



THEATRE STUDENT HANDBOOK

PECK SCHOOL OF THE ARTS

**University of Wisconsin-Milwaukee
Theatre Department**

Fall 2018



THEATRE FACULTY & STAFF

The Department of Theatre faculty is comprised of professional teachers and artists who work in Milwaukee, the United States, and around the world.

LeRoy Stoner, Chair; Associate Professor, Theatre Arts Management (lstoner@uwm.edu, Art 234)

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Dr. Robin Mello, Professor, Head of BA Theatre; Director, K-12 Theatre Education; Storytelling, Theatre History (rmello@uwm.edu, Theatre 220)

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Contact Information for additional faculty may be found online at <https://uwm.edu/arts/directory/>



Faculty corporeal mailboxes are located in the Theatre Office (Art 203).

Welcome

Welcome to the UWM Theatre Department! Here at the Peck School of the Arts, you are part of an exciting community of scholars and artists whose work and study actively engages a broad spectrum of ideas, introspection, and imagination.

There are so many opportunities here for you to practice theatre and to apply theatre skills—please look through this handbook and read about some of them. In the handbook you will also find links to our online handbook which goes into more depth and detail; there are also links to related topics that we feel may be of interest to you.

This handbook is filled with practical information for everything from figuring out what courses you need to take, to finding your way around campus, to finding a good cup of coffee! In addition, you'll find, “helpful hints for success” from current students and alumni, local theatre opportunities, and quotes from industry icons. There's also a list of faculty and staff with contact information—our doors are open! Feel free to come to any of us with questions and/or observations as you navigate your way through the program.

Your college experience will be as good as you make it. So, go ahead and shoot for the moon!

Break-a-leg!

Your Theatre Faculty and Staff

Message from the Chair

Studying theatre in Milwaukee's urban creative community offers opportunities to participate in a thriving and diverse arts environment. Not only do UWM students engage in theatre on campus but you can also connect your learning to theatre in our community. Milwaukee supports over 25 professional companies—Milwaukee Repertory Theater, Skylight Theatre, Milwaukee Chamber Theatre, Renaissance Theaterworks, Next Act, and First Stage Children's Theatre are only a few.

Your learning is also linked to theatre programs in Wisconsin schools and cultural organizations including (but not limited to) Milwaukee County Zoo, Discovery World, Milwaukee High School for the Arts, Rufus King IB High School, First Stage Theater Academy, and Golda Meir School for Gifted and Talented.

Working in close proximity to these exciting programs and institutions will give you opportunities not found in any other program. Unique to the UW System, UWM will give you immediate access to theatre specialists who teach, mentor, and hire our students and alumni.

UWM Theatre challenges its students to become 'explorers'. We will be providing you with the challenges and experiences every artist-explorer needs to dream, imagine, and create.

LeRoy Stoner, Chair
Department of Theatre
lstoner@uwm.edu

Mission Statement

The Theatre Department at UW-Milwaukee (UWM) focuses on theatre as a way of changing, exploring, analyzing, reflecting, and impacting society and the people in it. Our urban setting provides access to a thriving professional arts community with opportunities for students to engage with the region's many groups and institutions through service-learning, mentoring and internships, fieldwork, and practicum placements. We support students interested in developing as artists, educators, and scholars by actively exploring their role as theatre makers in the creation of community.

PROGRAMS

The Theatre Department offers two separate degree majors. The Bachelor of Fine Arts (BFA) in Theatre, with tracks in Performance and in Production, and The Bachelor of Arts (BA) in Theatre Practices, which includes a track in K-12 Theatre Education licensure.

Theatre study, in all degree programs within the department, begins with a common core of courses and experiences designed to provide learning opportunities encouraging participants to engage with theatre as a way of seeing, understanding and communicating culture.

FULL DETAILS OF ALL THEATRE PROGRAMS AND APPLICATION FORMS ARE AVAILABLE ONLINE AT:

<https://uwm.edu/arts/>

As of Fall 2018 ALL programs require either an audition or an interview to be accepted. You will not be able to graduate with a theatre degree without selecting and being accepted into a major in Theatre.

