

MEREDITH COLLEGE THEATRE STUDENT HANDBOOK

THE THEATRE HANDBOOK IS A SUPPLEMENT TO THE MEREDITH COLLEGE ACADEMIC CATALOGUE, WHICH IS THE AUTHORITATIVE SOURCE FOR ACADEMIC REQUIREMENTS AT MEREDITH. IT IS THE RESPONSIBILITY OF EACH STUDENT TO BE FAMILIAR WITH THE RULES AND REGULATIONS CONTAINED IN THE MEREDITH COLLEGE ACADEMIC CATALOGUE.

THIS HANDBOOK IS DESIGNED TO PRESENT INFORMATION AND POLICIES THAT ARE MOST OFTEN USED BY THEATRE MAJORS AND OTHER STUDENTS ACTIVELY INVOLVED WITH THE THEATRE PROGRAM.

PRODUCTION CALENDAR / IMPORTANT DATES

Fall 2019

August 21	Classes begin
August 23	Fall Term Welcome back afternoon
August 25	Auditions - <i>No Exit</i> and <i>Company</i>
August 26	Callbacks (if necessary) - <i>No Exit</i> and <i>Company</i>
September 2	Labor Day
September 14	Work call - <i>No Exit</i>
September 25 – 29	RUN – <i>No Exit</i>
September 29	Strike - <i>No Exit</i>
September 30	<i>No Exit</i> post mortem - 10 am
September 30	Music rehearsals begin for <i>Company</i>
October 10 – 13	Fall Recess
October 14	Blocking / Dance rehearsals begin for <i>Company</i>
October 19	Work Call - <i>Company</i>
November 13 – 17	RUN – <i>Company</i>
November 17	Strike - <i>Company</i>
November 18	<i>Company</i> post mortem - 10 am
November 22	End-of-term work call
November 27 - December 1	Thanksgiving Break
December 4	Last Day of Classes
December 5	Reading day interviews with seniors
December 6 – 7	Directing Scenes (Final Dress and Performance)
December 8 at 7 pm	Spring Auditions
December 12	Last Day of Fall Term
December 13 – January 10	Winter break

Spring 2020

January 13	Classes begin
January 17	Spring Term Welcome Back Afternoon
January 20	MLK, Jr. holiday
February 1 & 2	Work call / Load-in Julius Caesar
February 4 - 9	KCACTF Region 4 Festival 52 (Spartanburg, SC)
February 19 – 23	RUN – <i>Julius Caesar</i>

February 23	Strike - <i>Julius Caesar</i>
February 24	<i>Julius Caesar</i> post mortem - 10 am
February 26 - 29	<i>Vagina Monologues</i>
February 26 - March 1	SETC Annual Auditions/Convention (Louisville, KY)
March 9 – 15	Spring break
March 21	Work call - <i>Untitled, Suffragist Play (devised work)</i>
April 1 - 5	RUN – <i>Untitled, Suffragist Play (devised work)</i>
April 4 at 2 pm	Show at North Carolina Museum of History
	Load out of Meredith Friday Night April 3
	Load and tech Pick up April 4 Morning
	Transfer back to Meredith after 2pm Matinee
April 4 (times TBA)	Stage It! workshops, dinner in Belk & evening show
April 5	Strike <i>Untitled, Suffragist Play (devised work)</i>
April 6	<i>Suffragist Play (devised work)</i> post mortem - 10 am
April 10-12	Easter Recess
April 14	CSA Day - no classes
April 24	End-of-term work call
April 29	Last day of class
April 30	Reading Day interviews with majors

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DEPARTMENT OF THEATRE

Mission Statement

The student-driven Theatre Program at Meredith challenges rising artists to strive, struggle and achieve in the art of theatre through a program of academically rigorous study in performance, production and design.

Student Learning Outcomes

Upon the completion of the program students will be able to:

- Create artistic works and scholarly documents;
- Apply a disciplinary and interdisciplinary knowledge base to their own work;
- Communicate effectively using written, visual and physical means;
- Evaluate their work in an engaging, artistic and constructive way.

MEREDITH COLLEGE THEATRE

MEREDITH COLLEGE THEATRE PRODUCES FOUR THEATRE PRODUCTIONS PER ACADEMIC YEAR AND SELECTS PRODUCTIONS THAT SUPPORT THE DEPARTMENT'S MISSION STATEMENT. EACH PRODUCTION IS BROUGHT TO LIFE THE MEREDITH ENSEMBLE THEATRE.

