available
- women's health - birth control
- physical exam by appointment only
- student advocate for physical disabilities

All x-rays, laboratory tests, and medical services outside of the Student Health Center are at the student's expense.

For additional information on the Student Health Center go to:

<http://www.tarleton.edu/~stuheal/services.htm>

## TECH WEEKENDS

The Saturday before tech weekend prior to the opening of each production is when final phases of technical work are completed on the scenery, costumes, props, and publicity.

**ALL THEATRE MAJORS ARE REQUIRED TO ATTEND THE WORK CALLS FOR THE ENTIRE WEEKEND EVEN IF YOU ARE NOT PART OF THE CAST OR CREW FOR A PARTICULAR PRODUCTION.**

Work calls are:

Sat: 9-12, 1-? As needed

Come prepared to work promptly at 8:45 a.m. each morning (eat breakfast before you come to work).

Except for the musical, which runs Wednesday through Saturday, all productions will open on Tuesday and run through Saturday. The first technical rehearsal will be on Sunday at 1 p.m. A technical rehearsal will be on Sunday at 7:30 p.m. Dress rehearsal will be on Monday at

7:30 p.m. Tech/dress rehearsal for Young People Series shows are on Wednesdays beginning at 5:30 p.m. Refer to the production calendar on the Theatre at Tarleton Canvas Community for show dates.

## PLAY ATTENDANCE

Theatre majors are required to attend all productions. Our productions serve as a major learning resource for prospective theatre professionals. Production experiences put to practical use fundamentals learned in the classroom. A complete learning experience takes place when the student practices the craft as well as studies it.

Each registered Theatre major will receive 1 (one) complimentary ticket for each production. This ticket can be reserved any time the box office is open and must be picked up the night of the performance. This ticket is for the use of the Theatre major only and is not transferable. Student designers will receive one ticket per night to watch the production and review their designs.

## STRIKE

At the end of each show or production, ALL THEATRE MAJORS, MINORS, CAST AND CREWS ARE REQUIRED TO PARTICIPATE IN "STRIKE." All costumes, props, lights, sets and sound equipment are put away at this time. All areas are cleaned including the stage, dressing rooms, shops, Green Room and backstage area. Booths are cleaned and equipment is put back into ready order for the next event. STRIKE IS CALLED AFTER THE FINAL CURTAIN OF THE SHOW. The more quickly it begins, the sooner it is over.

## POST-PRODUCTION CRITIQUE

The learning experience continues after a play has closed. Every production will have a postmortem during which all aspects of the show will be discussed. Postmortems are typically scheduled the first Monday following the close of a show at 4 p.m. in the Workshop Theater. Check the calendar for exact dates. Cast, production crew, designers, theatre majors and minors are required to attend if your class/outside work schedule permits.

## JOB DESCRIPTIONS

There are many opportunities for theatre majors to get involved in a production outside of acting and crew. Students after completing the course work related to each position are then eligible to perform that task for not just children's show but main stage show as well. Possible positions are stage manager, director, designer, and crew head. A complete list of production positions and their detailed job descriptions can be found on the Theatre at Tarleton Canvas community. Job descriptions are subject to change depending on the production.

# LAB REQUIREMENTS FOR PRACTICUM

## OVERVIEW

These classes are intended to give the student practical, hands-on experience in the construction of scenery and costumes. Typically, students enrolled in Practicum will work in the Scene Shop, while students enrolled in Rehearsal and Performance work in the Costume Shop. It must be understood that the student will be expected to work during all lab hours, and the final grade will be based on the number of hours worked as well as the attitude and effort put into the work. Both Rehearsal and Performance and Practicum must be taken up two times as course content changes.

## ATTENDANCE

Students will sign up for a weekly time slot of three hours and attend lab during that time every week without fail. If a lab period is missed, it must be made up within one week or the student will lose the time. Only one absence is allowed and any absences beyond one will result in the final letter grade being dropped one letter for each absence. If a student works three hours per week, they will have a total of forty-five hours and be eligible for an "A."

## GRADING

A	45 hours
B	30 hours
C	25 hours
D	15 hours
F	Less than 15 hours

It must be understood that the student will be expected to work during all lab hours, and the final grade will be based on the number of hours worked as well as the attitude and effort put into the work. ALL Theatre majors and minors as well as all cast and crew will attend Tech Weekend and Strike for all productions in a semester. The times will be posted the week prior to Tech Weekend or Strike on the callboard. They are also listed in the calendar in the "Theatre Major Handbook." These hours do not count toward the number of hours specified for a letter grade.

For every absence from Tech Weekend and/or Strike your grade will be lowered one letter grade.

# OTHER POLICIES AND PROCEDURES

## FIELD TRIPS

If a field trip has been planned, a list of students going on the trip and a summary of the event planned are available from the Director of Theatre. The State does not pay for student travel or student expenses BUT students can apply for student travel grants. If students will miss classes, the faculty member in charge of the trip must prepare and distribute to students a memo listing the

students involved at least a week before departure, briefly describing the field trip, and requesting that students be excused from classes for the period of the field trip. Students must give a copy of this list to the teachers whose classes they will miss. Many professors send campus use emails for this purpose.

