Please read this handbook carefully.

You are responsible for knowing everything printed within.

The information in this handbook has been designed to assist you in planning and organizing your course of study in this department. Through reading this handbook, you will learn VCUarts Theatre policies and procedures.

Refer back to this Handbook periodically when making decisions throughout your academic career at VCU. If you are unclear about anything in this handbook, contact your advisor for assistance.
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IMPORTANT CONTACT INFO

Theatre Main Office..............................828.1514
Theatre Office Email........theatre@vcu.edu
Main Office Fax.................................828.6741
Box Office........................................828.6026
Box Office Email........theatretix@vcu.edu
Costume Shop.....................................828.6025
Scene Shop........................................828.6385
Paint Studio.......................................828.6029
SM Office..........................................828.3998

Tech Services.....................................828.2227
Bookstore..........................................828.1678
Cabell Library......................................828.1110
Student Accounting................................828.2228
Student Health.....................................828.8828
Wellness Resource Center.........................828.9355
Counseling Services...............................828.6200
Campus Police/Emergency.........................828.1234
Security Escort Services............................828.9255
Division of Student Affairs.........................828.2253
VCUarts THEATRE MISSION STATEMENT

It is the intention of VCUarts Theatre to educate and train students to be successful and viable as theatre professionals and/or academicians in their chosen area of performance, design/technology, stage management or pedagogy.

As an integral part of the university, VCUarts Theatre has designated the following goals:

1. To prepare students for professional employment in several fields of theatre.

2. To create a safe, diverse, supportive and inclusive environment in which our students can explore and express ideas creatively and with assistance and support from their peers, mentors and faculty.

3. To serve as a community and cultural resource that produces theatre for public enjoyment and interpretation.

VCU HONOR SYSTEM

VCU Students are expected to:

- practice personal and academic integrity.
- respect the rights and property of others.
- honor the rights and opinions of others and strive to learn from the differences in people, ideas, and cultures.

The VCU Honor System is printed in the VCU Resource Guide and can be found online at https://conduct.students.vcu.edu/vcu-honor-system/. It is your responsibility to be aware of and to observe the VCU Honor System and all policies and regulations of VCU and VCUarts Theatre. If you have a question about a policy please contact a faculty member, advisor or the Dean of Student Affairs.
Degree Requirements
The department offers a Bachelor of Fine Arts degree in Theatre with an emphasis in performance, design and technical theatre or stage management. In these pre-professional training programs, all aspects of theatre including the art, craft and business are examined. The curricula are designed to immerse the student in the practicalities and realities of professional theatre. The performer works daily with voice, body and imagination, while the designers, technicians and stage managers learn the art and tools of the trade in studio classes and in practical application while challenging their creativity and critical thinking.

The department also offers a Bachelor of Arts degree in Theatre. The BA in Theatre is designed for students seeking a broad exposure in the study of theatre within the liberal arts and humanities curriculum. The BA curriculum allows Theatre majors to minor in another subject.

All students are assessed by the faculty at the end of the students’ second year to determine their standing in the BA or BFA track.

The Department of Theatre requires 120 credits for a degree in Theatre. A cumulative grade point average of at least 2.0 (C) is required for graduation by the university. Individual tracks may have more stringent minimum grade point averages for continuation in the program. A minimum of 45 upper level credits (300 or 400 level) are required to graduate and degree candidates must complete 30 of their last 45 credits at VCU. Completion of a minor generally requires between 18 and 24 credits in the minor subject area.
GENERAL ACADEMIC GUIDELINES

Student Responsibilities

1. Be on time.
2. Be prepared. Complete assignments.
3. Maintain a high level of energy and enthusiasm.
4. Learn to be constructive and non-threatening in criticism.
5. Show respect toward the people and places you interact with.
6. Aim for professionalism.
7. Exercise caution and restraint when using social media.
9. Embrace collaboration and teamwork.
10. Safety. Use common sense and follow all department and university guidelines set forth in terms of physical and emotional health. If you do not feel safe or feel that you are witnessing unsafe practices, please contact a faculty member you trust to help resolve the situation.

Faculty Responsibilities

1. Teach & Supervise: Instruction takes place not only in the classroom studio process, but also in the various aspects of producing theatre throughout the Mainstage Season.
2. Evaluate: Evaluation by the faculty is an ongoing process and continues throughout the student’s academic career.
3. Mentor: Allowing students to learn from the instructors’ experience and gain insight, advice and opportunities toward career development and employment.
4. Guidance: If the faculty determines that an individual is not making satisfactory progress, the student will be given a warning. If there is not a change and improvement from the student, they may be advised to explore other areas of study.
5. Oversee and Protect: Faculty will do everything in their power to maintain a physically and emotionally safe environment for all students, free from harassment or intimidation.
ATTENDANCE

- The only acceptable excuse for missing classes at the beginning of a semester is a contract committing the student to perform work at a professional theater. It is the student’s responsibility to notify instructors of these commitments as soon as they are made.

- All theatre majors are required to attend at least one performance of all VCUarts Theatre Main stage productions. Supporting your peers and witnessing everyone’s work in the craft of theatre is an integral part of your education.

PERFORMANCE Concentration Attendance Policy:

Acting is participatory. You are therefore allowed no more than two absences from any core theatre class. With a third absence, your final grade will automatically drop a full letter grade and will continue to drop one letter grade with each additional absence. Tardiness in excess of 15 minutes or leaving class 15 minutes before class is scheduled to end will be considered an absence, and every 2 instances of tardiness will equate to one absence for grading purposes. Every instructor reserves the right to institute a “no lateness” policy. This means that if the door to the classroom is closed and you are not inside by the time class begins, you are absent. The only potential exceptions being made due to school matinees or high school touring productions.

DESIGN/TECH, STAGE MANAGEMENT Concentrations and BA DEGREE Student Attendance Policy:

Students will be allowed as many absences as the class meets per week. In other words, if the class meets 3 times a week, you will be allowed 3 absences before incurring a penalty to your grade. Tardiness in excess of 20 minutes will be considered an absence. Absences beyond those allowed will result in the reduction of your grade by a full letter for each additional absence. Tardiness in excess of 15 minutes or leaving class 15 minutes before the class is scheduled to end will equate to one absence. 2 instances of tardiness (arriving after the class has begun) will equate to one absence. Every instructor reserves the right to institute a “no lateness” policy. This means that if the door to the classroom is closed and you are not inside by the time class begins, you are absent. No exceptions. Refer to your syllabus for individual class policies.
ADVISING

All theatre majors are advised by the departmental advisor and should be meeting with them at least twice a semester. No exceptions will be made to this policy. Failure to schedule and attend your advising appointments will result in a registration hold being placed on your account.