MEREDITH ENSEMBLE THEATRE COMPANY(METC)

METC is the student-support arm of MCT in its creation of award-winning theatre. Responsible company members drive the success of a tight-knit academic theater program, like MCT, by:

- Providing the support needed to create professional and well executed scenic, lighting, sound and costume designs.
- Creating a community that works well in collaboration with other company members.

In addition, METC main objective is to fulfill the theatre department's mission statement by challenging students to strive, explore, struggle, and achieve in the art of theatre.

Only METC members in good standing may participate in Meredith College Theatre productions. Initial membership is open to all students, who must then maintain their membership in order to audition or design for a show.

METC Membership

In order to remain a member in good standing, each METC member must:

- Maintain a 2.0 GPA;
- Participate in the Extra Theatre Company (requirements determined by ETC);
- Attend all Production Post-mortem's
- Log work hours on MCT production work calls (4 hours per show per semester);
- Log 4 work hours of non-specific production work (Company Calls) per semester

- Note: Work Calls and Company calls are timed to the best benefits of the productions, but there is flexibility for make-up hours due to academic conflicts or special circumstances with prior arrangement.
- Attend all MCT strikes;
- Participate in at least one production per semester and enroll or audit the appropriate THE 101-106 practica;
- Exhibit professionalism according to the standards of the theatre industry:
 - Timely arrivals to rehearsals, meetings, work calls, etc.;
 - Positive and supporting collaborative attitude at all times;
 - Prepared to work and contribute at rehearsals, technical rehearsal and events

METC Benefits and Privileges

- Invited to audition or work as crew for all MCT productions;
- Invited to serve as an assistant director, designer, stage manager or choreographer in an MCT production;
- Enrichment opportunities to work with guest artists (male and female) in productions.
- All privileges of ETC membership including all production opportunities in ETC productions such as *Vagina Monologues*.

METC Probation

- Students who fail to meet the expectations outlined above will be placed on immediate METC probation, losing the above benefits and privileges.
- During probation, students may audition or seek a tech position in a production on a “conditional status.”
- To qualify for “conditional status” members on probation are required to develop a detailed improvement plan that is approved by the theatre faculty.

Loss of METC Membership

- Any member on probation who fails to complete a faculty-approved improvement plan will lose all METC privileges for the following Fall or Spring academic semester. Privileges will be restored the semester following the completion of the faculty-approved improvement plan.

STUDENT ORGANIZATIONS

Alpha Psi Omega (APO)

The National Honorary Theatre Fraternity (APO) became chartered by Meredith College in 1938 due to the hard work Ms. Frances Bailey, professor of speech and dramatics.

The goals of Alpha Psi are: to promote participation and professionalism in Meredith Ensemble Theatre productions; to assist Meredith Ensemble Theatre patrons; to provide at least one service project per year; and to assist the theatre faculty in broadening the Theatre Arts program. Membership is earned by onstage and backstage participation in theatre productions. Membership in Alpha Psi Omega is by invitation only; please contact an Alpha Psi officer for more information.

Extra Theatre Company (ETC)

ETC offers opportunities for all students to participate in laboratory productions. Previous productions include student directed plays and readings, senior projects and the annual production of The Vagina Monologues. ETC often collaborates with other groups across campus on events such as Women's History Month, Earth Day, etc.

DEPARTMENT AFFILIATIONS

- Kennedy Center American College Theatre Festival (KCACTF)
- Southeastern Theatre Conference (SETC)
- North Carolina Theatre Conference (NCTC)
- United States Institute of Theatre Technology (USITT)

PROGRAM POLICIES

METC Company Meetings

Company meetings are scheduled at the start of each semester (Welcome-back meetings) and at the end of each performance (post-mortems). Every company member is required to attend (special consideration will be given for academic scheduling conflicts).

Welcome-back meetings provide opportunity for faculty to update students on the semesters schedule updates program policies, introduce visiting artists (when available), and provide a forum for student input on non-show specific concerns.

Post-Mortems evaluate the success, both artistically and administratively of the completed production, and provide a forum to address issues that need improvement.

Group email

Once all majors, minors and perspective ensemble students are established the department will create a group mailing list. Please make sure to read all incoming emails about department business.

METC News Facebook Group

When information/news is available for METC it will be posted on Facebook via METC News (students are allowed to post as well). Information posted:

- Dates for work calls and auditions (both at Meredith and off campus);
- Conferences and scholarships;
- Student and alumnae accomplishments;

- Upcoming shows both on and off campus;
- Quick tidbits about the theatre;
- Company meetings;
- Needed help.

Please make sure that you request to join our group. Please note faculty (and students) are able to track who has seen a post by looking at the “seen by” function.