Retention.

To be accepted and/or continue in good standing within any Theatre degree program, students must meet or exceed all general university requirements, have and maintain a 2.5 GPA overall (with the exception of Theatre Education majors). BA degree majors must also maintain a 2.75 GPA within the major. Theatre Education majors and all BFA degree majors must maintain a 3.0 in the major. Additionally, all Theatre majors in all programs must pass all Theatre Core courses with a C grade or better. Students will be put on probation inside the major, and may be denied continuation in their program, if they receive a D grade or lower in any Theatre Core courses or if their required GPAs drop below the required standard.

As per Wisconsin State statutes, all Theatre Education students must also pass the Praxis II Theatre Content test, or a portfolio equivalent as determined by the program, before being allowed to engage in their student teaching fieldwork.

Students who are in danger of being dropped from the program, or put on probation, will receive a written warning. Any Theatre student who is dropped or suspended from his/her program (due to failing/low grades and/or academic misconduct) has the right to an appeal. Any student wishing to appeal must inform the Chair and his/her Area Head of their interest and in writing. Students must then meet with the Chair and the Area Head to discuss their appeal. The appeal may then be forwarded to the Theatre Department Appeals Committee and the Theatre Department Chair. Appeals committee findings will be given to the student in writing and in a timely manner.

UNIVERSITY POLICIES

UWM Course and General Policies

For information on: *Students with disabilities, Religious observances, Students called to active military duty, Incompletes, Discriminatory conduct, Academic misconduct, Complaint procedures, Grade appeal procedures, and Final Exam Requirement* visit: http://www4.uwm.edu/acad_aff/policy/

OR for individual links:

<http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf>

INFORMATION & ASSISTANCE

PAWS Information

PAWS is UWM's online service. Log on with your ePanther ID and password at www.paws.uwm.edu to obtain information on registration, grades, course availability, financial aid and other administrative functions.

UWM Notifications

Panthermail . Important department and instructor announcements, communications, and notices are sent to your UWM Panthermail. You **MUST** regularly check your email.

Facebook. Community opportunities are posted on the "UWM Audition Callboard" Page.

Maps & List of Buildings

Theatre classes and performances are scheduled in the Theatre Building, Mitchell Hall, and Kenilworth Square East.
http://webgis.uwm.edu/campusmap/map_color.pdf

Norris Health Center

<https://www4.uwm.edu/norris/>

If you are currently enrolled for class credit at UWM and pay the student-segregated fee, you may use most Norris Health Center services, including health care provider visits, at no cost. However, Norris Health Center does not cover hospital inpatient, emergency room, or immediate care treatment provided outside their facility. It is strongly recommended that you acquire health insurance as well.

Safety

Be On the Safe Side (B.O.S.S.) provides van transportation to UWM students as a core component of UWM's commitment to campus safety. This is a free service to campus community. PLEASE USE IT! <https://uwm.edu/boss/>
414-229-6503.

D2L Desire to Learn

D2L is the University of Wisconsin-Milwaukee's (UWM) web-based learning environment. We will be transitioning before 2020 to CANVAS

UWM Golda Meir Library

2311 East Hartford Avenue
Milwaukee, WI 53211

<http://www4.uwm.edu/libraries/>

Library hours change for each part of the academic year, e.g. fall semester, UWinterIM. Check the current Library Hours before coming to the library or call (414) 229-5868 for a recording.

Financial Aid/Student Employment/Military Benefits

Department of Financial Aid, Student Employment, and Military
Education Benefits

University of Wisconsin-Milwaukee

P.O. Box 469

Milwaukee, WI. 53201-0469

Phone: (414) 229-4541

Fax: (414) 229-5699

<http://www4.uwm.edu/financialaid/> and

http://www4.uwm.edu/financialaid/EligConsInfo/academic_progress_standards.cfm

DEPARTMENT POLICIES

Production Callboard.

Audition information, production schedules, and other production information can be found outside Theatre 28 (T28) on the SM Callboard.