Tarleton faculty are not obligated to honor the request for absence from class. It is each student's responsibility to make up work missed, and it is the student's responsibility to be sure that their teachers know about the trip far in advance.

## ABSENCE POLICY FOR STUDENTS

Student absences are considered by the University to be strictly between the individual student and faculty member. The faculty member has the responsibility and authority to determine whether makeup work can be done because of absences. Students may request consideration for valid and verifiable reasons such as the following:

- Illness
- Death in the immediate family
- Legal proceedings
- Participation in sponsored University activities

It is the responsibility of the students who participate in university-sponsored activities to obtain a written explanation for absences from the faculty/staff member who is responsible for the activity. Students who wish to appeal the faculty member's decision on absences may appeal through the academic appeals procedure.

## LOCKERS

Theatre area lockers are assigned by the Theatre Technical Director. Specific rules will be available upon receiving your locker assignment.

## CELL PHONES

CELL PHONES ARE PROHIBITED FROM ALL CLASSES AND LABS. Get in the habit of turning your cell phones off prior to classes. Do not bring cell phones into the scene or costume shop. Labs are for your education and production work, not a time to take care of personal business on the phone.

## END OF TERM EVALUATIONS

At the end of each Spring term, all Theatre majors are required to attend a Portfolio Review with the Theatre faculty/staff. These evaluations are intended to give all concerned an opportunity to meet and discuss academic progress, production performance, and review resumés/portfolios. The exchange of information is helpful to both faculty and students to improve the institutional effectiveness of the Theatre area and to ensure continual progress by the student. Students must have a current resumé for the conference. Presentation of portfolio work and complete resume are required for all Theatre Majors.

# SCHOLARSHIPS AND AWARDS

Many scholarships are available to theatre majors each year. These scholarships are awarded to both entering and continuing students. The criteria for selecting scholarship recipients vary according to the source of the funding, but all stipulate that students maintain at least a 3.0 grade point average in their music courses.

## DRAMA SCHOLARSHIPS

**Barry B. Thompson Theatre Scholarship:** Student must be a declared Theatre major. Maintain a 3.0 GPA in all Theatre courses and a 2.75 Overall GPA. Active participation in all department productions either acting or on crews. A continual physical presence, willingness to work, and satisfactory progress in Theatre. Attend all tech weekends and strike calls for all productions. No unexcused absence from a performance or a rehearsal. Not more than 3 excused absences per semester from rehearsals. Attend called scholarship meeting at beginning of fall term.

**Drama Scholarship:** Student must maintain Theatre major and full-time status. Active membership in all department productions either acting or on crews. A continual physical presence, willingness to work, and satisfactory progress in Theatre. Attend all tech weekends and strike calls for all productions. No unexcused absence from a performance or a rehearsal. Not more than 3 excused absences per semester from rehearsals except by arrangement with the director of the production. Maintain a 3.00 GPA in all theatre courses and an overall 2.50 GPA or higher. The Department may, at the discretion of the Department Head, award this scholarship to a student whose GPA falls below the minimum and has been placed on probationary status for the following semester. If both GPAs are below 2.5, the student is not eligible.

**Jerry Flemmons Scholarship:** Drama Student must maintain Theatre major and full-time status. Active membership in all department productions either acting or on crews. A continual physical presence, willingness to work, and satisfactory progress in Theatre. Attend all tech weekends and strike calls for all productions. No unexcused absence from a performance or a rehearsal. Not more than 3 excused absences per semester from rehearsals except by arrangement with the director of the production. Maintain a 3.00 GPA in all theatre courses and an overall 2.50 GPA or higher. Attend called scholarship meeting at beginning of fall term.

**David C. Riggins Scholarship:** Students must maintain Theatre major and full-time status. Active membership in all department productions either acting or on crews. A continual physical presence, willingness to work, and satisfactory progress in Theatre. Attend all tech weekends and strike calls for all productions. No unexcused absence from a performance or a rehearsal. Not more than 3 excused absences per semester from rehearsals except by arrangement with the director of the production. Maintain a 3.00 GPA in all theatre courses and an overall 2.50 GPA or higher. Attend called scholarship meeting at beginning of fall term.

**Speech/Drama Scholarship:** Students must maintain Theatre major and full-time status. Active membership in all department productions either acting or on crews. A continual physical presence, willingness to work, and satisfactory progress in Theatre. Attend all tech weekends and strike calls

for all productions. No unexcused absence from a performance or a rehearsal. Not more than 3 excused absences per semester from rehearsals except by arrangement with the director of the production. Maintain a 3.00 GPA in all theatre courses and an overall 2.50 GPA or higher. Attend called scholarship meeting at beginning of fall term.

**Mary Jane Mingus Scholarship:** Student must be a declared Theatre major with an interest in the technical side of theatre, which could include costume, lighting, sound, and/or set design. The recipient should not be an actor only. Maintain a 3.0 GPA in all Theatre courses and an overall GPA of 2.75 or higher in all college work.

**Clyde H. Wells Fine Arts Scholarship:** Full-time student, majoring in Art, Music, or Theatre. Active membership and satisfactory progress in appropriate department selected courses, performances, and creative opportunities. No unexcused absences from Art classes, rehearsals, and/or performances. No more than 3 excused absences per semester from rehearsals except by arrangement with the director of the performing ensemble. If conditions are not fulfilled, student will forfeit scholarship in accordance with current Tarleton University policy.

**Center Stage Scholarship:** Recipients must maintain Music or Theatre status and remain on their auditioning medium for the period of the award. Recipients must remain full-time students during the duration of the award and active in appropriate Department performance. Attendance and/or performance featuring Center Stage Performance Scholars during the school year. Theatre students: Active participation in all Department productions either acting or on crews. A continual physical presence, willingness to work, and satisfactory progress in Theatre. Attend all tech weekends and strike calls for all productions. No unexcused absence from a performance or a rehearsal and not more than 3 excused absences per semester from rehearsals except by arrangement with the director of the production.

**ULTRA Scholarship:** Full-time student majoring in one of the fine arts programs. Maintain a 2.75 overall GPA and 3.0 in the discipline. The department may, at the discretion of the department head, award this scholarship to a student whose GPA falls below the minimum and has been placed on probationary status for the following semester. If both GPAs are below 2.5, the student is not eligible. Be available to attend ULTRA Club events to meet ULTRA Club members and to be available to help promote the ULTRA Club.

**Joe R. and Teresa L. Long Scholarships:** For entering students to receive this scholarship, they must be ranked in the top 25% of their graduating high school class and have a minimum SAT of 1100 or ACT of 23. Current and transfer students must complete twelve hours each semester as well as maintain current AND cumulative GPAs of 3.00.

## **THEATRE ACHIEVEMENT AWARDS**

The theatre faculty recognizes student excellence through annual achievement awards. These awards are announced at the annual banquet. Awards given are Best Technician award, Chris Guthrie award and the Mary Jane Mingus award. Recommendations for achievement awards are made by the theatre faculty.

# STUDENT ORGANIZATIONS

**TARLETON PLAYERS** — Prudence Jones, faculty sponsor

The purpose of the Tarleton Players, the oldest theatre organization at Tarleton, is to promote interest and encourage further knowledge and experience in theatrical arts by the presentation of productions for the benefit of the college and community. Any student of Tarleton may be a member of the Tarleton Players. The Tarleton Players host the annual Players Banquet at the end of each academic year.

**ALPHA PSI OMEGA** — Dan Stone, faculty sponsor

The purpose of Alpha Psi Omega is to stimulate interest in theatre activities at Tarleton and to secure for the university all the advantages and mutual helpfulness provided by a large national honorary fraternity. By electing students to membership, the fraternity provides a reward for participation in theatre activities of the university.

**USITT** — Prudence Jones, faculty sponsor

The purpose of USITT is to stimulate interest in technical theatre activities at Tarleton. Students attend national and state conferences and present workshops on a variety of technical areas including lighting, scenic construction, costume design and construction and make-up.

**IMPROV at TARLETON TROUPE** — Dan Stone, faculty sponsor

Improv at Tarleton is a group of students who learn how to utilize their imagination and creativity to improvise scenes in real-time. Troupe performs at 4pm on Wednesday in the Workshop Theater. To join Improv, students go through an audition process.

All rooms for meetings, even on a continuing basis, must be scheduled on the calendar through the Operations Manager. Meetings must be scheduled at least one week in advance.

- Meetings may be scheduled between 8am and 6pm. Meetings after 6pm must be held in a location outside the FAC.
- Use a Building Use Request form. Copies of this form are in an envelope posted on the door of 105F.
  - The Building Use Request form should list specific dates, times, and spaces requested.
  - Include names and phone numbers of all officers on the first request each semester.
  - Obtain faculty sponsor approval and signature on request form before submitting.
- Weekly or monthly meetings may be scheduled one semester at a time.
- All ceremonies, initiations, recitals, etc. should be scheduled separately.



- Activities and events requiring technical support may incur technical fees.
- Students must sign in and sign out to receive credit unless they are on the program of a major concert event. Leaving early will constitute an absence.

## STUDY ABROAD

Studying overseas is an exciting academic experience that can also be personally and culturally enriching. There are many ways for you to study abroad:

Tarleton has established exchange agreements with many different foreign institutions for a complete list of current agreements, visit Tarleton's [Study Abroad website](#). You can take credit courses for theatre and other subjects that will meet various TSU requirements as well as furthering your education. TSU students pay tuition and fees at TSU only.

In faculty-led programs, Tarleton faculty members establish a program in their area of expertise and teach TSU students in an overseas environment. The Spanish immersion program during the summer months at the Universidad de Costa Rica is another exciting possibility. Music majors pursuing the BA degree or the BM in performance can fulfill some of their foreign language requirements they complete in the immersion program.

You can also conduct independent study, especially in connection with the MUSI 4133: Capstone Course in Music. Most recently, a student conducted fieldwork in Ireland for his capstone project.