- Theatre students are automatically added to the VCUarts Theatre Advising Blackboard group. All essential advising updates are posted via Blackboard and will be emailed to your VCU email address.

- No theatre major should ever advise another student on the correct courses to take for the successful completion of a degree. No student should make registration decisions based on the advising of another student.

- All Theatre majors have access to the DegreeWork system through eServices. This system clearly lays out all courses required for graduation.

TRANSFER CREDITS
Transfer credits for academic coursework will be evaluated by the University Transfer Center.

Transfer credits for Theatre coursework will be evaluated by the Theatre Department.

The students’ previous institution must be accredited for coursework to be accepted.

All students bringing prior credit (AP, IB, Dual Enrollment and transfer) to VCU have only one academic semester to submit their transcripts.

PREREQUISITES AND COURSE REQUIREMENTS
All Theatre students are required to complete the necessary prerequisite coursework for all required courses.

Students should read course descriptions and class syllabi carefully. You will be held responsible for all required coursework. Students may not “substitute” assignments for work required by your instructor.
REPEATED COURSES
Selected courses within the Theatre curricula may be repeated for credit. Registering for these classes too many times may result in the class not being counted toward credits for graduation. This can also affect financial aid and the cost of your tuition. Make sure to meet with your advisor before registering for these courses.

If a student earns a D or an F in a course they have the option of using the Historical Course Repeat policy. The class is taken a second time and the original grade is removed from the GPA calculation and the credits are removed from the total attempted. Students MUST fill out the Historical Course Repeat Form and submit it to Harris Hall (first floor) at the beginning of the semester in which they retake the course to take advantage of this policy.

INDEPENDENT STUDY
With the approval of a faculty supervisor and their advisor, a student may enroll for 1-3 credits per semester for academic credit when undertaking a creative individual assignment. These may be repeated for a maximum of 9 credits. Approval for these projects are traditionally limited to qualified 3rd and 4th year students.

INTERNSHIP POLICY
Students must meet with the department advisor prior to scheduling internship credits to determine how this will affect their degree completion. Proper paperwork must be completed before the student may be granted approval.

CAPSTONE POLICY
All 4th year students are required to complete a Capstone experience with their faculty mentor in preparation for graduation and professional employment opportunities.

CURRICULUM GUIDES
All curriculum information can be found online in the VCU Bulletin. Students are encouraged to use DegreeWorks (via eServices) for the most accurate information in terms of one’s degree completion.

LEAVE OF ABSENCE/REAPPLICATION POLICY
A student may leave the Theatre program temporarily and return without re-applying.

A student who is absent for more than 3 consecutive fall/spring semesters, excluding summer sessions must
1. Re-apply to the university and
2. Re-audition (for Performance majors) or re-submit a portfolio and/or interview (for Design/Tech or Stage Management majors).

All students seeking re-admission must understand that they will follow the academic rules and bulletin for the year they re-enter the university (not the year they originally started their degree program). Students are urged to think very carefully before leaving the university for an extended period of time.

Students who are placed on Academic Suspension (3 consecutive semesters of a cumulative GPA below 2.0) will be required to do the following:

1. Re-apply to the university and re-audition (for Performance majors) or re-submit a portfolio and re-interview (for Design/Tech and Stage Management majors).

2. Meet with the Associate Chair and Department Advisor. As with the above, all students who are readmitted to the university will follow the academic rules and bulletin for the year they re-enter.

3. Please be aware that failure to maintain a minimum 2.0 semester GPA for ANY semester after returning from Academic Probation will result in a 5-year Suspension.
COMMUNICATIONS AND STUDENT LOCATOR CARDS
Since it is often necessary for a faculty member, director, stage manager etc. to contact a student quickly, all students MUST maintain and check their VCU email account daily. Department emails include job openings, scholarships, internships, rehearsal schedules, workshops and other important information.

Students MUST also fill out a Student Locator Card form EVERY year. This will not only allow you access to VCUarts Theatre buildings after hours, but also is required for your contact information to be available for contact sheets and other departmental communication. If you do not fill out and turn in the Locator Card form you will not be able to enter buildings that are locked after hours. Please make sure this is done at the beginning of each school year. A link to the form will be emailed to all students at the beginning of every academic year.

The VCUarts Theatre callboards are located across from the elevator and down the faculty hallway on the second floor of the Performing Arts Center. These serve as the physical message center for the department.

The VCUarts Theatre website is also a helpful place to learn about department news, auditions, community links and alumni information. Look under the “current students” page.

VCUarts Theatre has informative email blasts multiple times a week. If you have information or announcements you’d like to have shared with the department, please email the information to theatre@vcu.edu.

Follow @vcuarts_theatre on Instagram and Facebook for department news too!

The Shafer Alliance Laboratory Theatre (SALT) board has a page on Facebook, which is also a rich source of information for the department and students.

Cell phones are an important means of communication and safety. (The LiveSafe app is a useful tool.)

However, cell phones must be turned off and put away during classes, rehearsals or performances.

At the beginning of the year, each class (Sophomore, Junior and Senior) will elect 2 class representatives. The freshman class will elect their reps at the end of the fall semester. These representatives will act as liaisons between the student population and administration regarding student concerns.

EQUIPMENT USE POLICY
VCU School of the Arts students are only permitted to use university or school equipment or licensed material (including software) off-campus if such use is for a formal class assignment supervised by a VCUarts faculty member.

Students are not allowed to use university or school
equipment, facilities or licensed material on or off campus for professional projects of their own, such as work for hire with a company or individual. This will be considered a criminal offense and could result in legal action and/or suspension from the university. The only exception to this policy is for a project formally sanctioned by a VCUArts department and supervised by a faculty member associated with the department.

**SOCIAL MEDIA POLICIES**

Be mindful and responsible when posting on social media. It is wonderful to post positive things about shows, projects, peers etc. However, negative comments are to be avoided, even in private chats. Faculty manages to see much of what is posted and mean or inappropriate posts will reflect negatively on you and the department and may even result in disciplinary action.

It is also important to give artistic credit when posting photos of productions. No photos of sets, costumes etc. should be posted without permission or credit or before the elements are complete (ie. beginning with the final dress rehearsal).

Absolutely no photos are to be taken in dressing rooms or backstage. However, once the production is open, you are welcome to share photos of yourself in costume.

Be aware that cyberstalking and bullying are against the law. Do not participate in such activities and make a faculty member aware if you witness such behavior.

**TITLE IX**

Virginia Commonwealth University is committed to providing an environment free from sexual misconduct, assault, harassment or any sex/gender discrimination that may violate Title IX of the Education Amendments of 1972 and other state and federal laws. For further information please visit: https://equity.vcu.edu/titleix/

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

All final grades are available to the students through their eServices account. The Family Educational Rights and Privacy Act of 1974 states that the academic record of a student who is over the age of 18 is private. Faculty members are not permitted to discuss a student’s academic record with a parent unless the authorization is given by the Registrar’s office. Parents may have access to a student’s academic record if the student submits written permission.