Advising

It is **REQUIRED** that you schedule appointments to see **BOTH** your PSOA Academic Advisor and your assigned Theatre Faculty Advisor.

You will be assigned a Theatre Faculty Advisor once you have auditioned or interviewed and been accepted into your major.

PSOA Academic Advisors

The Peck School of the Arts (PSOA) Student Services Office offers guidelines and advice to keep you on track for graduation. Located in the Theatre Building, Room 120, you can make an appointment in advance or stop in during walk-in advising hours (the first week of each semester).

<http://www4.uwm.edu/psoa/admissions/> 414-229-2571

Office Hours: M-F: 8am-noon & 1-4:30pm

Theatre Faculty Advisor

You **must** make an appointment to see your Theatre Advisor each semester. Contact your advisor to make an appointment and/or stop by during the faculty member's office hours. In addition, our Chair, LeRoy Stoner is available at any time for general comments or specific questions (lstoner@uwm.edu).

Absence Policy

The collaborative nature of theatre **requires** that you be present at all class meetings, rehearsals, performances, etc. You are expected to be in class and on time (with the exception of absences permitted by campus policy—religious, military, jury duty, etc). All absence penalties are determined by the individual instructor.

PSOA Theatre Student Tickets

Theatre majors are able to see any productions in the season for no charge. Please present your ID at the box office to get a ticket.

Drug & Alcohol Use

Students may not report to class, rehearsal or production in an impaired condition resulting from the use of alcohol or drugs; consume alcohol while in class, rehearsal or production; or unlawfully possess or consume any drugs while in class, rehearsal or production. Any violation of this policy is subject to disciplinary action and may result in your being dropped from your program.

Firearms

No firearms are permitted on campus.

Notifications

Important information is distributed via email. **CHECK YOUR EMAIL REGULARLY.** Contact Ralph Janes at janes@uwm.edu if you are not receiving Department emails. There is also a Facebook Page with opportunities (UWM-Audition-Callboard).

For information specific to a production, check the SM Callboard outside T 28.

FACILITIES & USAGE

First Aid kits are available in all rehearsal rooms and performance spaces.

Room Reservation

<https://uwm.edu/arts/student-resources/>

DEPARTMENT ACTIVITIES

Department involvement is integral to the success of your education and to the success of our program. Consider volunteering to usher, assist faculty with outreach projects, work on New Directions projects or senior capstones, join the Peck School Players, serve on the Black & Gold committee, help with Opening Night receptions, special events, department tours, and guest artist workshops. There are many opportunities to make valuable contributions to the department. Service reflects well on you if you apply for scholarship funds— it also makes a nice addition to your résumé.

Convocations

We begin each semester with a departmental convocation to meet and disperse important information about classes, productions, guest artists and scholarships. We also gather at the end of the spring semester for a final convocation to celebrate the season with food and fun.

Scholarship Opportunities

Each year the department awards cash prizes and scholarships. Applications are available on line and details will be emailed to you.

Black & Gold Committee

If you are interested in having a voice about your UWM experience, consider joining this PSOA committee.

New Directions

The PSOA Department of Theatre supports student work each semester in the Kenilworth Studio Theatre (KSE 508). These projects can be play readings, 10 minute play festivals, productions, or other activities. Applications are due in the spring semester for both the fall and spring in the following season. Contact faculty advisors with any questions.

Ushering & Departmental Volunteer Opportunities

There are several opportunities every semester to volunteer to help support department activities such as Open studio, opening night receptions, information tables at productions, and ushering for PSOA events. Regular announcements will be made at meetings and on the Facebook page.

Working with Youth Theatre & Student Teaching

There are many opportunities to work in schools, museums, and youth theatre programs (ex. First Stage and Skylight Musical Theatre) through practicum projects, service learning, and student teaching. Contact Ralph Janes with any questions.