WHY A THEATRE DEGREE?

METC challenges its students to strive for academic and professional success. The program’s in-depth and academically rigorous study of history, performance, production and design teaches Meredith students every facet of the theatre and provides them with the knowledge, confidence and creativity needed to produce artistic works and scholarly documents. Our students continue to develop their critical thinking skills and leave the theater program with the ability to communicate effectively via written, visual and physical means. Most importantly, our program helps you discover your potential and become Meredith Strong.

PROGRAMS OF STUDY

Bachelor of Arts (B.A.) in Theatre
 Concentration in Musical Theatre
 K-12 Licensure
 Professional Performance Certificate
 Contract Major
 Minor

REQUIREMENTS FOR THE MAJOR / COURSES OFFERED

Please refer to [Meredith College’s 2019-2020 Undergraduate Catalogue](#).

DECLARING THE MAJOR / MINOR

We strongly encourage all students interested in becoming a theatre major / minor to declare during their freshman year. By declaring sooner than later we can guarantee someone from within theatre faculty will serve as your adviser. In addition, you will create stronger ties within our ensemble and your transition to studying theatre will be more successful.

Requirements to declare the major

- Download the “Declaration of Major” form
https://my.meredith.edu/bbcswebdav/institution/ADMINISTRATIVE/REGISTRAR/FORMS/registrar_declaration_of_major_09.pdf
- Schedule a meeting with Steven Roten, director of the theatre program.

Requirements to declare the minor

- Download the “Declaration of Major” form
https://my.meredith.edu/bbcswebdav/institution/ADMINISTRATIVE/REGISTRAR/FORMS/registrar_decofmin12.pdf

- Schedule a meeting with Steven Roten, Director of the Theatre Program.

Requirements to declare a Musical Theatre concentration

- An audition is required. Please schedule an audition with Steven Roten, Director of the Theatre Program.

ADVISING

All declared theatre majors are assigned a theatre faculty or staff member who will serve as an academic advisor. Each student must meet with his/her advisor prior to registration for the following semester. It is the student’s responsibility to study the Meredith College Academic Catalogue and to be aware of the academic requirements for the degree program for which he or she is enrolled.

The student’s advisor will work with the student in keeping a degree program checklist and filing required forms for graduation. Students should maintain their own academic file with copies of all grades and reports.

PRODUCTION POLICIES

Season Selection

The theatre faculty and staff are responsible for the selection of productions produced by Meredith Ensemble Theatre. All productions must explore a variety of styles and periods of dramatic literature that will enhance the theatre program and be attractive to our audience. Using this criteria, a four year rotation was created and listed below:

Show/ Year	Year 1	Year 2	Year 3	Year 4
MUSICAL	Modern Classic Musical	Sondheim Musical	Golden Age of Broadway Circa 1920 through 1960	Contemporary Musical circa 1960 through present day (includes Rock Musical)
CLASSICAL	Greek/ Roman	Shakespeare/ Elizabethan	Royal Theatre/ Restoration Drama	Commedia Dell’ Arte/ Spanish Golden Age / Renaissance

MODERN	Contemporary Production (Recently written show, but not necessarily a premiere)	Avante Garde/ Absurdist Production	Modern Production (Chekov, Williams, Strindberg, Miller, etc.)	Multicultural Show
MISC.	Young Adult Play / Children's Show	Devised Theatre Production (created by the Meredith students and faculty)	Feminist Play	New Works

Auditions / Casting

Auditions for Meredith College Theatre productions open to all Meredith College Theatre Ensemble members. All students assigned to a production (cast and crew) MUST enroll in the following practica (If you are over eighteen credit hours, we ask you enroll under "audit" status):

- THE101/102 Performance
- THE 103/104 Production
- THE 105/106 Front of House

A cast list will be posted on the production callboard (across from Steven Roten's office). Students must check the roster and initial next to their name to acknowledge their roles. In addition, all actors MUST sign a participation agreement (see appendix A).

What to Expect from MCT During Auditions

- MCT strives to create a professional audition experience.
- Copies of all plays during the season are available to students. Please ask any departmental faculty how to access the plays.

What does MCT Expects from You During Auditions?

- Be prepared! Present yourself professionally at all times.
- An audition begins the moment you enter the building and does not end until you have left the building.
- Dress in a respectful manner.
- Read the play you are auditioning for prior to auditions.
- You may be asked to prepare material in advance. If so make sure that your monologue(s) and/or song is completely memorized.
- READ ALL AUDITION FORMS VERY CAREFULLY AND ONLY AGREE TO CONDITIONS THAT YOU ARE WILLING TO ACCEPT.
- Be familiar with all production dates and rehearsal times. If you do not list any conflicts with a particular rehearsal, do not expect to be released from rehearsals later in the process.
- Documented illness is the only valid excuse for missing a rehearsal without prior conflict notice.