**FINANCIAL AID**

VCU has 4 institution-wide systems for assisting students financially.

1. Grants
2. Work study
3. Federal loans
4. Private loans

For more information about VCU’s financial aid policies and opportunities, check the VCU financial aid website. Students are responsible for ensuring that all financial obligations to the university and department are paid in a timely manner.
SCHOLARSHIPS, HONORS AND AWARDS
VCUarts Theatre and the School of the Arts offers a variety of scholarships for theatre students. Visit the VCUarts website for eligibility, criteria and application procedures. Questions may be addressed to Bonnie McCoy, who will keep the students apprised of upcoming opportunities. This is another reason to check your VCU email and the department call boards frequently. The availability of all scholarships and awards is subject to change.

HIGH SCHOOL MATINEES
Actors and production staff will miss morning classes on the occasion that the production they are working on has one or more student matinees on a weekday morning. It is the students’ responsibility to get permission from their professors whose class they’d be missing prior to the matinee and will need to make up any work missed from those classes. The Theatre department will also distribute an excuse letter for those legitimately involved that can be provided to faculty to support the absence. Instructors are not obligated to excuse students from a class period for mainstage shows. Getting permission ahead of time is imperative.

INCLEMENT WEATHER POLICY
Class cancellations due to inclement weather will be determined by the President’s Office. You may visit the VCU Alert website or call 278.1727 for closing information. Alerts will also be sent by email and text message. Students involved in a production should check with the stage manager for possible changes in rehearsal or crew schedules. If the university is closed, ALL mainstage and SALT rehearsals or performances will be postponed or canceled. No departmental event will be permitted to continue if the university is closed.

LOCKERS
The lockers located in the basement of PAC are available on a first-come, first-serve basis. You must sign out your locker in the theatre main office. You are responsible for your own lock for the locker. At the end of the semester all lockers must be emptied, and the locks removed. At the beginning of the fall semester, students will have 2 weeks to clear the lockers of their belongings before locks are cut off and items within discarded, to make lockers available to new students. Please be respectful of these shared spaces.

CLASSROOM POLICY
The classrooms and theaters in PAC and Shafer are all shared spaces. Please clean up after yourselves, leave the spaces as you found them and treat the rooms and items therein with respect. Furniture is assigned to each of the rooms, as well. Please be sure to ensure the proper items are always left in the appropriate spaces.

Knives, firearms or weapons of ANY KIND are strictly prohibited on campus (including pocket knives). Faculty must be made aware and give permission for any stage weapon to be brought into VCUarts Theatre buildings. Any weapon that is intended for theatrical use in a production or for a class project MUST be approved by Associate Chair Dr. Aaron Anderson before it may be introduced to the production or class and stored safely and appropriately as determined by Dr. Anderson and/or the Production Supervisor. Producing any type of weapon on campus without following these protocols could result in expulsion or arrest.
REHEARSAL SPACE
Space use is limited to VCUarts Theatre faculty and current students unless permission is given by the Department Chair and/or the Production Supervisor with a rental agreement and liability insurance documentation.

Faculty members and students may request the use of a space by emailing the main office at theatre@vcu.edu by 1 pm on Friday the week before the reservation being requested. When reserving spaces priorities will be as follows:

1. Mainstage performances
2. Regularly scheduled classes and studio
3. Special events/visiting artists as approved by the Chair or Production Supervisor
4. Mainstage rehearsals
5. Thesis productions
6. Advanced directing projects
7. Other projects related to class assignments
8. SALT (Shafer Alliance Laboratory Theatre) projects

The schedule for each space will be posted on the door the Monday of each week. If you need to use a space that is not reserved during the current week, you must write in your reservation on the door sheet. If your project is not written on the reservation sheet someone else may take the space.

The availability of certain areas may require occasional modifications to accommodate or as the result of a visiting artist(s).

Furniture is assigned to each space and is not to be removed without the express permission of the faculty who uses the space or Bonnie McCoy.
First Year Requirements
Students will not be allowed to take the second-year Voice & Speech if they failed Fundamentals of Performance.

MAINSTAGE AUDITIONS
1. Auditions will typically be held the semester before the productions will take place, with additional auditions the semester of, if needed (to possibly include incoming Grad Students and Freshmen).

2. The student stage managers will run the auditions and callbacks.

3. All declared BFA performance majors are required to audition for all mainstage productions. Exceptions will be made for productions specifying explicit casting needs. Any exceptions due to casting will be decided by faculty and announced with audition notices. Otherwise, all BFA students without written permission from the Department Chair excusing them are expected to audition.Declared BA students are not required but encouraged to audition. Students who are not Theatre Majors are also encouraged to audition.

4. Performance students who do not audition and have not gotten excused by the Department Chair will be ineligible for casting for the following semester. Requests for exception to this rule should be submitted in writing prior to auditions.

5. Performance students who are cast (including understudies), but decline the role will be ineligible for casting for the following semester, unless given approval from the chair of the department. Requests for exception to this rule should be submitted in writing prior to auditions.

6. All actors will be expected to supply one copy of their headshot and resume per director for the auditions.

7. When filling out the audition forms actors must be clear and honest about their willingness to change their appearance or cut their hair for the production. This is considered a signed contract and the answers will hold the student accountable if cast. To refuse to make the change after agreeing on the form may result in being replaced in the production.

8. Students with a current GPA of less than 2.5 will not be eligible for casting in any mainstage, SALT production, thesis project or Senior Showcase. The department advisor will give a list to stage management of all students expected to audition including whether or not they are eligible to be cast for the directors to review during auditions. Students are still expected to audition even if their GPA is below the requirement. Auditioning is a very important part of an actor’s training.

9. Once approved, the cast lists will be posted on the Stage Management Blog and on the callboard in the faculty hallway. Actors cast are asked to initial next to their name on the list to confirm they have seen and accepted their role.
10. If the cast list changes after the list has been posted, the director will contact the students affected directly.

11. VCUarts Theatre mainstage productions take precedence over all other productions, including SALT or locally produced shows.

VCUarts Theatre practices non-discrimination in the casting of its mainstage productions, following the University’s commitment to Diversity and Inclusion. We are committed to casting from the broadest possible pool of candidates for any given role. Selection decisions are based on individual merit rather than membership in a protected class as defined under Title VII of the Civil Rights Act of 1964. Mainstage productions are where the training that takes place in the classroom meets the world the students will face as they enter the profession. While every attempt is made to include the largest possible group of student actors for any given production (including occasionally double casting roles), casting will reflect the profession in that the students selected to perform will be those who best exhibit the skills and work ethic needed to effectively convey the story to the audience.