Community Engagement

SAIR - <https://uwm.edu/community/students/student-artist-in-residence/>

PRODUCTION GUIDELINES: Student Responsibilities

Auditions

Any University of Wisconsin-Milwaukee student may audition for Theatre Department Mainstage productions. The Labworks Series is comprised of productions developed from class work and/or departmental productions that have open auditions.

Please note: if you are cast in any production or production-oriented project, you are required to enroll in a section of Theatre 475 Rehearsal & Performance.

Production Callboard

Audition information, production schedules, and other production information can be found outside Theatre 28 (T28) on the SM Callboard. Your UWM Email account is our direct line of communication with you: Check your email for callbacks and casting decisions.

Enrollment Requirements exist for all departmental productions. Usually there is a 475 course section that you'll need to register for, but be sure to check with your director/faculty leader on the project.

Rehearsals for department productions are scheduled for each production as determined by the director, but generally take place on weekday evenings from 6-10pm and on weekends in the afternoon or evening. Every effort is made to make sure there is one day off in each rehearsal week. We encourage you to plan ahead and expect to work during all scheduled rehearsal hours.

Opening Night at UWM Mainstage performances offer an opportunity for us to celebrate the work we've accomplished and a chance to socialize with friends and family at a reception provided by the department that includes tasty refreshments.

Responsibilities

There are certain rules of conduct, which *all* members of a production are expected to observe. Please read and consider the importance these things have in support of your creative journey.

Respect your fellow company members, the creative process, yourself, your personal learning process, the team, and the spaces we use for rehearsal & performance.

Take **responsibility** for yourself, your contribution to the creative process, your personal learning process, and the spaces we use for rehearsal & performance.

For Performers:

- Give your best possible performance
- Maintain performance as directed or choreographed
- Make no unauthorized changes in costume, make-up or hairstyle
- Take proper care of all costumes
- Appear at curtain calls as directed
- Be on time for rehearsals and the scheduled half-hour
- Notify the stage manager before half-hour if you are ill or unable to reach the theatre on time.
- Observe the rules as posted on the callboard and fully cooperate with the stage manager

Out of respect for each performance project and your involvement in it, take responsibility for your health & well-being. Get plenty of sleep, eat well, drink plenty of water, protect your voice, get some exercise, and stay on top of your class work & assignments.

Service-Learning/Independent Projects/Etc.

Many theatre students find that they will participate in service-learning projects, internships, practicum, and other independent

work (ex. student teaching). The following guidelines will help support these exciting explorations:

Expectations & Guidelines for Independent Work

You are a learner as well as a practitioner. We hope you discover new strengths. You may also discover some unexpected weaknesses. Nevertheless, we do expect you to use your practicum and independent experiences to synthesize the knowledge you already possess with the new knowledge that you gain so that you can develop as a learner.

Your Responsibilities include:

- Familiarize yourself with UWM and PSOA philosophy, structure, materials, and community so you can represent the university when you are working on your project.
- Many practicum students keep a daily journal and make time for careful reflection on each day's activities. They use this in their portfolio.
- Ask your supervisor to schedule time to meet with you and to provide you with feedback about your performance.
- Represent the University of Wisconsin-Milwaukee well in your practicum placement. Remember, other UWM students may follow you and a positive image is important to the future of our program. Maintain a professional demeanor at all times. Such things as promptly returning borrowed materials, and/or equipment contribute to the positive image.
- Wear proper professional attire. No flip-flops, worn or unclean clothing, etc. Show respect for yourself and others.

This list of responsibilities should act as a general guideline for acceptable and unacceptable conduct but is by no means exhaustive. If you violate these responsibilities or engage in any

other unacceptable conduct, depending on the circumstances, such action could have serious consequences, including adversely impacting your grade, resulting in your removal from your project, and/or subjecting you to misconduct proceedings under UWM's Academic or Nonacademic Misconduct procedures. If you experience any problems or have any concerns relating to a placement, you should promptly report the matter to your university supervisor. You may also want to bring any concerns up with LeRoy Stoner, Chair of the Theatre Department and your Area Head (Bill Watson, Acting; Jeff Lieder, Costumes; Sandy Strawn, Technical Production and Stage Management; Robin Mello, BA Theatre/K-12).