Rehearsal Hours

The “usual” rehearsal period for a department production is four weeks. Production type (musical, one-act, etc.) and calendar conflicts may result in a slightly shorter or longer period.

- Regular (non-tech or dress) rehearsals generally occur from 7:00pm – 10:00pm, five nights a week, but may be scheduled up to six days a week, with a maximum of four hours per rehearsal. Refer to the rehearsal schedule at your auditions to confirm any variance from the norm.
 - The director, in consultation with the production staff, is responsible for the planning of the rehearsal schedule.
 - Directors will make every attempt to call cast members only when they are needed.
 - The Stage Manager will post updated call times for the following rehearsal on all rehearsal reports.
- The Tech Rehearsal Process usually adheres to the following schedule:
 - Thursday prior to opening. Crew Watch Open Rehearsal
 - Optional Friday Night tech (see schedule updates)
 - Saturday: 10 out of 12 (10 am to 10 pm)
 - Sunday: Afternoon Tech or sitz-probe and Evening Run through
 - Monday Night Dress
 - Tuesday Night Final Dress
- The Stage Manager will be responsible for having the rehearsal space open and prepared thirty minutes before the call.
- Company members are expected to arrive prior to their call so that the rehearsal may begin on time and continue without delay.

Rehearsal Etiquette

- Absolutely no cell phone use or texting during rehearsal.
- All actors and crew are required to listen to all instructions set forth by the stage manager and assistant stage manager.
- All company members, cast and crew, must use the SIGN-IN SHEET posted by the stage manager.
- All Company Members must read the daily rehearsal reports for updates and changes.

PERFORMANCE POLICIES

Call Times

- Call times are set by Stage Manager, Sound Engineer, Costume Designer, Dance Captain and/or Music Director. Adequate time is required to get into costume and make-up, to get into mic, to do a sound check, sweep the stage, check the lights, to do a vocal and movement warm up.
- All members of the company, cast and crew, must use the SIGN-IN SHEET posted backstage before, or at, call time.
- Once a company member signs in they are not allowed to leave the theatre.

Performance Etiquette

- All actors and crew are required to listen to all instructions set forth by the stage manager, house manager, and assistant stage manager.
 - The Stage Manager is in charge of the production; cast and crew.
 - The House Manager is in charge of the Front Of House areas.
 - The Assistant Stage Manager (under the direction of the Stage Manager) is in charge of the backstage areas.
- NO VISITORS are permitted backstage, in the greenroom or in the booth.
- No texting, cell phone or internet use during a performance.
- Food and Drink are NOT PERMITTED BACKSTAGE.
- SMOKING IS NOT PERMITTED.
- QUIET must be observed in all backstage areas during rehearsal and performance.
- All conversations must be limited in volume and length in the wings, in the hallways, and on the headsets.
- All areas of the theatre (backstage, greenroom, crossover) must support the performance and not create distractions.

Mic Etiquette

- All actors and crew are required to listen to all instructions set forth by the sound engineer and the A2.
- Do not touch any component of the mic unless it falls off on stage.
- Do not attempt to put on your own mic or belt pack.
- Do not attempt to take off your own mic or belt pack.

Costume Etiquette

- No food and drink are PERMITTED in the dressing room.
- Do not eat while in costume.
- Do not share make-up.
- Do not smoke while in costume.

Prop Etiquette

- All props are to be returned to their proper location at the end of each show.
- Absolutely no prop is to leave the theatre once tech rehearsal has begun (personal props included).

SCHOLARSHIPS

- ❖ Siska Theatre Scholarship - A four-year endowment for first-year Theatre majors.
- ❖ Ward Law Theatre Scholarship - Intended for Theatre majors who have made significant contributions to the program.
- ❖ John Creah Memorial Scholarship - Available to students in Theatre, Communication, and Literature who contribute to the diversity of the College.

Any student awarded a scholarship through the theatre program is required to sign a contract listing all required duties. In addition, any student awarded a scholarship must abide by the same rules outlined in “Program Policies,” outlined above. Any student failing to follow their contractual obligations or the policies outlined above are subject to the revocation of their financial award.

MEREDITH COLLEGE VENUES

Studio Theatre

Studio Theatre is a black box theatre located below Jones Auditorium. The seating arrangement can vary according to the demands of the production, but usually averages about ninety-nine seats per show. This theatre is also used as a classroom and has mirrored walls covered by curtains to facilitate dance or movement courses.