**WORK ON OUTSIDE PRODUCTIONS**

1. A performance student may accept a role in a production produced in another theater in the area, but must consult with the Chair and the director(s) of the VCU productions of that semester before doing so. Decisions will be made on a case by case basis, with the student’s learning opportunities taken into account.

2. All students may entertain offers from local theatre companies for acting, directing, stage management, design or any other production assignment. However, these all need to be approved by the Chair if they are in conflict with a mainstage assignment in any of the disciplines. These will be decided on a case by case basis in consultation with the Chair and appropriate faculty.

**PERFORMANCE DEPARTMENT DRESS CODE**

To avoid distracting or prohibitive clothing, please adhere to the following dress code for all performance classes:

1. Please wear black sweatpants, dance pants, exercise pants or tights.

2. Pants and tights must extend to the ankles. Shorts are not acceptable.

3. Pants and tights must be worn at the waist, not the hips and be form fitting, as opposed to baggy.

4. Shirts should be black and form fitting (not baggy), with sleeves and no graphics or logos. Tank tops are not acceptable.

5. Tops must be long enough that when hands are raised above the head, no skin is showing at the midriff.

6. Students must wear appropriate and supportive undergarments.

7. ALL jewelry, including body piercings, must be re-
moved for class.

8. Long hair must be tied back unless the student is specifically asked to wear it down.

9. Instructors will advise as to appropriate footwear. No high heels or flip flops.

10. Students are expected to be in proper dress when class begins. If a student is not wearing appropriate clothes they will be asked to go change and will be counted late.

11. Performance students are discouraged from getting tattoos or excessive piercings, as they may decrease casting opportunities in their professional career.

12. Performance majors who are cast in a Mainstage production and have visible tattoos will be responsible for purchasing and using required cover up.

13. Once cast in a Mainstage production, actors are not permitted to make any changes in their appearance, including haircuts, without permission from the director and costume designer.

REHEARSAL AND PERFORMANCE POLICIES AND EXPECTATIONS

MAINSTAGE REHEARSALS

1. Rehearsal staff will include a Production Stage Manager, Assistant Stage Manager and one or two Production Assistants, depending on the needs of the production and the students who are available.

2. Actors cast in the show are encouraged to receive credit for the production, providing they have registered for the appropriate course section of Rehearsal and Performance.

3. Rehearsals will be limited to 25 hours per week (not including tech).

4. Rehearsals will end no later than 11pm.

5. Directors may elect to use up to 12 hours of rehearsal time in the semester prior to the production. These rehearsals will be clearly communicated to the actors and stage management team during the auditions for the production.

6. Rehearsals may also begin up to a week before classes officially begin for the semester. These rehearsals will not exceed 5 hours a day and will be clearly communicated to the actors and stage management team during the auditions for the production.

7. Rehearsals on weekends may be no longer than 8 hours, including a one-hour meal break, with the exception of tech weekend. A straight 6-hour rehearsal may also be scheduled on a non-class day.

8. Rehearsals on weekends may not begin earlier than 12 hours after the end of the previous night’s call. (ie. If a Friday night rehearsal ends at 11pm, rehearsal on Saturday may not begin before 11am).

9. Rehearsal props will be provided by the Props Master no later than the end of the first week of rehearsals. Performance props will be provided to the rehearsals as they become available, so the director can give input regarding said props throughout the rehearsal process.

10. Stage Management will create a preliminary props list for the production, to then be reviewed and edited by the Props Master, Scenic Designer and Di-
rector for clarification and updates.

11. The scenic department will provide stage management with an accurate ½” scale groundplan of the set no later than one week before the first rehearsal.

12. Rehearsals will follow AEA regulations for breaks, meaning a 5-minute break after 55 minutes of rehearsal or a 10-minute break after 80 minutes of rehearsal. Straight 6-hour rehearsals are permitted, as long as they include one 20-minute break along with the standard 5 and 10-minute breaks.

13. Stage Management will schedule costume fittings as needed for the Costume Department, working around the actors’ work and class schedules.

14. Actors are expected to be on time to all rehearsal and fitting calls, to be prepared for said rehearsals and to maintain a professional and courteous attitude in rehearsals and performances.

15. Production meetings will be held weekly during the rehearsal period until the week tech begins. Stage Management will take and distribute minutes for each meeting prior to tech.

16. Stage Management will create and distribute rehearsal reports for every rehearsal, with the exception of tech. The production team is expected to read and respond as needed to each report.

17. Stage Management will address and document any injuries that may happen in rehearsals or performances. The accident will be recorded in the rehearsal or performance report and on an incident report that will be turned in to Bonnie McCoy.

18. There should be no use of anyone’s personal props or costume pieces without written documentation and agreement between the individual and the Theatre Department. If someone’s own item is requested for the production, a contract will be provided from the administration to cover any agreed upon liability. If an individual provides such an item and puts it into use for the production without such an agreement, the Theatre Department will not be held responsible for the care or maintenance of said item.

TECH REHEARSALS
1. Tech week will begin the week prior to the Opening Performance.

2. Tech weekend may include two 10 hour out of 12 hour rehearsal days.

3. Production meetings will be held after each tech rehearsal. The Production Supervisor will run these meetings.

4. Stage Management will create and distribute Daily Calls for each tech rehearsal, as well as a tech and performance schedule. Stage Managers will not distribute reports during tech week – as information will be discussed in the production meetings post-rehearsal with the entire production team.

5. Actors will be expected to provide their own basic stage make-up unless special make-up is required for the role. In that case, it will be provided by the Costume department.

6. Production and publicity photos and filming will take place during dress rehearsals. Students will also take their own portfolio shots during the dress rehearsals (or have someone take them for them). If needed, an additional photo call will be scheduled.
PERFORMANCES

1. There may be student matinee performances for each production followed by possible talkbacks with the cast, when there is an appropriate facilitator and interested patrons. Actors will change back into their street clothes before attending talkbacks (or other post show events). The appropriate tech staff will also be expected to stay until the event is complete, in order to shut down and lock up as required. (These events will be included on the production calendar or added with appropriate notice).

2. Actor call for performances may be as early as one and one half hours before curtain and will be announced by Stage Management. In the case of extensive hair or make-up needs, the actor call time will be determined by the Costume department.

3. Cell phones are not permitted backstage during performances. If seen, they will be taken away until the end of the show.

4. Run crew needed for backstage, wardrobe, lights and sound will be provided by students enrolled in the THEA 100 class the current semester. These assignments are made by Bonnie Brady and Neno Russell. Sound and Light crew are as needed and requested by each department.

