Mission Statement, Organization & Guidelines

Mission Statement
The Studio Season is an essential component of the overall educational mission of the Department of Theatre & Dance. It provides an opportunity for UK theatre and dance majors, minors and students to put into practice the theories, methods, techniques that they are learning in their theatre and dance courses while generating their own work in Theatre and Dance Department facilities 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 encourage students to use the Studio Season as a laboratory for experimentation in a variety of theatrical forms. The resources are minimal and students are challenged to think creatively.

Organization

Studio Season Director: Appointed by the Chair of the Department of Theatre & Dance is responsible for the supervision and facilitation of the Studio Season in accordance with the mission statement and guidelines. The Studio Season Director: reviews applications, approves studio season shows and sets the studio season schedule; facilitates the Mandatory Director Meeting and Post-Mortem Discussions; acts as liaison between faculty and studio season shows and the Studio Season Board; mediates and settles disputes between or among the faculty, studio season shows and the Studio Season Board; and consults with the Studio Season Board on matters related to the Studio Season.

Studio Season Board: Elected by the students of the University of Kentucky to support studio season shows and to help facilitate the Studio Season. The Studio Season Board is governed by its own constitution with regard to its election procedures and composition, including officers. The Studio Season Board: consults with the Studio Season Director on studio season show selection, scheduling, problem solving and matters related to the Studio Season; supervises the unified auditions; assists in the marketing and publicity for the studio season shows; creates and maintains a file of the Studio Season contracts; and co-facilitates, with the Studio Season Director, the Post-Mortem Discussions.

Guidelines
These guidelines have been developed by the faculty and are meant to provide students with a basic understanding of policies and procedures with regard to the Studio Season. In instances where it would benefit the educational mission of the Department and/or its students, the faculty (as represented by the Studio Season Director) reserves the right to deviate from these guidelines.
Qualifications for Studio Season shows:

1. All students involved in studio season shows must maintain a 2.5 cumulative GPA or higher in order to participate in Studio Season.
2. A Faculty Advisor for each studio season show is required. The Studio Season Director will act as faculty advisor if no other faculty member is identified and reserves the right to appoint a faculty advisor for a studio season show.
3. Availability of Rights to Produce Play (you should determine if the rights are available and identify the potential cost before you apply for a Studio Season show). Once a show has been approved, the Department of Theatre & Dance will pay for the rights to produce the play. Studio Show directors must ensure that the playwright/estate licensing requirements are followed.
4. One-hour time limit for all Studio Season shows. The Studio Season Director may allow for exceptions. Note that students participating in Studio Season shows receive no academic credit and are expected to maintain their academic requirements (class work and main stage practicum work).
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 studio season show selection process.
6. Consultation with the Studio Season Director: Before submitting a proposal, applicants must consult with the Studio Season Director for advice on potential projects.

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. Submit the form to the Studio Season Director before the deadline.
2. After the deadline, the Studio Season Director and Studio Season Board shall meet to discuss the merits of the applications and qualifications of the applicants. In considering the approval of studio season shows, the Studio Season Director may take into account the content of the proposed show, the benefits to as many students as possible and the broad educational mission of the Studio Season. Nudity is prohibited. The Studio Season Director reserves the right to appoint a Fight Choreographer and/or Intimacy Coach for any studio season show. The Studio Season Director will approve or deny the applications or request re-submissions from the applicants.

3. The schedule will then be discussed with the Studio Season Board and the Studio Season Director will then proceed to set the schedule. Scheduling priorities are as follows: Independent Study Projects; Directors, Playwrights, Choreographers with previous studio season show credits (those with more credits will be given higher priority); Directors, Playwrights, Choreographers with course credits in Directing, Playwriting or Choreography and/or previous relevant experience. No performance should be scheduled during the opening weekend of a main stage show or during final midterm week or dead week.

Pre-Production Procedure:

1. Mandatory Directors Meeting with the Studio Season Director, Costume Shop Manager, Technical Director, Lighting/Sound Faculty and the Studio Season Board to discuss goals for the production, to identify Studio Season resources and to explain Studio Season procedures and policies.

2. Designate production contact person for all interactions with Studio Season Director, Studio Season Board and Department of Theatre and Dance faculty.