Jones Auditorium

Jones Auditorium, built in 1949, was named in honor of Wesley Norwood Jones, a trustee and good friend of the College; and for his wife, Sallie Bailey Jones, who had also been a trustee and friend. The auditorium was renovated in 1973 and underwent another facelift in the summer of 1998. It has a proscenium arch theatre, which seats four hundred patrons downstairs and two hundred twenty in the balcony.

Carswell Auditorium

A 175 seat intimate recital hall, Carswell Concert Hall is the home of two Steinway grand pianos and serves as host to recitals, concertos, and TEDx presentations.

Mclver Amphitheatre

This 1500 seat amphitheater with permanent seating hosts many events for Meredith including theatrical productions.

RULES OF ALL SPACES

Studio Theatre, Jones Auditorium, Greenroom, Dressing rooms

- Greenroom is closed after each rehearsal.
- Throw away all trash.
- All personal items must be removed after each rehearsal. Any item left behind will be added to the LOST and FOUND in Jones 135, which is emptied at the end of each month.

- Absolutely no eating or drinking in the theatre or dressing rooms.
- Available to students for student produced events, but the Theatre Department and Events Department provide approval before use.

LOAN AND RENTAL OF COSTUMES, PROPS AND ELECTRICAL EQUIPMENT

For Department Use (student plays, classes)

Students may borrow properties and costumes for use in department projects and productions. Complete rental contracts must be completed and signed by Michael Allen or other Theatre Faculty before use. You may be subject to charge for cleaning, repair, or replacement of damaged items.

HOUSEKEEPING

- Please be responsible for the area you are working in.
- Please return to position any furniture you move.
- Throw away any trash you create.
- Please make any space, especially classrooms, ready for the next user.

SAFETY AND SECURITY GUIDELINES

Campus Police and Safety

Campus security is assigned the responsibility of protecting the institution's property and ensuring the safety of personnel on campus. Dial 8888 from a campus phone, or (919) 760-8888 from local and long-distance phones.

Accidents

When students are injured or become ill on campus and an emergency response is needed, call 911 and request ambulance service. After the ambulance has been called, report the incident to Campus Security at 919-760-8888. In the event of a minor incident call Campus Security and request assistance.

Fire

- Know the location of all fire exits, RED PULL ALARMS and fire extinguishers.
- In the event of a fire, remain calm and help control the situation. If you see or smell smoke, try to find the source.
- Don't create a problem with a false alarm.
- When a flame is visible; take action. On a minor flare-up promptly use a fire extinguisher to put out the fire. When the fire is out call Campus Security at 919-760-8888.
- When a fire is anything larger than a minor flare-up call 911. Use the RED PULL ALARM then call Campus Security at 919-760-8888. Exit the room. Close the door behind you. Exit the building. Once outside the building, move to a clear area. Be prepared to give information to the Campus Security.

Tornado

Campus Safety is responsible for the official notification of procedures during a storm. You must follow their instructions. Studio Theatre is a shelter area. When the “Take Cover” sirens are sounded please move to Studio Theatre (Jones shelter area).

APPENDIX A
Actor Contract

Name of Play _____

As a member of the cast, I agree to attend all rehearsals for which I am scheduled, arrive on time and be prepared to work.

I will remain at rehearsals until the rehearsal is completed or the Director or Stage Manager excuses me.

I agree to notify the stage manager in a timely fashion in case of lateness or in the event of an unplanned absence.

Unexcused or chronic absences may result in my dismissal from the show.

I agree to assist with the strike of the set after the show is over, as well as any work-calls scheduled to bring the show to fruition.

I agree to meet "offbook" deadlines by having lines memorized.

I understand that theatre is a collaborative art and that as a member of the team, I will maintain a positive attitude.

I agree to contribute my talent, ideas, and energy at appropriate times.

I understand that the director will make final choices pertaining to my role.

I understand that offering members of the cast advice on their roles is the responsibility of the director and will not participate in such activities.

I agree to do all that I can to make every rehearsal the best that it can be.

I have read and, furthermore, understand the conditions above and agree to abide by them.

Print your name here: _____

Student signature: _____

APPENDIX B
Understanding of Student Handbook

I understand the rules and regulations outlined in the Meredith College Theatre (MCT) Student Handbook and will strive to uphold these rules, responsibilities and regulations. I also understand that failure to comply with these rules, responsibilities and regulations is a violation of this contract and agree to the consequences as outlined in the handbook.

Print your name here: _____

Student signature: _____

Date: _____