University of Kentucky Department of Theatre and Dance
STUDIO SEASON
Mission Statement & Guidelines

Mission Statement
The Studio Season provides an opportunity for UK students to generate their own work in Theatre and Dance Department facilities while using available Theatre and Dance Department resources and benefiting from the advice and supervision of Theatre and Dance Department faculty and staff. The faculty of the UK Department of Theatre and Dance encourages students to use the Studio Season as a laboratory for experimentation in a variety of theatrical forms. The facilities and resources made available to students are minimal. Students are challenged to think creatively.

Guidelines
Qualifications for Studio Season shows:

1. Contact Person, Director, Playwright, Designers, Actors: current registration as a UK student and current university GPA of 2.5 (minimum).
2. Faculty consultant for the production. Students working on an Independent Study, Senior Project or class-related project should identify the faculty advisor. Other students should identify a faculty consultant for the project. The Studio Season Director will act as faculty consultant if no other faculty member is identified.
3. Availability of Rights to Produce Play (you should determine if the rights are available and the potential cost before you apply for a Studio Season show; after approval you will be expected to provide proof of royalty payments before auditions may be held.
4. One hour time limit for all Studio Season shows.
5. It is strongly recommended that Student Directors complete TA 330 with a grade of C or higher and Student Playwrights complete TA 516 with a grade of C or higher before submitting a proposal for the Studio Season. Directing and/or playwriting experience will be taken into consideration in the project selection process.

Application Procedure:

1. Fill out a Studio Season application form (.pdf available on the theatre website: finearts.uky.edu/theatre/studio-season) with as much information as possible.
2. Submit the form to the Studio Season Director before the November/March deadline. An additional deadline (in late August) will be set in the Fall Semester of each year for new students).
3. You will be informed of the acceptance/denial of your application and your performance dates no later than the last day of classes. Or, in the case of new student applications, by September 15.

Pre-Production Procedure:

1. Meeting with the Studio Season Director to discuss goals for the production, to identify Studio Season resources and to explain Studio Season procedures.
2. Designate production contact person for all interactions with Studio Season Director, Studio Season personnel and Department of Theatre and Dance faculty.
3. Open Auditions required. You may post Audition Notices on the Studio Season board. Directors of studio shows are encouraged to host group auditions (for several shows) at the beginning of each semester. Directors should cast their shows early in the semester even if rehearsals do not begin until later in the term. Experience has shown that students are less likely to turn out for auditions late in the semester.
4. Rehearsal space may be requested through the Department of Theatre and Dance office in accordance with departmental procedures. Rehearsal space must be left clean and free of production items. Studio Season shows may rehearse in the Lucille Little Black Box if the room is available – but the space must remain clear and accessible for classroom use. Studio shows shall not re-configure the risers/seating until the week of their production.
5. Rehearsal Decorum: rehearsals should be no longer than 3 hours on any given day and may not be scheduled during class time or between the hours of 11pm and 8am. Breaks should be given at reasonable intervals. Directors should adequately prepare their actors for the performance (that is, do not over-rehearse or under-rehearse). Actors should show up to rehearsal on time and ready to work. Once cast in a show, actors must commit to the production. Any abuses of these decorum guidelines should be reported to the Studio Season Director as soon as possible.
6. A stock of Studio Season materials (props, sets, costumes, lighting materials) will be created over time and loaned out to the Studio Season shows, as needed. The designated Studio Season contact person will sign a contract identifying each item borrowed and the date of return.
7. Load-in: on the Monday prior to a Friday opening, the designated production contact person shall meet with the Studio Season Director at which time he/she will discuss Black Box procedures (including, but not limited to safety, security, fire code/evacuation, storage, maintenance and strike procedures). As noted in the Mission Statement, the Studio Season resources are limited. For projects that require more resources, students are free to provide additional props, sets and/or costumes so long as all props, set pieces and costumes that are loaded in are struck immediately following the last performance and do not interfere with other uses for the space (i.e., classroom use) during the run of the production.
8. Tech Rehearsal and Dress Rehearsal: Wednesday evening should be the time of Tech Rehearsal and Thursday evening for Dress Rehearsal. A festival lighting plot is available in the Black Box. Lighting designers are allowed to re-focus and gel instruments but they cannot re-hang, re-patch or add additional instruments. A limited number (5-10) people may be invited to attend the Thursday Dress Rehearsal.

9. Faculty consultants must attend at least one rehearsal to ensure that the Studio Season guidelines are being followed and that the Studio Season mission is being fulfilled.

Production Procedure:

1. A limited number of programs and posters will be copied at Department of Theatre and Dance expense. All programs and posters must identify all participants in the production under the title: University of Kentucky Department of Theatre and Dance Studio Season. Programs must contain adequate space to advertise the entire Studio Season schedule. Shows that contain strong language, mature subject matter and/or violence must give notice to audience members in all publicity and programs,

2. Studio Season shows are responsible for their own House Management. The Black Box is limited to 50 persons with NO exceptions. House Managers are responsible for ensuring the orderly entrance and exit of audience members in and out of the Fine Arts Building (exterior doors may not be held open) and the Black Box. Tickets and reservations are not available for Studio Season shows. Seating is available on a first-come, first-serve basis. Departmental faculty members, however, may be given priority access, as needed. Smoking and drinking alcoholic beverages is prohibited in the Fine Arts Building and will not be allowed for the sake of performance.

3. Performance Schedule: FRIDAY – 5PM AND 7:30PM; SATURDAY 7:30PM ONE-HOUR TIME LIMIT

Post-Production Procedure:

1. Strike: Immediately following the last performance, all participants in the Studio Season show are required to aid in the strike of the Black Box. Strike is complete when the Studio Season Director gives his/her approval.

2. Return of keys and borrowed items: All keys and Studio Season materials must be returned to the designated storage areas no later than the Monday following the Saturday close of the Studio Season show. Broken items are to be replaced and costumes are to be dry cleaned at the expense of the Designated Contact Person. Department of Theatre and Dance laundry facilities may be used by Studio Season shows, during scheduled periods, so long as they do not interfere with Department of Theatre and Dance activities.
3. Failure to comply with Strike procedures and/or return of keys or items borrowed from the Studio Season stock will result in the banning of the contact person, director and/or playwright of the Studio Season show from participating in any future Studio Season shows.

4. Post-Mortem Discussion: In the week following the close of the Studio Season show, the designated contact person (and other personnel who wish to attend) shall meet with the Studio Season Director to discuss the show and Studio Season facilities, materials, and procedures. The aim of such a discussion is to access the production and the process and hopefully to determine ways to improve both in the future. Students are encouraged to solicit feedback from peers, faculty and audience members.

The Studio Season Director, the Chair of the Department of Theatre and Dance and/or the Department of Theatre and Dance faculty reserve the right to cancel or postpone any Studio Season show for failure to comply with guidelines or for any act that does not comport with the Studio Season mission.

Approved by the University of Kentucky Department of Theatre Faculty on Nov 8, 2006.