5. Perishable props will be supplied by the Props department as needed throughout the run of the production. The needs will be communicated in the performance reports.

6. The entire cast and production staff will be provided at least 1 complimentary ticket for each production.

7. The Stage Managers and House Manager will be in charge during all performances. However, a faculty member will also always be present in the building during performances in case of emergencies.

8. Stage Management will create and distribute performance reports for every performance. Production staff will be expected to read and respond to each report as necessary by the next performance.

9. In the case of an emergency, Stage and House Management will be responsible for safely clearing the house and backstage if needed and informing the faculty member present to address the issue and contact the proper personnel or authorities.

10. In the event of student matinees, the cast and production staff will receive departmental letters to hand out to any professors whose classes they may be missing due to the daytime performances. These letters will be distributed no later than the week of the matinees. Students are expected to let the professors whose classes they will be missing know well in advance that they will have this conflict.

11. The cast and crew will be notified at least a week in advance of changes to the performance schedule, as well as of special events happening before, during or after performances that they are expected to participate in. (ie. Meet and greets after Alumnights, talk backs etc.).
All Design and Technical majors are expected to participate on crews and in the design and construction of VCUarts Theatre productions.

Design/Tech students will regularly be assigned production work. These assignments will be determined by their faculty advisor and other Design/Tech faculty who will consider the needs of the production, the students’ needs and abilities, and the overall needs of the department.

Students may advance to more responsibility in assignments by completing any tasks given to them efficiently, with skill and a positive attitude.

Production credits may be available for these assignments. Please discuss with your department advisor when you have been given such responsibilities to determine what you may register for.

All Design/Tech majors are required to maintain a 2.5 GPA in order to work on any productions (mainstage or SALT). Students with a GPA falling below 2.5 for two consecutive semesters will be put on probation and may be removed from the program by majority vote of the Design/Tech faculty.

Design/Tech majors will be assessed twice a year. These portfolio reviews will help prepare students for varied professional interview situations. This is a time to show the very best of your work. They are held the Wednesday and Thursday of finals week each semester.

In December, sophomores, juniors and seniors will present their work to the Design/Tech faculty panel. Included with the portfolio of work, should also be a current resume and a self-evaluation by the student of their strengths and weaknesses, as well as short and long-term goals. The specifics of each review will be posted and announced each semester. This portfolio review is designed to resemble interviews at SETC (Southeastern Theatre Conference).

Students will receive written comments about their work and progress after the December review. If a student is struggling with their grades or production assignments, they will be notified by the faculty and have the following semester to resolve the issue.
PORTFOLIO REVIEW
The spring semester portfolio review is scheduled for 2 days. One of the days a panel of professionals will meet with and review the work of the upperclassmen in individual interviews. For freshman, the review resembles a “science fair” format. Tables will be set up and students will be assigned sections of the table areas to present their work from the year. The faculty will move through the displays and talk to students individually about the work they are showing, their experiences in the department so far and goals for their future.

In May of the student’s second year, they will be assessed as to whether they are prepared and appropriate for the BFA or the BA track. These are two different programs and students will find they may be better suited for one than the other. Some of the factors that the faculty considers are:

1. The student’s work ethic and conduct
2. Performance on assigned tasks
3. Academic performance
4. Ability to assume leadership roles
5. Ability to handle responsibility
6. Professional prognosis
7. Ability to balance and meet multiple expectations

BFA students may meet with an advisor at any time to discuss switching to the BA program, but admittance to the BFA program is through portfolio review or interview only.
All Stage Management students will be given assignments on mainstage productions as their skill set allows, and the head of the program determines. Under most circumstances, Stage Management students will have had positions as a Production Assistant twice, Assistant Stage Manager once and Production Stage Manager once by the time they graduate. These assignments will vary depending on the needs of the productions and number of students in the program at any given time.

Stage Management students will receive individual feedback on a rolling basis. This will come from their professors, as well as professionals in the theatre industry. At least once a year students will be expected to share their work in the form of a production book/portfolio/website and resume in order to receive such feedback.

Any sophomore stage managers who carry a GPA of less than 2.8 by the end of the fall semester, will be required to meet with their stage management professor to discuss their circumstances and be put on probation until their GPA has improved. The student will not be permitted to work on a mainstage or SALT production until their probation has been lifted by the professor. This may also impact their continued participation in the BFA program. If the student’s GPA remains below 2.8 during their junior year, they may be asked to move into the BA program.
YOUR HEALTH AND SAFETY

THEATRE AND HEALTH
A theatre student must be actively concerned with their physical and emotional well-being. The responsibilities of a theatre student are physically and mentally demanding. Proper sleep and dietary habits, as well as healthy stress-relief habits, will be beneficial in maintaining the health needed to function successfully in this department. It is also strongly encouraged to seek medical treatment as necessary. If students are unable to see their personal physicians for medical assistance they should visit the University Health Services.

It is also a student’s right to request an Intimacy Coach in any rehearsal or classroom setting that they feel needs additional supervision to maintain a safe, comfortable and consent-driven experience. No student should be required to partake in any exercise that forces them outside of their personal boundaries.

VCUarts Theatre pledges a welcoming environment free of harassment and discrimination. There is a zero-tolerance policy for said behavior.

Harassment includes but is not limited to:

1. Inappropriate or insulting remarks, gestures, jokes, innuendos or taunting about a person’s racial or ethnic background, color, place of birth, ancestry, religion, gender, age, pregnancy or familial status, veteran status, genetic information or disability.

2. Unwelcome questions or comments regarding an individual’s private life.

3. Unwelcome jokes, remarks, innuendos or taunting about a person’s body, attire, appearance, gender or sexual activities.

4. Unwanted or inappropriate touching or other physical contact.

5. Unwelcome inquiries or comments about a person’s sexual activities or preferences.

6. Leering, whistling or other suggestive or insulting sounds.

7. Inappropriate comments about clothing or physical characteristics.

8. Expressing through text, email or other method offensive sexual remarks, jokes, stories, pictures or materials which are sexually oriented.

9. Requests or demands for sexual favors which include or strongly imply the promises of rewards for complying and/or threats of punishment or backlash for refusing.

10. Sexual solicitation or advance made by a person to confer, grant or deny a benefit of advancement.

11. Reprisal or threat of reprisal for the rejection of solicitation.
Any or all of the above examples of harassment may create a negative environment for individuals or groups and have the effect of creating a toxic work environment. It should also be noted that an individual does not have to be the direct target of harassment to be adversely affected by it. Conduct or comments that create an offensive, hostile or intimidating environment will not be tolerated. Harassment is decided not on the intent, but on the impact of the actions. We are committed to ensuring a climate free of sexual assault and harassment for all students and faculty.

