SCHOOL OF THE ARTS AND MEDIA, UNSW

STAGING THE TEXT 2014 - ARTS2122

INFORMATION SHEET

Director: Rochelle Whyte
Production Manager: Mark Mitchell m.mitchell@unsw.edu.au 9385 4863
Design: Paul Matthews p.matthews@unsw.edu.au 9385 5378
Producer: Su Goldfish s.goldfish@unsw.edu.au 9385 5684
Course Convenor (until Jan 31) Clare Grant clare.grant@unsw.edu.au 9385 5009
(after Jan 31) Bryoni Trezise b.trezise@unsw.edu.au 9385 4513

REHEARSALS + PERFORMANCES - DATES + TIMES

Standard Rehearsals: Monday 2 February to Friday 27 February 2015
4 week rehearsal period: Monday to Friday - 9.30am to 5.30pm

Please note we may need some of you to be available on Thurs 26 Feb or Fri 27 Feb from 5.30pm to 8.30pm to rig and focus lights.

We expect you to be available 100% of the time but 80% is the minimum requirement during this rehearsal period. This requirement is strictly maintained.

Production Week: Monday 2 March to Saturday 7 March 2015 (Wk 1 Session 1)
Mon to Fri - 5.30pm to 9.30pm and a Saturday Dress Rehearsal from 1pm to 5pm

Production week is the time when technical aspects of the production are integrated into the show. As this is during session time, all rehearsals will be held in the evenings with a final Dress Rehearsal scheduled on the Saturday.

ALL cast and crew are expected to attend all rehearsals in this period, so do not neglect to arrange leave from work. No excuses will be accepted.

Performance Week: Monday 9 to Sat 14 March 2015 (Wk 2 Session 2)

Monday 9 March at 7.30pm - Preview
Tuesday 10 March at 7.30pm - Opening night
Wednesday 11 March at 7.30pm
Thursday 12 March at 7.30pm
Friday 13 March at 7.30pm
Saturday 14 March at 7.30pm

Attendance by all students at all performances is compulsory!
REHEARSAL & PERFORMANCE VENUE

Generally all rehearsals will be held at Io Myers Studio. **Access via Stage Door at rear of building.** Sometimes, we will need to use other venues, so please be sure to check the noticeboard backstage in Io Myers Studio. This will be your information centre and you are required to check the board every day. All notices posted are deemed to have been read!

BUMP-OUT

The bump-out will be held on Saturday night, following the performance. After changing out of your costume you can visit friends/family briefly in the front foyer, and then all cast and crew must commence bump-out work within 20 minutes of the show’s finish time. **Participation in the bump-out is not negotiable, and constitutes the final part of your assessment.** Being the host of the closing party is not an excuse to avoid the bump-out. Please note you must bring sensible shoes for the bump out. Closed toe shoes only!

CODE OF CONDUCT

**Attendance (see the SAM website re notes on attendance)**
Your professionalism is a major issue in this course. You are expected to turn up on-time, every time, prepared and committed to contribute to a team project. If you are ill, running late or for some reason it is impossible for you to attend a rehearsal or production work, it is your responsibility to contact the production manager as soon as possible! Failure to do so will be treated as non attendance. It is also a courtesy to your fellow cast and crew members. If non-attendance is due to ill health, a medical certificate may be required.

**Lack of attendance and punctuality may affect your assessment.**

**Production Work**
All students are expected to contribute to the non-performance aspects (set, props and wardrobe construction, publicity, lighting, sound etc.) of the production and daily care of the rehearsal space. Without your contribution in this area the physical elements of the production may not be possible.

**Failure to contribute in this area will affect your assessment.**

**Maintenance of Group Blog on your assigned day**
The group is rostered on a daily basis to create a cumulative blog to function as an aide-memoire and to be a record of discussion points, exercises, meetings and note sessions which occur during the process. This blog will be vital to everyone’s daily orientation to the activities, to free individual group members to allow their own reflections on the process more time, and to aid the preparation of all production analyses. Therefore, it is your responsibility to submit a sound record of daily undertakings and developments – as would a ship’s captain! – as soon as you possibly can at the end of the day’s work. All students are also expected to keep a journal of their own responses throughout rehearsal and performance period, but, unlike the blog, it contains personal observations about and shifting perspectives on the production.

**Failure to contribute in this area will affect your assessment.**

**VERY IMPORTANT**

If you are chronically ill, pregnant, asthmatic, seriously allergic to anything, taking medication, or have any spinal or other injury please advise the Production Manager immediately. This information will be kept confidential and will not affect your assessment.