

# THA Master of Arts Creative Work Projects Production Parameters

**All items listed are subject to change.**

- Rehearsals and performances must take place on the SFSU campus
- Each master's project will get a total of 1 spacing rehearsals, 2 techs, and 4 performances.
- Due to liability and risk management, resources are limited to the shops, staff, and students within the School of Theatre & Dance. No community members are allowed to participate in the process, either on stage or backstage

**The parameters bellow are primarily based on the use of the LAB space. All other space inquires must be discussed with the graduate committee in consultation with the production manager in the semester prior to the intended project engagement.**

## **BUDGET**

1. Total budget- \$200
2. Separate form for tracking expenditures is available.
3. All purchases must be made through the PM, Prop Shop Manager, or Costume Shop Manager.
4. The budget allocation cannot be used as an honorarium or stipend. Examples of how the budget can be used would be for small hand props, furniture, costume pieces, make-up, sound samples, lighting gel, hair pieces & accessories.

## **RIGHTS**

1. Once project has been approved, rights should be acquired Victoria Giari. Please email Victoria at [vgiari@sfsu.edu](mailto:vgiari@sfsu.edu), Ccing the Production Manager, and your advisor.

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## PRODUCTION RESOURCES

### SET

1. No paint treatment on the walls/floor.
2. No fire, live flame, smoking, or use of water (other than to drink).
3. Minimal masking from exit doors to backstage - can be discussed with TD.
4. A total of 6 work-hours of lab work available (Faculty TD/Scene Shop Supervisor will give estimates of time)
  - a. These hours can be used for such things as pulling, legging up or installing platforms, pulling and jacking flats, rigging of masking
  - b. Cannot be used for backstage crew hours.

### PROJECTIONS

1. Not available

### PROPS

1. A proposed prop list is due before the start of first rehearsal.
2. The ADD/DROP deadline for costumes is the end of the third week of rehearsal
3. Pulled props ONLY – NO builds
  - § No alterations
  - § No painting
  - § No repairs
  - § No use of personal items (brought from home)
4. Hand props and small furniture items only (example table, chairs, stool)
5. Projects are allowed a total of 3 appointments (scheduled during business hours):
  - a. 1 appointment to discuss and view items in the shop with Prop Shop Coordinator
  - b. 1 appointment to pull items
  - c. 1 appointment for strike/return
6. No additional support by lab students
7. MA Student or single designee from the production will be assigned as the prop coordinator for the check out and return process.

### LIGHTING

1. Repertory plot ONLY (general wash with a handful of specials)
2. No extra instruments
3. No additional color
4. Access to lighting console.
5. Limited cueing, approved at Staff Theatrical Electrician's discretion. Cues will be executed by a stage manager or production coordinator as available.

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## **SOUND**

1. MA Students are responsible for identifying and sourcing their own sound cues or a sound designer from within the SFSU Community. Playback will be executed by a stage manager or production coordinator as available.
2. Access to sound console.

## **COSTUMES**

1. A proposed costume list is due before the start of rehearsal.
2. The ADD/DROP deadline for costumes is the end of the third week of rehearsal.
3. Base costumes pulled from actor's wardrobe
4. All clothing items provided by the actors must be labeled and stay on campus during the rehearsal and performance process.
5. Limited pieces pulled from costume stock at the discretion of shop supervisor.
6. No costume alternations to borrowed pieces.
7. Laundry done by crew/lab (determined by Costume Faculty & Staff)
8. No other support

## **MAKEUP**

1. Actor application ONLY
2. No crew support

## **STAGE MANAGEMNET**

1. One production coordinator/stage manager may be available, but it completely contingent upon availability