PRODUCTION GUIDELINES: Performances

SCHEDULED CALL TIMES

All rehearsal schedules are **SUBJECT TO CHANGE**. It is your responsibility to check the callboard and your email for your individual calls for rehearsal and costume fittings. Rehearsal schedules are arranged by the Stage Manager in consultation with the Director. It is your responsibility to notify your Stage Manager if you will be late or absent from a rehearsal.

A. TYPICAL REHEARSAL TIMES - Actors

Rehearsals for department productions are scheduled for each production as determined by the director, but generally take place on weekday evenings from 6-10pm and on weekends in the afternoon or evening. Every effort is made to make sure there is one day off in each rehearsal week.

B. TECH/DRESS REHEARSALS - Actors and Crew

- Schedules will vary depending on the needs of the production and will be communicated by the stage manager after consultation with the design team for Mainstage productions and coordinated by the director for Labworks and Studio work. Generally, you can expect 7-9 days of

intense evening and weekend calls preceding the opening of each presentation.

- Release times for stage and wardrobe run crews will generally fall between 10:30 and 11:30 pm.
- Actors and stage managers may be called for note sessions with the director, outside of called rehearsals.
- A short production meeting usually follows the end of each technical/ dress rehearsal to coordinate/communicate the various needs of the production areas and to confirm “notes” from the rehearsal with the director, designers, and area heads.

NO ONE IS PERMITTED TO LEAVE A TECH/DRESS REHEARSAL WITHOUT THE PERMISSION OF THE STAGE MANAGER.

D. DAY OFF

- There will be at least one day off from production responsibilities each week.

PRODUCTION GUIDELINES: Rehearsals

A. REHEARSAL RESPONSIBILITIES - Actors

- Rehearsals are regarded as a primary part of your training.
 - ▶ Punctuality and attendance are required.
 - ▶ You are responsible for finding out what your call is for each rehearsal, fitting or publicity call, and for being appropriately prepared and on time.
- You are responsible for arranging your preparation. Extra time for warm ups or changing into proper attire (including special rehearsal garments) is not scheduled into the call.

- In order for rehearsals to run efficiently and smoothly, it is necessary for all participants to respect and cooperate with one another. The stage manager is responsible for form and discipline in the hall, to the satisfaction of the director.
- Stage management is responsible for scheduling all activities which the director wishes to rehearse. In order to do this effectively and efficiently:
 - ▶ Stage management must know the whereabouts of all called cast members AT ALL TIMES.
 - ▶ You must check in with the stage manager on arrival and YOU MAY NOT LEAVE A REHEARSAL, without the permission of the stage manager.
 - ▶ If you become detained or anticipate being late for any reason, it is your responsibility to alert the stage manager as soon as the situation arises.
- Breaks will be provided every 60-90 minutes and will last the announced length of time. You must remain within hearing distance of the stage manager and be prepared to resume work promptly at the end of each break.
- There will be no distracting behavior during rehearsals or note sessions; the focus of all present must be entirely on the work or discussion in progress.
 - ▶ If you are not involved in the immediate work, you may remain quietly in the room or you may leave after first checking with the stage manager, with the understanding that you will remain within hearing distance should you be needed.
 - ▶ At all times during rehearsals, please be mindful of sounds when moving about, entering or exiting, and opening/closing doors, and minimize noise in the hallways and adjoining spaces.
- Lines and other preparation will be ready on the due dates presented by the director or stage manager. You are

expected to have your script with you at all times and to carry a notebook, journal, etc., to document all notes given by the director, faculty coaches and stage manager.

- **Every assistance should be given to the stage management staff** to prepare for and end the rehearsal. This includes the replacement of props, costumes, furniture, etc.
- **Rehearsal items and equipment are not to leave the rehearsal studio** or be used for any purposes other than those assigned to your character(s) without the permission of the stage manager.