If anyone feels that they are the victim of, or present to witness the victimization of another, they should immediately inform your stage manager if it happens during a rehearsal or performance or inform a trusted faculty member. Students who feel unsafe in any way may contact a variety of people—including their Stage Manager, the Production Supervisor, the Associate Chair, or the Chair. Our intent is to maintain a safe, positive and respectful atmosphere in all areas of the department.

HEALTH INSURANCE
All full-time students are required to subscribe to the university’s Student Health Services. Health Services fees cover only those rendered at the Health Services Clinic. Students will be responsible for charges incurred if they visit other physicians. University Health Services is located at 1300 West Broad Street, Suite 2200, 828.8828. Students should carry their own accident and health insurance policies and carry their card with them at all times.

DISABILITY SUPPORT SERVICES
Students who have physical problems such as diabetes, arthritis, epilepsy, or learning disabilities, such as dyslexia, ADHD etc. which may affect academic studies or performance activities should notify each of their instructors at the beginning of each term. In order to receive academic help from the university, the student’s medical records must be on file at Disability Support Services.

GENERAL SAFETY GUIDELINES
Never walk alone at night. Please use the “buddy system” to get to your destination or call the VCU Escort Service (828.WALK). This is especially important after late night rehearsals or performances. Please check with each other to be sure no one will be getting home on their own.

We realize that there will often be a need to work in one of the theater or labs late at night. If this is unavoidable, you MUST have another person with you if it is after midnight. No one should be working alone in either theater late at night. And NO ONE is to use power tools or climb into the grid of the theater after hours or without faculty supervision.

If involved in a mainstage production, please leave valuables at home during performances or allow the stage managers to collect them to keep them safe during a show. Never leave personal belongings unattended. We have experienced theft in the past.

Do not leave outside doors propped open.

Make a note of the locations of the yellow VCU Police Emergency phones in relation to your classes and housing.

Immediately report any suspicious behavior to the VCU Police (828.1234) or the main office of the Theatre Department (828.1514).
Always carry your student ID and insurance cards.

If you are seriously injured or witness a serious injury, call 911, then notify the closest faculty member. Accident Report Forms are located online, with the QR codes posted by the elevator on the 1st floor of PAC and in the department mailroom. These forms must be filled out by the injured party or a witness (i.e. a stage manager) and submitted to Bonnie McCoy.

HOW TO BE PREPARED FOR EMERGENCIES
Sign up to receive VCU text alerts.

Download the “LiveSafe” app.

Know the evacuation routes from your classes and dorms.

Know the emergency phone number for VCU Police: 828.1234.

Report suspicious activities, people or objects.

UNIVERSITY COUNSELING SERVICES
The mission of University Counseling Services (UCS) is to create an environment that fosters student growth, development and psychological well-being through direct clinical services, education and prevention. UCS is committed to human rights and equality, promoting respect for individual and cultural differences. For assistance, please call 828.6200 or visit their website.

Virginia Commonwealth University is committed to providing an environment free from sexual misconduct, assault, harassment or any sex/gender discrimination that may violate Title IX of the Education Amendments of 1972 and other state and federal laws. For further information on VCU and Title IX, please visit: https://equity.vcu.edu/titleix/
BOX OFFICE POLICIES

All VCUarts Theatre students are required to attend a performance of each mainstage production. Tickets can be purchased at the box office, with a discounted rate of $5 per student ticket for Opening Night performances. The regular students ticket prices of $10 will apply to all other performances. You may also see the shows for free if you sign up to usher for a performance. (This is also helpful, as ushering counts toward required volunteer hours.)

To reach the Theater Box Office or purchase tickets, please use Showclix, call 828.6026 or email theatretix@vcu.edu. The box office hours will be posted on the door.

Ticket prices will not be prorated for late arrivals or early departures. There will be no refunds. If a ticket needs to be exchanged please see the Box Office or House Manager.

COMPLIMENTARY TICKET POLICY

VCUarts Theatre faculty and staff (including adjuncts) are entitled to at least 1 free ticket per production.

VCUarts Theatre graduate students are entitled to 1 free ticket per production.

Cast and crew members of a mainstage production are entitled to at least 1 free ticket per production. Complimentary Ticket Forms will be given out to the company by the stage manager.

Complimentary tickets should be picked up from the Box Office no later than 30 minutes prior to the performance. If they are not claimed by then and the show is sold out, they may be forfeited.

GENERAL PERFORMANCE INFORMATION

The Hodges Theater is wheelchair accessible by taking the elevator to the second floor.

Evening shows will typically begin at 7:30pm and Sunday matinees will begin at 3pm. Student matinees will begin at 10am.

The last row of seats in Hodges Theater will be reserved for late seating.

If a patron leaves the theater during the performance and intends to return, they will be asked to re-enter from the back of the theater on the 2nd floor to avoid crossing paths with the cast or crew.

HOUSE MANAGEMENT

There will be at least 1 House Manager present for each VCUarts Theatre mainstage performance.

The House Manager will be responsible for communicating with the Stage Manager in terms of opening and closing the house once tickets are picked up and patrons have all entered the theater.

The House Manager will be in charge of the ushers at each performance, will maintain a clean house and will coordinate reserved seating when needed.
PRODUCTION RESPONSIBILITIES

Specific responsibilities of the people involved in a theatrical production, though largely standardized, still may vary from production to production. The following descriptions of job responsibilities are written in general terms and are not all-inclusive. If you are uncertain of what you are in charge of when given a show position, please make sure to ask your supervisor for clarification.

DIRECTOR
1. Responsible for, and in control of all of the artistic aspects for a particular script being brought to the stage. Responsible for the overall mood/activity/schedule setting/schedule maintenance of all rehearsals.

2. Works with the design team to create the visual concept to be realized by the production departments.

3. Casts and works with actors to achieve the performances desired for the production.

4. May employ the services of an Assistant Director, who may function in the absence of the Director and may be assigned shared responsibilities with the Director.

ASSISTANT OR ASSOCIATE DIRECTOR
1. Responsible for duties assigned by the Director.

2. This position is not one of authority unless all parties are so informed by the Director.

3. Duties may include research and note-taking.

DRAMATURG
1. May be called upon by the Director to serve as theatre historian, researcher, translator, adapter, advisor or critic.

2. May also work with the PR Department to create education materials or help with publicity ideas.

MUSICAL DIRECTOR
1. Responsible for the musical and vocal training of the cast and instrumentalists.

2. Conducts musical auditions.

3. May serve as rehearsal accompanist.

4. Will assemble orchestra and conduct performances.

CHOREOGRAPHER/MOVEMENT SPECIALIST/FIGHT DIRECTOR/INTIMACY DIRECTOR
1. Responsible for dance sequences in plays and all dancing in musicals (in collaboration with the director and creative team).

