

LAB ASSIGNMENT:

**LAB REGISTRATION FORM
PLAYS IN PRODUCTION (ENG 290 - FALL / 291 - SPRING)**

SEMESTER: S F YEAR: _____

[please write legibly!]

NAME: _____ AGE: ___ CLASS: ___ STUDENT ID #: _____

PHONE: _____ E-MAIL: _____ CELL: _____

ADDRESS: _____

What is your Major? _____ If UNDECLARED, what MIGHT be your Major? _____

HAVE YOU EVER TAKEN THIS CLASS BEFORE? Y N IF YES, how many times? _____

IF YES, what labs have you worked for/in? Scenery ___ Lights ___ Costumes ___ Sound ___ Props ___

Other (please specify): _____

DO YOU HAVE A CAR? Y N DO YOU HAVE A LICENSE? Y N CAN YOU DRIVE A STICK/MANUAL? Y N

WHICH OF THE FOLLOWING SKILLS WOULD YOU SAY YOU POSSESS? (Rate your skills on a scale of 1-5 with 1= basic, 5 = excellent/highly proficient):

Carpentry/Woodworking: ___ Sewing: ___ Arts & Crafts: ___ (please detail: _____

_____)

Plumbing ___ Electrical ___ Web Design/html, etc. ___ Graphic Design ___ Photography ___

Sound Recording/Mixing _____ Video _____ Other (please specify): _____

What computer programs are you proficient in (rate your proficiency on a scale of 1-5 with 1= basic, 5 = excellent/highly proficient):

Word ___ Excel ___ Access _____ Photoshop ___ Illustrator ___ AutoCAD _____ Other (please specify):

Please list any other skills/hobbies, etc. you might like us to be aware of: _____

What is your approximate GPA thus far? _____

Please list any positions of authority you currently occupy, or have occupied in the last 5 years:

ARE THERE ANY PHYSICAL ISSUES YOU WOULD LIKE US TO BE AWARE OF? (Do you wear contacts? Allergies? Diabetes? Asthma? Fear of Heights? Epilepsy? Color Blindness? Back, knee problems, etc.) Please detail severity of the issue: _____

SECTION 1

INDICATE WHICH OF THESE TIME SLOTS YOU ARE AVAILABLE TO DO LAB WORK. (YOU MUST BE ABLE TO MAKE AT LEAST TWO.)

MONDAYS		<input type="checkbox"/> 1PM – 4PM
TUESDAYS	<input type="checkbox"/> 9AM – 12PM	<input type="checkbox"/> 1PM – 4PM
THURSDAYS	<input type="checkbox"/> 9AM – 12PM	<input type="checkbox"/> 1AM – 4PM
FRIDAYS	<input type="checkbox"/> 9AM – 12PM	<input type="checkbox"/> 1PM – 4PM

SECTION 2

WHICH OF THESE EVENINGS ARE YOU AVAILABLE FROM 5.30PM – 8.30PM:

MONDAY TUESDAY WEDNESDAY THURSDAY

SECTION 3

INDICATE BELOW YOUR AREAS OF INTEREST IN ORDER OF PREFERENCE:

SCENERY PAINT ELECTRICS/LIGHTS PROPS
 SOUND COSTUME/WARDROBE
 OTHER (explain): _____

SECTION 4

CLASS SCHEDULE
[PLEASE FILL IN YOUR CURRENT CLASS SCHEDULE.]

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

NAME: _____

SECTION 5

PLEASE LIST ALL CURRENT ONE TIME CONFLICTS

[field trips, personal obligations, etc.]

- if a WHOLE DAY conflict, write “whole day”

DATE: _____ TIME PERIOD: _____ REASON: _____

DATE: _____ TIME PERIOD: _____ REASON: _____

DATE: _____ TIME PERIOD: _____ REASON: _____

DATE: _____ TIME PERIOD: _____ REASON: _____

DATE: _____ TIME PERIOD: _____ REASON: _____

DATE: _____ TIME PERIOD: _____ REASON: _____

DATE: _____ TIME PERIOD: _____ REASON: _____

SECTION 6 (SPRING / ENG 291 ONLY)

SPECIAL INTEREST:

If you are interested in working in a backstage capacity on the One-Act Play Festival, please indicate below:

- Yes, I am interested in working on the One Act Play Festival! (Please note: you should consult the Theatre Program brochure regarding dates for the One Act Play Festival and be prepared to work late nights if you are interested in being considered for this lab option.)

LAB DESCRIPTIONS

1. Scenery & Paint Crews:

- Report to Production Manager (Gordon Rice & Sarah Eisel)
- Build, paint, create Scenery
- Perform other duties (general facility maintenance and organization) as determined by Gordon Rice
- STRIKE RESPONSIBILITIES: Dismantle and strike all set elements; restore and clean Theatre to pre-production condition; restock heavy prop items (tables, etc.) in appropriate locations; restock tools, restore and clean shop and storage areas as needed.

2. Light & Sound Crews:

- Report to Production manager, Gordon Rice and Master Electrician and/or AudioVisual Engineer
- Clean and maintain lighting and sound equipment; hang, focus and gel (etc.) lighting; hang speakers, etc.
- STRIKE RESPONSIBILITIES: Strike all lighting and sound equipment, including cables; return lighting and sound equipment to appropriate storage; clean lighting and sound storage areas, as directed

3. Costume Crew:

- Report to Wardrobe Coordinator (Nadine Taylor)
- Must attend all preparatory sessions
- Work with Wardrobe Coordinator and Costume Designer to create and maintain costumes for the productions. In addition, they might:
 - a. assist with make-up and hair
 - b. assist during performances as dressers
 - c. assist during performances with quick changes
 - d. other duties (laundry, etc.) as specified
- STRIKE RESPONSIBILITIES: Launder clothes and restore to racks as directed; clean dressing rooms and restore make-up, accessories, shoes, etc; dry-clean items as necessary; clean, pack, mail and/or return rented/loan items, as directed; clean costume shop and costume areas

4. Additional labs may include: Prop Lab, One Act Lab, or Publicity Lab.

Grading:

1. Based on execution of all above responsibilities, and considerations of attitude, enthusiasm, initiative, hours worked, and thoroughness.
2. Production Manager, Assistant Technical Director, Wardrobe Supervisor, Master Electrician and Technical Intern, and other lab leaders submit grade recommendations to Director of Production (or Visiting Faculty). Ultimate grade responsibility is at the discretion of Director (or Visiting Faculty).