

THE PROGRAM PROJECT

Description

The Program Project is a dramaturgical and educational project which forms part of the Assistant Director's work on a particular production. It is a project that is overseen and mentored by the director of the production.

The Project consists of two parts:

Part 1: Compiling a list of interesting websites and/or online resources for the online "dramaturgical resources" page of the Theatre Program website.

Part 2: Compiling, for the production's program booklet, a series of essays that highlight the work's themes. These essays should *not* aim to explain the production, but rather to give audiences some valuable information about the issues addressed by the production and its aesthetic and/or the production's content. In addition to these essays, visual content and images that relate to the above must also be submitted.

Additionally, the Program Project also entails the compiling of accurate and press ready information about the production staff (*see*: list of materials and Formatting Notes, below).

For Part 1 (Online Dramaturgical Resources):

Materials which must be submitted electronically only are:

- Date of the playwright's (or all creators of the work) birth (and date of death, if applicable)
- List of websites and online resources with a brief (1-2 sentence) description of why the website is of interest/appertains to the production. For examples of previous online resource pages and of the style of the website descriptions, please visit: www.rochester.edu/College/ENG/theatre/dramaturgical_archive.php

Materials which must be submitted in hardcopy only are:

- A picture of the playwright (or of each creator of the work)

Deadline for Part 1: The first Friday of the production's rehearsal process.

For Part 2 (Production Program):

Note: All materials *must* be submitted electronically in .doc (Microsoft Word) format, unless otherwise indicated. All hardcopies of images *must* be original (i.e. no downloaded images). Please see Formatting Notes at the end of this document.

Materials which must be submitted are:

- Prose bios of the playwright/s
- Photograph/s of the playwright/s (in hardcopy original)
- Updated and approved bios of the director and the entire design team
- Complete cast list with role allocations (as deemed appropriate by the director) and crew lists. Spelling of names should be as they will appear in the Program (*see*: Formatting Notes).
- Complete Technical Theatre, Advanced Technical Theatre, and Intro to Stage Lighting and Sound (if in the Fall semester), as well as Plays in Production class list (names written exactly as they should appear in the Program). Names can be got from the URITP Production Manager.
- Complete list of Special Thanks from all members of the production team (including Costume Shop Manager, Props Master, Technical Director, Designers and Director, and URITP Program Administrator)
- Any advertisements (written or visual) for products donated, loaned, etc.

Additional materials that should be submitted are:

- Visual images pertinent to the themes or content of the production (in hardcopy original).
- Relevant quotes from identified sources pertinent to the playwright, style, themes, epoch or content of the production.
- A minimum of two significant dramaturgical research essays on issues, themes or content mentioned or related to the production, plus images pertinent to these. (Approximate length, 300-400 words.)
- At least one smaller research essay (200 words maximum), or two to four “sidebars” (100 word maximum) on issues, themes or content mentioned or related to the production, plus images (in hardcopy original) pertinent to these.
- Anything else appropriately interesting, exciting or relevant.

Examples of previous programs are available from the Theatre Program offices

All **written** information *must* be submitted to me in **both hardcopy and electronic** (MS Word) **form**.

All **visual** information (pictures, graphics, etc.) must be submitted in **hardcopy**, and *not* electronically.

All visual images, graphics etc. must be “original” – i.e. no photocopies, no downloaded web images (the quality is too poor); they can be images in books or in other printed material and must be suitable for scanning.

Deadline for Part 2:

The deadline for this information (Part 2) is the **Friday of the week preceding the production’s Tech** (i.e. 14 days prior to opening). On that day, a copy of the original written (i.e. not visual) materials should be submitted to the director for evaluation and critique.

Any **requested rewrites** (approved and proofed by the director) **must be complete, plus all visual materials** in hardcopy original are **due by 6pm on the Friday of the Tech Weekend** (i.e. 6 days before opening).

Final materials must be submitted to the Artistic Director on that date.

These deadlines must be strictly adhered to.

FORMATTING NOTES

[Assistant Directors: *read and adhere to the following strictly and in detail!*]

Cast Lists: Check with the director how s/he wants the cast listed. Specify, if necessary, “in order of appearance”; “in order of speaking”. Check/verify whether characters should be defined, as in:

Richard (a lawyer) – Peter Smith

Nancy (his wife) – Sam Jones, *etc.*

Check spelling again and again...the way you spell the names is the way they will appear.

Upper case and lowercase letters, please. Don't use ALL CAPS.

Class Lists: Assemble all the names of all class students in one comprehensive list (i.e. don't separate out by class). Check spelling of names in the online school directory. List names: First Last. Assemble all names in **alphabetical order by last name**.

Example:

Richard Brown

Adam Carter

Brooke Dimauro

etc.

Artist Bios: Format all bios (irrespective of how they are given to you by the designers/director) the same way. Titles of plays should be in *italics* only. Do not use ALL CAPS. Do not use quotes. Names of theatres, festivals, *etc.* should be capitalized.

Staff and Production Staff: Check that the names of all staff and production staff are correct and appropriate for the semester and the production. Do not assume they are the same as the previous production/semester. Make sure you specify the ASM's particular duties, as in:

Assistant Stage Managers – Peter Smith/props

Jane Doe/lights

etc.

Other: Please supply an accurate production run time and indicate whether the production has one or more intermission (and the length of each intermission).

Please indicate whether theatrical smoke, gunshots, strobe lights, nudity, smoking are used in the production.

Senior Farewell: If yours is the final production of the season, please compile a list of all graduating seniors and Take 5 students who have been active in the Theatre Program, onstage or backstage, over the course of the year. Access to this information can be got from consulting prior programs of the season and researching the student actors, technical staff, and class members who were involved.

Images: AGAIN! All images must be submitted in **hard copy in original printed form** (no web downlads!) from magazines or books. These must include be a high quality picture of the playwright. **Each essay should be accompanied by at least one (and preferably more) image pertinent to the topic covered.**