2. Participates in auditions when appropriate.

3. May be enlisted to choreograph fights, scenes involving physical intimacy, or other specialized movement needs.
ASSISTANT STAGE MANAGER (ASM)
1. Assists Production Stage Manager with all needs for the rehearsal and production process.
2. Typically in charge of all backstage paperwork.
3. Runs the deck during performances.

PRODUCTION ASSISTANT
1. Assists the PSM and ASM in all rehearsal and performance needs, including making copies, running errands, being on book and taking line notes.
2. Part of the stage management team working on the shows during performances.

SCENIC DESIGNER
1. In collaboration with the Director, the Scenic Designer creates the setting for a production.
2. Completes renderings and a model of the set in scale.
3. Designs or approves props and set pieces.
4. Provides ground plans, design elevations, drawings and other specifications of their design to the Technical Director in the appropriate method such as a model and/or Vectorworks draftings.
5. Advises the building of the set and props as needed.

ASSISTANT SCENIC DESIGNER
1. Performs those duties specifically assigned by the Scenic Designer which may include drafting, model-making, research and organization.

SCENIC ARTIST / PAINT CREW
1. Responsible for all paint treatments required for the scenic design.

VOICE / SPEECH / DIALECT COACH
1. Works with director to make decisions about which dialects would best serve the production.
2. Coach the actors to ensure the dialects/accents are consistent and accurate, that the actors are projecting their voices fully and their diction is clear.
3. Educate and support the actors in terms of vocal health practices.

ACTOR
1. Answerable first to the director, then to the Stage Manager in rehearsals and performances.
2. Performs roles as directed and maintains the integrity of the performance through the duration of the run.
3. Expected to be punctual, responsible, respectful, and diligent in their craft.

PRODUCTION STAGE MANAGER / STAGE MANAGER (PSM / SM)
1. The Stage Manager assists the Director in all aspects relating to the smooth functioning of the rehearsal hall including schedule setting and maintenance, timely breaks, etc. and is in control of the production once it has opened, maintaining the artistic integrity of the Director’s vision.
2. Assists the director in terms of rehearsal and production needs.
3. Oversees rehearsal room set up and breakdown.
4. Creates and distributes Daily Calls and Reports to facilitate communication.
5. Runs the technical rehearsals and performances.
TECHNICAL DIRECTOR (TD)
1. Supervises construction of set by balancing the designer’s specifications and departmental budgets.
2. Creates draftings to inform the build.
3. Coordinates crew schedules, construction methods and material purchases.
4. Oversees scenic load-in.
5. Supervises the maintenance of scenic elements throughout run of production.

ASSISTANT TECHNICAL DIRECTOR (ATD)
1. Performs duties assigned by the Technical Director.
2. Creates drafting to inform the build.
3. Often present in the scene shop to assist and oversee set construction.
4. Communicates needs or issues in the scene shop to the Technical Director.

MASTER CARPENTER
1. Lead builder in charge of set construction, working closely with the ATD and supervising and assisting construction crew.

DECK CARPENTER
1. Member of the scenic team who is present before and during performances acting as stage crew and/or maintaining and repairing scenic elements as needed during the production

RUN CREW
1. Present before and during all technical rehearsals and performances to carry out needs of the show in terms of presets, handoffs, scene changes and any other tasks assigned by the stage management team.

PROPERTIES MASTER
1. Provides rehearsal props for use while performance props are being built and found.
2. Creates and/or procures all props and set decorations required by the script, the Director and the Scenic Designer.
3. Oversees the properties crew in creation of props.

PROPERTIES CREW
1. Assists Prop Master in building, sourcing or procuring all props and set decoration required for the production.

COSTUME DESIGNER
1. In collaboration with the Director, designs the costumes for a production.
2. Provides the Costume Shop with complete color sketches and color schemes, including ornament and detail drawings.
3. Designs, selects and approves costume accessories.
4. Approves hair styling and selection of wigs, hairpieces, mustaches, beards and specialized make-up.
5. Attends fittings and dress rehearsals.
ASSISTANT COSTUME DESIGNER
1. Performs those duties specifically assigned by the Costume Designer.
2. Assists Costume Shop Supervisor in organizing the work of the stitchers and drapers, recording expenses, doing research and attending fittings.
3. Works closely with Stage Managers, Wardrobe Supervisor and dressers.

HAIR AND MAKEUP DESIGNER
1. In collaboration with the Director and Costume Designer, makes decisions regarding actors’ makeup and hair needs.
2. Executes or supervises wig creations.
3. Instructs actors in methods of achieving desired hair and makeup designs.

COSTUME SHOP SUPERVISOR
1. In charge of all construction and alterations of costumes in costume shop in preparation for productions.
2. Arranges measurement and fitting appointments with the Stage Manager.

WARDROBE SUPERVISOR
1. Responsible for all backstage operations involving costumes, including quick changes.
2. Oversees maintenance and cleaning of costumes during performances.

WARDROBE RUN CREW / DRESSERS
1. Assists the actors in dressing and quick changes backstage.
2. Carries out duties assigned to them by the Wardrobe Supervisor.

LIGHTING DESIGNER
1. In collaboration with the Director, designs lighting for the production.
2. Provides equipment list and light plot.
3. Advises hang and focus of lighting instruments.
4. Designs all light cues.

ASSISTANT LIGHTING DESIGNER
1. Works closely with Lighting Designer to accomplish the tasks listed above.
2. Often designs and coordinates Spot Lights.

MASTER ELECTRICIAN
1. Responsible for technical needs of the Lighting Designer.
2. Oversees electrics crew in the process of hanging, cabling and focusing lighting instruments.
3. Supervises maintenance of equipment.

ELECTRIC CREW
1. Prepares, hangs and focuses lights in accordance with the light plot and the Master Electrician’s direction.
2. Perform maintenance on instruments as needed throughout the run of a production.
**DECK ELECTRICIAN**
1. Responsible for maintaining and operating any lighting needs during performances.
2. Works in conjunction with Light Board Operator to complete pre-show checks and repairs as needed.

**LIGHT BOARD OPERATOR**
1. Responsible for running the light board during performances.
2. Responds to standbys from Stage Manager.
3. Fire light cues when given the “GO” by the Stage Manager.
4. Saves and shuts down lighting equipment in booth after performances.

**SOUND DESIGNER**
1. In collaboration with the Director, creates the sound design for the production
2. Supervises the set up and maintenance of sound equipment for performances.
3. Builds and provides sound cues to the Stage Manager.

**SOUND BOARD OPERATOR**
1. Responsible for testing and maintaining sound equipment and cues before performances.
2. Responds to standbys from Stage Manager.
3. Fire sound cues when given the “GO” by the Stage Manager.
4. Responsible for properly shutting down all sound equipment at the end of performances.