B. REHEARSAL RESPONSIBILITIES - Crew

- Rehearsals are regarded as an important part of your training.
 - ▶ **Punctuality and attendance are required.**
 - ▶ You are responsible for finding out what your call is for each rehearsal and for being appropriately prepared and on time.
- You are responsible for being **prepared to begin work at the start of your call.** Allow adequate time to sign-in, change clothes, secure personal items, and be in position by the time you are to start work.
- You are responsible for being **properly attired for the assigned work.** Stage crew members need to wear the following: long sleeved T-shirt, long pants, socks, and shoes – ALL BLACK in color. All crew MUST make appropriate clothing and shoe choices to successfully meet the demands of the assigned work. In some cases, crew may be “costumed” to fulfill a design choice. Costumes will be provided by the costume department and will follow the fitting and tech. protocol described under “Costumes”.
- In order for rehearsals to run efficiently and smoothly, it is necessary for all participants to **respect and cooperate**

with one another. The stage manager is responsible for form and discipline in the theatre, to the satisfaction of the design team and faculty.

- **Stage management is responsible for scheduling all activities** which the design team wishes to rehearse. In order to do this effectively and efficiently:
 - ▶ Stage management must know the whereabouts of all called crew members AT ALL TIMES.
 - ▶ You must check in with the stage manager on arrival and YOU MAY NOT LEAVE A REHEARSAL, without the permission of the stage manager.
 - ▶ If you become detained or anticipate being late for any reason, **it is your responsibility** to alert the stage manager as soon as the situation arises.
- **Breaks** will be provided every 60-90 minutes and will last the announced length of time. You must remain within hearing distance of the stage manager and be prepared to resume work promptly at the end of each break. NOTE: sometimes crew will work through breaks to meet the needs of the show. In this case personal breaks within the rehearsal will be allowed as needed and coordinated with stage management.
- There will be **no distracting behavior** during rehearsals or note sessions; the focus of all present must be entirely on the work or discussion in progress.
 - ▶ If you are not involved in the immediate work, you may remain quietly in the room or you may leave after first checking with the stage manager, with the understanding that you will remain within hearing distance should you be needed.
 - ▶ At all times during rehearsals, please be mindful of sounds when moving about, entering or exiting, and opening/closing doors, and minimize noise in the hallways and adjoining spaces.

- **Daily calls and weekly schedules are posted** on the CALL BOARDS and sent by email PLEASE CHECK DAILY as changes can and often do occur.
 - ▶ YOU ARE CALLED unless otherwise specifically stated in the rehearsal call.
 - ▶ When in doubt, consult the stage manager (not another actor, nor even the director) of the show.

Rehearsal spaces are to be kept clean and tidy at all times.

Keep personal items that you do not need in your locker. When you leave, **THROW AWAY ALL TRASH.** PLEASE refrain from using the production table at all times.

- **NO SMOKING** is permitted in rehearsal studios, except for on stage business. Eating and drinking are permitted at the discretion of the director and as long as you are unobtrusive and dispose of any debris. If possible, confine your eating to the Green Room areas.
- **Report any and all accidents or injuries**, even minor ones, to stage management. First Aid kits are available at all times during rehearsals and performances.
- **Rehearsals are open to anyone** unless otherwise posted or announced; however, please alert the stage manager in advance.

B. COSTUME GUIDELINES FOR ACTORS

- A **costume fitting** is considered to have the same importance as a rehearsal or performance call. **Attendance and punctuality are required.** Failure to meet this obligation may result in probation.
- **Costume fitting calls** are scheduled by the stage manager in consultation with the costume shop and are included on the printed rehearsal call and on the SM Nightline.
- In consideration of the costume staff, you **are expected to**

arrive at your fittings clean and wearing the proper undergarments. You may also be asked to bring costume pieces you are using in rehearsal to a fitting (i.e., corsets, shoes, etc.). Check with your stage manager if you have any questions.

- **Once you have been cast** in a show you may not cut your hair or change its color without consulting with the costume supervisor for the show.
 - ▶ Men should also consult about facial hair.
 - ▶ Appointments for hair cuts or coloring and wig fittings are arranged by the Costume Shop through the stage manager.
 - ▶ If you are requested to change your hair color or style for a production, the cost will be paid by the theatre.
- **Actors are expected to provide the following personal rehearsal clothing items**, which are to be left in personal lockers to be available at all times:
 - ▶ WOMEN: Knee or mid-calf length skirt, mid-heel character shoes.
 - ▶ MEN: Sport/suit jacket with pockets, hard-soled shoes.
- **Costume fittings are generally scheduled during regular rehearsal hours.**
- **When scheduling conflicts arise** the director and the costume staff should first be approached by the stage manager to discuss alternatives. When absolutely necessary, additional times for these activities may be scheduled:
 - ▶ during any canceled or otherwise unscheduled class or clinic hours.
 - ▶ during lunch and dinner breaks; not to exceed ½ hour per actor. No individual actor may be called for 2 "meal break" fittings on any single day.
 - ▶ on Sundays, but only due to exceptional circumstances and with administrative approval.
 - ▶ as necessary on days of tech/dress rehearsals, to the

extent the work on stage is not interrupted.

- **Fittings may not be scheduled before 9:00 am.**

C. PUBLICITY CALLS

- **The stage manager schedules all publicity calls in consultation with the director and the marketing office.**
- **Publicity calls are recorded on the daily printed schedule.**
- **Production elements**, such as props and costumes, may be needed for photo calls. The use of these items is coordinated by the stage manager.

D. REHEARSAL ITEMS

- **Requests for rehearsal items are handled ONLY through stage management.** Any request from an actor must first be cleared with the director before it is forwarded to the appropriate shop.
- **Items placed in rehearsal become the responsibility of stage management.** No items are to be used or removed from the rehearsal studio without the permission of the SM. All items must be secured to their proper storage at the end of the rehearsal period.
- **Stage management immediately reports any accidents or mishaps** to rehearsal items to the appropriate crew head or faculty.

PROPS & SCENERY

- **Stage management acquires rehearsal props and furniture.** Beyond taping the floor and using rehearsal

cubes, etc. to create surfaces and barriers, rehearsal scenery such as stairs, doors, etc., is not customarily expected nor provided.

- **SMs first pull items from rehearsal prop storage**, cubes and other general purpose PTTP classroom equipment and supplies. Needs which cannot be filled from these sources may be procured from stock with assistance and permission from the production's prop master and/or the props faculty. SMs should make initial requests as comprehensive as possible to avoid repeat trips to storage.
- **SMs work with the production's technical director** and/or tech. faculty to provide special needs (e.g.: "mock ups," castered items, levels absolutely essential to blocking, etc.), as time, personnel and materials permit.
- **Actual performance items** may sometimes be placed in rehearsal for a mutually agreed upon time period and later removed for final preparations. Use of such items may require the presence of the prop master and/or T.D. at those rehearsals.
- **When required for staging combat**, items such as swords or staves are provided for rehearsals as soon as possible. The SMs/actors involved are first instructed in the proper use, maintenance and storage of the items. Combat items will be withdrawn at mutually agreed upon times prior to first tech rehearsal for final preparations. Use of a weapon in rehearsal must follow the UWM weapons policy- attached.
- **Food and other "consumables" are stage management's responsibility until first tech.** Actors who smoke regularly and incorporate smoking as a part of their character are requested to provide his/her own smoking materials. SMs may request assistance with items requiring breaking in or "rigging," e.g. pipes, blood capsules, etc. In any case, the SM budget purchases consumable supplies used prior to

tech.

Theatre Weapons Security Protocol information will be made available to SM as needed

COSTUMES

- **The stage manager consults with the director and/or costume designer to compile a list of desired rehearsal costume pieces.** The list is given to the show supervisor who pulls items for the SM to sign out for rehearsal. As rehearsals develop, the stage manager may make reasonable requests for additional items subject to availability and staff schedules.
- **Rehearsal clothing includes such garments as unique period skirts or footwear, hats, capes and other accessories and will be provided as possible. