

Public Curricular Projects Spring 2016

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This document contains information on your Fall 2015 Public Curricular Projects.

If at any time you have questions or concerns during this process please email Daniel Burmester (daniel_burmester@emerson.edu).

Every class will be scheduled to occupy the space for three to four days and will be able to use that time for rehearsals and performances in a manner that works for that class.

The Greene and Semel Theater's have been reserved from **TBD**. See the reservation calendar for specifics (**You do not have this yet**). All spaces and times are subject to change.

Classes entering performance spaces will be allowed the following parameters:

Audition Process:

- *Auditions:* If you plan on holding auditions outside of class time please coordinate with the Emerson Stage Production Manager when you would like hold auditions 2 weeks prior to date and a space will be booked for you. Or you may book your own audition time through [Spacebook](#) 1 week prior to audition date. Audition sign-ups and providing audition forms etc., is your responsibility. If callbacks are needed, additional space will need to be reserved. Once the details regarding Auditions have been decided, the class may post flyers (including Student Life stamp) around campus that details the place, time and date of the auditions, along with what you would like the actors to prepare (song, styles, genres, monologues, lengths etc.) You could also include a list of the shows that will be performed in the Curricular Projects. Also, an e-mail should be sent to mindy_hinkel@emerson.edu a week prior to auditions with the details and she will then forward that information out to the Performing Arts Community. Approximately five days prior to the auditions you may post the Audition Sign-Up sheet on the 6th Floor Callboard in the Tufte PPC.

Design Elements:

-*Designers:* No designers will be provided for any curricular project.

- *Scenic:* No scenic elements will be provided outside of the stock rehearsal furniture. If your project takes place in the Greene Theater you may utilize the L flats. (See Stock Rehearsal Furniture Document.)

- *Costumes:* You may pull from Emerson Stage Costume Stock it is located on the 2nd floor of the Tufte building.

Stock hours are: Monday – 11a-3p. Tuesday – 11:30a-1:30p, Wednesday –

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11a-3p, Thursday – 11:30a-1:30p, Friday – 2p-5p.

- *Lighting:* Unison Panel is a touch screen lighting control system back stage right in the Greene and Semel Theaters; this offers 4 general wash levels (25%, 50%, 75% and Full) as well as transition light, control of the house lights and Blackout options. The Unison panel can be turned on as needed during your rehearsal by contacting the Emerson Stage front desk at extension 8209. The Unison Panel will be made available to you for performances; you will be responsible for operating it. Use of equipment in the Greene or Semel booths will not be permitted.

- *Sound:* An audio cart will be made available for the use of playing audio. Use of equipment in the Greene or Semel booths will not be permitted. No Comm will be provided.

- *Projections:* Projections are not permitted for use in curricular projects.

Management:

- Stage and Production Management students will not be provided. The class will be responsible for internal class use of theaters and leaving theaters as they were found. An Emerson Stage Office Employee will proctor the theater space, once you have begun your class's occupation of the space. The student will be stationed in the Emerson Stage Production Office, will be present in the space when possible, will be available to help with questions as well as turning the Unison system on and off.

Rehearsal and Performance Materials:

- *Props:* Prop inventory is made available to the class. Props are available to pull from 4M. To access 4M go to the 5th floor of the Tufte Center and then take the stairwell stairs, one flight down.

4M hours are: Monday – 1p-3:45p, Tuesday – Closed, Wednesday – 2p-3:30p, Thursday – Closed, Friday – 9a-11:30a

Prop acquisition is the responsibility of the class. If you are not able to attend the prop shop during its open hours contact Ron DeMarco at Ron_De_Marco@emerson.edu. If you plan to use any type of prop weapon you MUST contact Daniel Burmester for approval of use of prop weapon, NO EXCEPTIONS. If you would like to use food in your piece you must contact Daniel Burmester for approval.

- *Rehearsal Furniture:* All available rehearsal furniture will be placed inside or in the back hallway of the Greene and Semel Theater by Emerson Stage production office employees prior to the first day of the classes' occupation of a theater. All items can be used at the class's discretion. Please see the Rehearsal Furniture Pamphlet for

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visuals and descriptions of the furniture. While rehearsing in the Paramount studios, make use of what is available to you in the studios and central storage, items in central storage can be accessed by speaking with a Studio Assistant.

- *Rehearsal Space:* Rehearsal space may be scheduled through the online room request system, Spacebook (<https://events.emerson.edu/reserve>). A Spacebook users guide is available at this address. While booking through this system you can book 1 week out. Grad Dir 1 may book space 48 hours in advance BFA Studio projects and Directing the Musical have the ability to book space 24 hours in advance of the 1 week out Spacebook offers. However, in order to do this you must go to the studio desk to ask the assistant to make reservations for you.

Performance:

- *Dressing Rooms:* Dressing rooms will be provided. In the event dressing rooms cannot be provided we will do our best to locate an adequate changing area for actors.

- *Front of House:* A schedule of all performance times must be provided to Daniel Burmester (daniel_burmester@emerson.edu) no later than 2 weeks prior to your event for both BFA Acting Projects and Directing Projects. Providing your schedule is essential so Front of House can be provided.

- *Ticketing:* Tickets will be provided to the class one week prior to performances. Tickets being provided depend upon the timely completion and submission of your performance schedule. Classes may distribute tickets as they wish.

- *Programs:* If programs are desired they will be created and distributed by the class.

Recapping Your Responsibilities:

- Schedule and hold auditions.
- Book rehearsal space.
- Acquire costumes.
- Acquire Props.
 - If you plan to use any type of prop weapon you MUST contact Daniel Burmester for approval to use of the prop weapon, NO EXCEPTIONS. No prop capable of firing any type of projectile is permitted. No real weapons are permitted on the Emerson College campus.

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- If you plan to use food in your piece please contact Daniel Burmester for approval.
- Please do not rehearse with the intention of breaking **any** props onstage, whether they are yours or on loan to you.

•Provide Dan with your performance schedule by: Monday 4/28/16

(Once you have provided Dan with the performance schedule it CANNOT change.)

- Create program.
- Distribute tickets.
- While Rehearsing in Theaters please clean up after yourselves. You are responsible for your space remaining tidy for yourselves and your peers. Garbage cans are located in the lobbies of the theaters.