**SOUND MIXER**
1. Often in addition to operating the sound board, the mixer is responsible for operating the mixing board for shows when the cast wears body mics. This is most often for musicals or shows needing special vocal effects.

**A2 / AUDIO TECHNICIAN**
1. Responsible for testing and maintaining all microphones as well as helping the actors put them on properly.
2. Remains backstage during performances to address and resolve technical sound issues as noted by the Sound Board Operator, the Stage Managers or the actors.

**SOUND CREW**
1. Assists Sound Designer in placing and maintaining equipment in preparation for technical rehearsals and performances.
2. Collaborates on sound-based props.

**HOUSE MANAGER**
1. Responsible for all aspects of the front of the house (audience seating) in terms of cleanliness, comfort and safety for the patrons.
2. Coordinate with the box office and stage management opening and closing the house.
3. Supervise ushers and ticket-taking, informing stage management of the house count and any issues affecting the audience during performances.
DEPARTMENTAL BEHAVIORAL EXPECTATIONS

Students are expected to act in a professional and appropriate manner in all classes, rehearsals and performances. The theatrical process is entirely collaborative. ALL those involved in the creation of a production are to be treated with appreciation and respect, as every single position is important to the process.

CLASSROOM CONDUCT

1. Students are expected to arrive to class on-time.

2. Faculty will determine and enforce attendance policies for their classes. Make sure to read the syllabus carefully, or ask the instructor to be sure of their expectations.

3. Students must wear appropriate attire as indicated by the class instructor. This applies to all performance and technical students. If a student is not dressed properly for a class, the instructor may send the student away to change. This may result in a tardiness or absence at the discretion of the instructor.

4. The classrooms are a shared space. They should be left clean and neat after use.

5. Exhibiting disrespectful behavior toward an instructor, fellow students, or the classroom and equipment, is unacceptable. If a faculty member feels a student is behaving inappropriately or being disruptive, they may ask the student to leave the class for the remainder of the session. This may also negate the student’s attendance for that class session.

6. Disruptive behavior by a student may result in the filing of formal charges under the University’s Rules and Procedures document that can be found at www.provost.vcu.edu.

7. Smoking & vaping is prohibited in all VCU buildings.

8. The furniture provided to each classroom is dedicated to that space and should not be removed.

9. Trespassing, vandalism or theft are grounds for immediate dismissal from the department.

AUDITION CONDUCT

1. For auditions, students should be prepared to provide copies of their headshots and resumes and be dressed in professional attire. The only exception to this is for a dance call, in which case you should wear clothing appropriate for movement.
REHEARSAL CONDUCT

1. Important information regarding rehearsals will be posted on the department callboard and emailed daily. Please make sure to check your email regularly and often to stay informed.

2. You are expected to be on time and dressed appropriately to every call. That means being ready to work at your call time, not just arriving. If you will be unavoidably late, you are expected to contact your Stage Manager to make them aware of your situation.

3. It is unacceptable to attend a rehearsal under the influence of alcohol or drugs. If found to be inebriated in any way, you will be immediately dismissed from the rehearsal and possibly the production.

4. Clean up after yourself. Stage management is not meant to be your housekeeper.

5. Communicate issues to stage management.

6. Be quiet and respectful in rehearsal when you are not working. If you’d like to work on your own scenes or lines when you’re not needed in rehearsal, talk to stage management about where you can be.

CREW CONDUCT

1. Often you will be eligible for credit when taking a crew position, such as THEA 100 or Rehearsal and Performance credits.

2. Attendance, punctuality, positive attitude, willingness to attempt tasks and reliability will all factor into your grade when performing as run crew.

3. Crew refers to backstage run crew, dressers, board operators and spot light operators.

4. Please dress appropriately. In most cases, this will mean all black clothing and closed-toed shoes. Your supervisor will inform you if there is a different dress code needed.

5. Run crew members will report directly to the Assistant Stage Manager. Dressers will report to the Wardrobe Supervisor and Neno Russell, and then the Assistant Stage Manager.

6. Being part of a run crew requires complete attendance. We do not have understudies for crew positions so absence from a rehearsal or performance (unless there is an extreme circumstance) is not allowed and will negatively affect your grade.

7. Food and drink are prohibited backstage, with the exception of water in a closed container.

8. Once you have arrived to your call, you may not leave the theatre building again without the permission of a Stage Manager.

9. It is unacceptable to attend any rehearsal or performance under the influence of alcohol or drugs. If found to be inebriated in any way you will be immediately dismissed from the rehearsal or performance and possibly the production.
PERFORMANCE CONDUCT FOR CAST AND CREW

1. You are expected to be on time and signed in (if you are an actor) for all calls. Once you have signed in, you may not leave the building again without permission of a stage manager.

2. If you are having an emergency, or are ill, and not able to get to the theater on time, you must let your stage manager know as soon as possible.

3. There are NO CELL PHONES permitted backstage beginning at the “Five Minute” Call until the end of the show. If phones are being used they will be taken away for the duration of the performance. (You may check your phones at intermission once your duties are complete, but it then needs to be put away by the “Places” call for the second act).

4. There is no food or drink permitted backstage (with the exception of water in a closed container). There is also no eating, drinking or smoking allowed in costume. If you need to partake in those things while in costume, be prepared to cover up with a robe or oversized shirt.

5. Cast and crew are to maintain the artistic integrity of the show throughout the duration of the run. No changes can be made once the show is open without permission of the Director or PSM.

6. Costumes and props are to be treated with respect and returned appropriately. Do not touch a prop or costume piece that isn’t yours.

7. Sound and light carries easily in our theater. Please be as quiet as possible when backstage and be aware of masking and audience sightlines.

8. Photos are not permitted to be taken in dressing rooms or changing areas backstage.

9. Photos of scenic elements or costume pieces may not be posted on social media without getting permission from, and giving credit to, the designers.

10. During performances, understudies who are not used may be released once the second act of the show has begun.

11. Actors should not interact with audience members or mingle in the lobby in costume. In the case of a talkback, actors will get out of costume before joining the company onstage.

12. There will always be a faculty member in the building during performances, but the stage management team is in charge of the show. Please follow any and all directions given by a Stage Manager, Musical Director, Dance Captain or Fight Captain.

13. Stage managers create reports for each performance. Any bad behavior or misconduct will be indicated in the report and addressed by the appropriate faculty.

14. All members of the cast and crew are allowed at least one complimentary ticket for the production.

15. In the case of a student matinee that conflicts with scheduled classes, a department letter will be provided that can be given to teachers whose classes will be missed. You are responsible for letting these instructors know of the conflict ahead of time and for the work missed.
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<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
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<tbody>
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Please direct all Graduate Student Handbook changes or suggestions to