How to Get Started:

- Attend the Study Abroad Fair. This fair can provide you with important information about the types of study abroad programs. Attending the fair are Tarleton faculty who are eager to tell you about their study abroad programs and can answer your questions regarding costs, accommodations, etc. Also on hand are students who recently traveled abroad and are eager to discuss their experiences and provide other helpful information.
- Contact the Study Abroad Office at X9545 to discuss options, passport or visa information, accommodations, safety, etc.
- When selecting a program of study, be sure to notify your advisor and discuss which classes you should take and when you should go.

Financial Aid:

Most financial aid can be applied to study abroad programs, and there are a number of scholarships available, including support from ULTRA Club. The Study Abroad Office (at X9545) will help you formulate your budget.

# HEALTH AND SAFETY

Health and safety are important issues that help the Department of Performing Arts to enhance the experience of students, faculty, staff who learn and work in the Clyde H. Wells Fine Arts Center.

It is the department's policy to provide and maintain a safe and healthy work environment, and we accept our responsibility for the health and safety of others, including visitors, who may be affected by our activities.

This policy applies to all activities and areas of the department, including performance spaces, classrooms, studios, practice rooms, faculty and staff offices, and communal areas.

## SCENE SHOP SAFETY RULES

Safety is of prime concern when working in the theatre shops and all efforts will be taken to ensure that proper safety precautions are enforced at all times. You may be asked to work on a machine or use a tool that you may not be familiar with. It is very important to tell the lab supervisor that you need training. The lab supervisor will fully instruct you and cover all safety issues concerning the machine and/or tool. If after the instruction, you are still not comfortable with the machine or tool, tell the lab supervisor and we will find another task that you are comfortable with.

## DRESS CODE

Avoid large rings, bracelets, long necklaces, dangly earrings or any dangly jewelry. Long hair must be tied back. T-shirts and jeans are best. Do not wear worn or ripped clothing as it can cause potential injury. When working on lighting shorts are not allowed. Wear closed-toed shoes, sneakers or preferably boots. **BALLET SHOES/SLIPPERS DO NOT COUNT!** Sandals, dress shoes or any other form of non-protective shoe is unacceptable.

Proper clothing must be worn at all times in the scene shop.

Be prepared to get dirty. No loose clothing should be worn and long hair needs to be tied back. Remove all jewelry. Enclosed shoes must be worn at all times in the shop.

## EYE AND EAR PROTECTION

Eye protection **MUST** be worn at all times in the scene shop. While safety glasses are provided, students are encouraged to provide their own approved eye protection for personal comfort and safety. Ear protection should be worn when using power tools and a dust mask should be worn when sanding, spray painting or anytime as needed.

## THEATRE AREA SAFETY RULES

Remember: what you don't know can hurt you!

1. Never use any tool unless you have been taught how to safely operate it.
2. Always use eye protection.
3. No open toed shoes allowed in the scene shop; no bare feet allowed in scene shop.
4. Remove or fasten any loose or dangly jewelry and clothing.

5. Long hair must be tied back or covered up.
6. No horseplay.
7. No headphones or earpods in shops.
8. Do not distract, startle, or talk to anyone using a power tool.
9. Only use a tool in the manner it was designed. (wrenches are not hammers!)
10. Never walk away from a tool that is still turned on.
11. Always use all of a tool's safety guards and guides.
12. Never attempt to use a tool that is broken.
13. Notify the shop staff when you find a broken tool.
14. Always clean-up workspace before moving on to a new project or leaving for the day.
15. Clean up all spills immediately.
16. Know the locations of all first aid, fire, and safety equipment.
17. When in doubt ask for help.

## COSTUME SAFETY RULES

In an effort to make the shop experience more efficient and pleasant for everyone involved within this chaotic world of costumes, please take note of the posted guidelines and actually follow them. **ARRIVE ON TIME and READY TO WORK.**

Call 968.9131 to make other arrangements if you are unable to make it.

- PLEASE NO food or drink in the costume shop (we don't like bugs or mice!).  
If you need a drink you may keep it out on the landing. No food in loading dock trash cans.
- No smoking. If you are a smoker you must wash your hands before continuing to work on your garment, and smoking will only be done during the break time from 3-3:15.
- Shoes must be worn at all times.
- All backpacks, and satchels must be left on the landing outside the shop.
- If you feel you have made a mistake, damaged equipment, or don't understand a task.. ask me/tell me.
- USE THE stepladder for anything you cannot reach. It is a safety and liability issue and we do not want anyone to get hurt.
- SPRAY PAINT OUTSIDE ONLY!
- COVER DUMMIES/DRESS FORMS IN PLASTIC if painting on the dummy.
- COVER SURFACES with scrap paper/drop cloth IF PAINTING OR CRAFTING WITH GLUE and use the LOADING DOCK for large painting projects.
- Use the shop phone for LOCAL CALLS ONLY. NO CELL PHONES!!
- NO PARTIES OR MEETINGS IN THE SHOP WITHOUT SPECIAL PERMISSION.
- CHECKOUT must occur if you are taking the costumes out of the costume shop. ONLY shop staff can check out costumes and related accessories.
- COSTUMES YOU HAVE USED FOR A SHOW OR PROJECT MUST BE CLEANED BEFORE RETURNING  
TO STOCK. The student who borrowed the garment is responsible for restocking it.
- All costume pieces must have a label. Ask shop manager about placement. Use a laundry marker, not a sharpie for inside labels.
- Continually CLEAN UP YOUR MESS!!! This means clearing the worktables, ironing board, and floor of any and all debris, pins and remnants when finished. I am not your mother and will not pick up after you. A lot of time has been invested to organize the shop, and we do not want to regress. Pick up items on the floor immediately as they could trip someone.
- RETURN UNUSED STOCK ITEMS TO THEIR PROPER PLACES. If you are unsure where something

should go, ASK.

- UNPLUG THE IRON or the steamer when not in use and at end of day.
- We stop our workday at 4:45 and EVERYONE must help clean. After sweeping, run a magnet over the pile to rescue pins and expensive machine parts. Dust off sewing machines and cover.

## THE CLYDE H. WELLS FINE ARTS CENTER

### HOURS OF OPERATION

Public Areas	Monday-Friday	8:00am - 10:00pm
Practice Rooms	Monday - Friday	8:00am - 10:00pm
	Saturday - Sunday	8:00am - 10:00pm

Students will be able to access the practice rooms after hours through the northeast entrance via card swipe. Students will need to request access from the Operations Manager. Access is only for Fine Arts students who need to practice or work on projects.

Between semesters, on holidays, and during summer sessions, hours are changed. Be alert for announcements and posted signs.

### HALLWAYS, CLASSROOMS, PRACTICE ROOMS

- Drinks in hard-sided containers with lids are allowed. Please take food to the Green Room (184) or to 105D. Food is not allowed in hallways, classrooms, or labs.
- Do not leave backpacks, instruments, or other items in hallways, classrooms, or practice rooms.
- Please be considerate of those working in studios, classrooms, and offices by keeping the noise level down in any area that is open.

### COMPUTER LABS

- Computer lab hours are 8:00am – 10:00pm M-Th and 8:00 - 5:00pm on Friday. Extended hours for special projects will be announced.
- There are two computer labs available for your use: a general computer lab (Room 110 Mac lab) and a piano lab (Room 120)
- No food or drinks are allowed in the computer labs
- DO NOT change any settings on the computers (including any hardware or software) without permission from an instructor.
- If something is not working properly, tell your instructor. If your instructor is not available, ask Lori Larue, or the GA for help.
- The piano lab is for music projects - not for checking e-mail, surfing the internet, etc.

- Only music and musical theatre majors or minors are authorized to use the piano lab, unless instructed to do so by a faculty member.

## LOST AND FOUND

For lost items found in the Fine Arts Center, check with the Administrative Associate in the Fine Arts Center office (Rm. 105). Found items should also be turned in there.

## PARKING

The P6 parking lot on the east side of the Center is reserved for faculty and staff only. There are also handicap parking spaces close to the building. Student parking lots are designated for residents and commuters. No parking is allowed in the loading dock area except for loading and unloading. It is a fire lane.

## SECURITY

Lock and shut all doors to theaters, classrooms, and shop spaces not in use.

All exterior doors should be treated as though they do not latch automatically. Double check them whenever they are supposed to be locked as you or your guests exit the center.

If you notice a door open or ajar which should be locked, lock it, or request that a faculty member or custodian lock it. Outside doors must never be propped open. The building is either locked or unlocked, according to the Center calendar.

## EMERGENCIES

In the event of medical emergencies, fire, or situations for which police assistance are needed, call 911. Stay on the phone long enough to answer any questions the operator might have. This will ensure that proper equipment and personnel respond. Given the nature of the emergency and the location. Also, give the phone number where you can be called back. The operator will notify the Campus Police, Stephenville Fire Department (Paramedical), and others to react upon verification of the emergency. The police will provide immediate rescue, traffic, communications, and crowd control as required at the site of the emergency.

If an emergency requires an ambulance, it will come to only one entrance: the main East Entrance by the Theater lobby. You or your representative must meet the paramedics there and lead them to the emergency site in the Fine Arts Center.

Notify the department head and operations manager of all accidents involving students, faculty, or staff so that the proper reports can be filed.

## RULES FOR THE CENTER

1. Tarleton is an alcohol and drug free campus. The simple possession and/or use of any controlled, dangerous substance as defined by Texas law on campus or at a university sponsored or sanctioned activity, may result, after a due process hearing, in suspension from the University.
2. Live flame (including candles) is prohibited in the Center.
3. Food and beverages are prohibited in the four performing areas.
4. Posters and flyers are allowed only on bulletin boards in the Fine Arts Center, attached with push pins, not staples.
5. In compliance with Presidential Executive Order #01-92, all buildings on the Tarleton campus are tobacco free. No tobacco products (cigars, cigarettes, chewing tobacco, etc.) may be used in any university building, enclosed facility, or vehicle.
6. Backs of seats and armrests in the performing areas are not to be used as footrests.

7. Ticketing for all events held in the Center must be handled by authorized Box Office Staff personnel. University departments will be billed for a set-up fee plus a 10% Box Office Fee for total ticket revenues from the event (subject to a minimum fee).
8. The use of any photographic or recording equipment during public presentation must have prior approval by the event director, who must obtain authorization and make appropriate arrangements for use through the Technical Director in advance.
9. The Fine Arts Center and the University reserve the right to retain or release concession rights. Written approval for selling concessions must be secured from the Center Office at least two weeks prior to the event.
10. The lobby rest rooms located on either side of the art gallery may not be used as dressing rooms for any event.
11. Furniture, rugs, plants, etc. in the Fine Arts Center are not to be moved or used as properties for any events.
12. School buses used to transport students to the Center must request permission and receive instructions from the TSU Police Department
13. Emergency Escape Routes and Tornado Safety Areas are posted on bulletin boards throughout the building.

### BACKSTAGE REGULATIONS

1. Arrangements for use of all backstage equipment for a rehearsal and/or performance must be made two weeks in advance through the Technical Director.
2. Stage equipment, including lights, scenery and draperies belonging to Tarleton, shall be handled only by authorized personnel.
3. If specialized personnel or equipment other than those furnished by the Center is needed, the sponsoring organization will bear the necessary expenses and be responsible for delivering these special items to the backstage areas at a time assigned by the Technical Director.
4. All technical plans, ideas, and program content should be specified to the Technical Director at least two weeks in advance. The Technical Director will have the final approval and authority for all stage items including, but not limited to, equipment, decorations, props, and platforms.
5. Fine Arts Center facilities and equipment shall not be used for personal gain.
6. All damaged or unsafe equipment or working conditions shall be reported immediately to the Technical Director, who will issue a "Damaged or Unsafe Equipment Report" immediately. No unsafe situation or condition will be allowed to compromise safety standards.
7. All public areas, shop areas, and dressing rooms must remain locked when not in use.
8. Backstage access before or during a performance is at the discretion of the event director. Visitors will be permitted in the Green Room after a performance.
9. The consumption of food and beverages is barred from control booths and any area outside of the backstage at all times.
10. Access to shop areas, control booths, catwalks, or work areas is at the discretion of the Technical Director
11. All persons using or working in performance or shop areas shall conduct themselves in a businesslike way.
12. Loud or unnecessary noise in the backstage areas during performances and rehearsals is not permitted
13. Dressing rooms must be kept neat and orderly by each organization using these areas. Their use is limited to current production-related staff and performers, scheduled through the Center office.
14. All persons working above stage level shall remove all items from their pockets, wear nonskid shoes, and have tools secured to prevent them from falling to stage level.
15. All properties and materials used for rehearsals and performances shall be removed and stored in their assigned places at the end of these time periods. The facility shall be left in broom-clean condition after use. The sponsor is responsible for these duties.
16. All federal, state, and university safety rules must be observed.
17. Individual areas may have additional restrictions/regulations. Consult the Technical Director for specifics.
18. Shoes must be worn at all times while working in performance or shop areas.
19. Any person or group in violation of any of these safety policies risks the loss of the privilege of public presentations in the Fine Arts Center.

# THEATRE AT TARLETON PAST PRODUCTIONS

- 1980-81 CHARLEY'S AUNT  
THE RIMERS OF ELDRITCH  
THE JOHN TARLETON STORY — A READERS' THEATRE  
ARSENIC AND OLD LACE  
THE CHALK GARDEN
- 1981-82 THE SOLID GOLD CADILLAC  
THE BUTTERFLY THAT BLUSHED  
GOLD IN THE HILLS  
OUR TOWN  
ROYAL GAMBIT  
BELL, BOOK AND CANDLE
- 1982-83 AUNTIE MAME  
THE NIGHT OF JANUARY 16TH  
ANYTHING GOES  
SUMMER AND SMOKE
- 1983-84 THE CRUCIBLE  
UNDER THE SYCAMORE TREE  
A CHRISTMAS MEMORY  
CAMELOT  
NIGHT WATCH
- 1984-85 THE MATCHMAKER  
MY THREE ANGELS  
AM AHL AND THE NIGHT VISITORS  
CARNIVAL  
A THURBER CARNIVAL
- 1985-86 A CURIOUS SAVAGE  
A CLEARING IN THE WOODS  
SCROOGE  
GUYS AND DOLLS  
THE SPIRAL STAIRCASE
- 1986-87 A STREETCAR NAMED DESIRE  
ALICE IN WONDERLAND  
THE BOYFRIEND  
THE DIVINERS
- 1987-88 THE TAMING OF THE SHREW

THE HONORABLE URASHIMA TARO  
THE LEGEND OF SLEEPY HOLLOW  
FOXFIRE  
MY FAIR LADY  
DARK VICTORY

1988-89    ROMEO AND JULIET  
              A.B.C.  
              NOISES OFF  
              A CHRISTMAS SCRAPBOOK - A READERS' THEATRE  
              AM AHL AND THE NIGHT VISITORS  
              MAN OF LA MANCHA  
              CACTUS WILDCAT  
              THE MOUSETRAP

1989-90    THE IMAGINARY INVALID  
              BUCKSKIN AND PRAIRIE FLOWER  
              DEATH OF A SALESMAN  
              SCENES FROM THE MARRIAGE OF FIGARO  
              AN EVENING OF DICKENS - A READERS' THEATRE  
              SOUTH PACIFIC  
              DRACULA  
              THE WHITE BUFFALO: A VISION

1990-91    THE IMPORTANCE OF BEING EARNEST  
              THE EMPEROR'S NEW CLOTHES  
              MEDEA  
              A WOMAN'S PERSPECTIVE - A READERS' THEATRE  
              A FUNNY THING HAPPENED ON THE WAY TO THE FORUM  
              STEEL MAGNOLIAS

1991-92    TOM JONES  
              THE LION, THE WITCH, AND THE WARDROBE  
              THE HOUSE OF BLUE LEAVES  
              A MIDSUMMER NIGHT'S DREAM  
              GODSPELL  
              CHARLOTTE'S WEB

1992-93    THE FOREIGNER  
              THROUGH THE STORYBOOK  
              HAMLET  
              TEXAS AND CHRISTMAS - A READERS' THEATRE  
              OKLAHOMA!  
              QUILTERS



1993-94    FOOLS  
 JACK AND THE BEANSTALK  
 A LITTLE NIGHT MUSIC  
 SCROOGE  
 SOMETHING'S AFOOT  
 THE LAND OF THE DRAGON  
 AGNES OF GOD

1994--95    YOU CAN'T TAKE IT WITH YOU  
 PUSS IN BOOTS  
 GOING APE  
 BRIGADOON  
 SIX CHARACTERS IN SEARCH OF AN AUTHOR

1995-96    WAIT UNTIL DARK  
 THE PRINCE WHO WOULDN'T TALK  
 TO GILLIAN ON HER 37TH BIRTHDAY  
 WOMEN IN. . . .(AND OUT OF) LOVE  
 KISMET  
 SNOW WHITE  
 PLAZA SUITE

1996-97    LEND ME A TENOR  
 MY NAME IS RUMPELSTILTSKIN  
 THE DINING ROOM  
 INTO THE WOODS  
 LADYHOUSE BLUES  
 THE SUMMER STUDIO  
 BAREFOOT IN THE PARK

1997-98    LYSISTRATA  
 THE WIND IN THE WILLOWS  
 CAT ON A HOT TIN ROOF  
 THE MAGICIAN'S NEPHEW  
 LITTLE SHOP OF HORRORS  
 ALL IN THE TIMING  
 THE SUMMER STUDIO  
 THE ODD COUPLE: FEMALE VERSION

1998-99    ONE FLEW OVER THE CUCKOO'S NEST  
 THE ANT AND THE GRASSHOPPER  
 NUNSENSE  
 THE TEMPEST  
 SYLVIA  
 THE SUMMER STUDIO  
 CRIMES OF THE HEART

1999-2000 BEDROOM FARCE  
RAPUNZEL  
A DOLL'S HOUSE  
THE 1940'S RADIO HOUR  
TERRA NOVA  
ROBIN HOOD  
THE SUMMER STUDIO  
THE FOREIGNER

2000-2001 HARVEY  
THE RUDE MECHANICALS  
SCROOGE  
AGAMEMNON  
BLITHE SPIRIT  
THE SUMMER STUDIO  
THE MOUSETRAP

2001-2002 GOD'S FAVORITE  
ARE THERE ALLIGATORS IN THE SEWERS OF THE CITY OF NEW YORK?  
TARTUFFE  
THE FANTASTICKS  
GHOSTS  
THE SUMMER STUDIO  
THE ODD COUPLE

2002-2003 THE BUTLER DID IT  
CHARLIE AND THE CHOCOLATE FACTORY  
EQUUS  
THE VAGINA MONOLOGUES  
FIDDLER ON THE ROOF  
A NIGHT OF ONE ACTS  
LAUNDRY AND BOURBON, THE MAN IN A CASE, WHEN SHAKESPEARE'S LADIES MEET  
THE SUMMER STUDIO  
YOU CAN'T TAKE IT WITH YOU

2003-2004 A FUNNY THING HAPPENED ON THE WAY TO THE FORUM  
AESOP'S (OH, SO SLIGHTLY) UPDATED FABLES  
THE LARAMIE PROJECT  
A FLEA IN HER EAR  
THE GLASS MENAGERIE  
THE SUMMER STUDIO  
PLAZA SUITE  
DEARLY DEPARTED

2004-2005 THE LAST MEETING OF THE KNIGHTS OF THE WHITE MAGNOLIA  
ONCE UPON A WOLF  
THE TROJAN WOMEN  
CINDERELLA CONFIDENTIAL  
THE MIKADO  
PLAY IT AGAIN, SAM  
THE SUMMER STUDIO  
STEEL MAGNOLIAS  
LEND ME A TENOR

2005-2006 25<sup>TH</sup> ANNIVERSARY SEASON  
NOISES OFF  
THROUGH THE LOOKING GLASS AND WHAT ALICE FOUND THERE  
ROYAL GAMBIT  
GUYS AND DOLLS  
ROMEO AND JULIET  
THE SUMMER STUDIO  
THE NERD  
DADDY'S DYIN' (WHO'S GOT THE WILL?)

2006-2007 BRIGHTON BEACH MEMOIRS  
THE LEGEND OF POCAHONTAS  
THE UNDERPANTS  
GREASE  
ALADDIN, A PARTICIPATION PLAY  
A PIECE OF MY HEART  
THE SUMMER STUDIO  
BLITHE SPIRIT  
THE RUDE MECHANICALS

2007-2008 FUDDY MEERS  
THE BFG, BIG FRIENDLY GIANT  
THE CRUCIBLE  
YOU NEVER KNOW  
FIVE WOMEN WEARING THE SAME DRESS  
THE SUMMER STUDIO  
CALIFORNIA SUITE  
GREATER TUNA

2008-2009 GODSPELL  
WILEY AND THE HAIRY MAN  
STOP KISS  
WEST SIDE STORY  
THE FROG PRINCESS

THE MISANTHROPE  
THE SUMMER STUDIO  
THE STAR SPANGLED GIRL  
A TUNA CHRISTMAS

2009-2010 A WOMAN IN MIND  
THE SOMEWHAT TRUE TALES OF ROBIN HOOD  
THE TAMING OF THE SHREW  
THE BOY FRIEND  
MAJOR BARBARA  
THE SUMMER STUDIO  
THE FOREIGNER  
RED, WHITE AND TUNA

2010-2011 PICASSO AT THE LAPIN AGILE  
PETER PAN  
THE SERVANT OF TWO MASTERS  
25<sup>TH</sup> ANNUAL PUTNAM COUNTY SPELLING BEE  
THE GLASS SLIPPER  
SUMMER AND SMOKE  
THE SUMMER STUDIO  
BAREFOOT IN THE PARK

2011-2012 DEATHTRAP  
PAPER OR PLASTIC  
SEUSSICAL, THE MUSICAL  
OUR TOWN  
STRING OF PEARLS  
THE SUMMER STUDIO  
THE LAST OF THE RED HOT LOVERS

2012-2013 44 PLAYS FOR 44 PRESIDENTS  
THE SKOKIE DETECTIVE CHARTER SCHOOL  
THE BEST LITTLE WHOREHOUSE IN TEXAS  
GLENN GARRY GLEN ROSS  
THE TOLSTOY STORY PLAY  
WHO'S AFRAID OF VIRGINIA WOOLF

2013-2014  
JAKES WOMEN  
JAMES AND THE GIANT PEACH  
RASHOMON  
THE SOUND OF MUSIC  
THE HEIDI CHRONICLES  
THE SUMMER STUDIO  
ARSENIC AND OLD LACE

2014-15

OEDIPUS  
MOON OVER BUFFALO  
CHARLIE AND THE CHOCOLATE FACTORY  
THE DROWSY CHAPERONE  
LEGEND OF SLEEPY HOLLOW  
THREE SISTERS

THE SUMMER STUDIO  
STEEL MAGNOLIAS

2015-16

LOPSIDED  
TREASURE ISLAND  
CRIMES OF THE HEART  
YOU'RE A GOOD MAN CHARLIE BROWN  
'NIGHT MOTHER

THE SUMMER STUDIO  
DEARLY DEPARTED

2016-17

YOU CAN'T TAKE IT WITH YOU  
THE WIZARD OF OZ  
TWELFTH NIGHT  
SHREK THE MUSICAL  
SIR GAWAIN AND THE GREEN KNIGHT  
MASTER HAROLD...AND THE BOYS

THE SUMMER STUDIO  
PLAZA SUITE

2017-18

RUMORS  
THE LION, THE WITCH, AND THE WARDROBE  
DRACULA  
A FUNNY THING HAPPENED ON THE WAY TO THE FORUM  
NO EXIT

THE SUMMER STUDIO  
LOVE LETTERS

2018-19

STREETCAR NAMED DESIRE  
ALICE IN WONDERLAND  
MACBETH  
MISS NELSON IS MISSING  
SISTER ACT  
GREATER TUNA

2019-20 TRUE WEST  
BROTHERS GRIM SPECTACULATHON  
OLEANNA  
NEXT TO NORMAL

2020-21 TOP GIRLS  
SUPER AWESOME NEWS  
THIN MAN, THE ADVENTURES OF THE GOOFY GROOM  
GODSPELL  
BILOXI BLUES

2021-22 LEADING LADIES  
JUNGLE BOOK  
A CHRISTMAS CAROL  
CABARET  
THE LIAR

2022-23 MURDER ON THE ORIENT EXPRESS  
THE MANY DISGUISES OF ROBINHOOD  
THEATRE AT TARLETON STUDENT SHOWCASE  
THE SPONGEBOB MUSICAL  
ENDGAME