3. Open Auditions required. Under the supervision of the Studio Season Board, directors of studio season shows are required to hold group auditions (for several shows) at the beginning of each semester.

4. Rehearsal space may be requested through the Department of Theatre and Dance office in accordance with departmental procedures. Studio Season shows may rehearse in the Lucille Little Black Box and other venues if the room is available – but scheduling priority shall be given to productions that are approaching their performance dates. All spaces must remain clear and accessible for classroom use. Studio Season shows shall not re-configure the risers/seating until the week of the production and still must strike risers/seating in preparation for regular classroom use each working day during the week of the production.

5. Rehearsal Decorum: Rehearsals shall not exceed 3 weeks and shall be no longer than 3 hours on any given day and may not be scheduled during class time, between the hours of 11pm and 8am, and during Fall, Winter, Summer or Spring breaks. The Studio Season Director may allow exceptions to these rehearsal schedule requirements. Students working on main stage shows, in any capacity, must give priority to the main stage shows over studio season shows and must seek permission from their faculty supervisor of a main stage show (e.g., director, designer, choreographer, crew chief) to participate in a Studio Season show. Studio Season show directors should take this into consideration when casting and taking on designers and crew members. Even if permission is granted by a faculty supervisor, when scheduling or other conflicts arise between
main stage shows or course requirements and studio season shows, the conflict
will be resolved in favor of the main stage show and course requirements.

Breaks should be given at reasonable (AEA standard) 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. The
Studio Season Board has created Studio Season contracts for all student
participants in Studio Season shows and should be signed and filed with the
Studio Season Board at the beginning of the rehearsal process. Any abuses of
these decorum guidelines should be reported to the Studio Season Director and
Studio Season Board as soon as possible.

6. Adhering to the mission statement regarding minimalism and creativity in
production values for studio season shows, designated sets, props and costumes
may be made available to Studio Season shows by the Department faculty. The
Costume Manager and Technical Director will create procedures and contracts
for the use, maintenance, cleaning and return of materials as well as the use, if or
when available, of department shops, equipment and materials.

7. Load-in shall take place on the Monday prior to a Thursday or Friday opening.

8. Tech Rehearsal and Dress Rehearsal: In cases of a Friday opening, Wednesday
evening should be the time of Tech Rehearsal and Thursday evening for Dress
Rehearsal. In cases of a Thursday opening, Tuesday evening should be the time of
Tech Rehearsal and Wednesday 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 should not re-hang, re-patch or add additional
instruments. A limited number (5-10) people may be invited to attend the Dress
Rehearsal.

9. The faculty advisor for the studio season show should attend at least one
rehearsal to ensure that the Studio Season guidelines are being followed, the
Studio Season mission is being fulfilled and provide artistic advice to the director
and designers.

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 contain the banner “University
of Kentucky Department of Theatre and Dance Studio Season Presents” and identify all
participants in the production and the playwright and proper credits as set forth in the
licensing agreement. 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, must be given priority access. 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: 3 performances total. The typical performance schedule should involve two performances on one day and one performance the next day. For example: FRIDAY – 5PM AND 7:00PM, SATURDAY 7:00PM or THURSDAY 5PM and 7:00pm and FRIDAY 7:00PM. In any case, at least one performance must be scheduled at 5pm on Thursday or Friday. All performance dates and times shall be approved by the Studio Season Director.

Post-Production Procedure:

1. Strike: Should take place immediately following the last performance but no later than Monday at 9am of the following work week. All participants in the Studio Season show are required to aid in the strike of the Black Box or other venues. The Black Box or other venues must be cleared and restored completely in order for classroom activities to resume in the space unhindered.

2. Return of keys and borrowed items: All keys and department materials, (including but not limited to props, sets and costumes) must be returned to designated storage areas no later than the Monday following the close of the Studio Season show. 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 department 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, all company members of the studio season show shall meet with the Studio Season Director, Faculty Advisor and Studio Season Board to discuss the show and Studio Season facilities, materials, and procedures. The director of the show shall schedule the meeting among all participants via a Doodle Poll. The aim of such a discussion is to assess 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, and amended by the University of Kentucky Department of Theatre and Dance Faculty on Jan. 8, 2019.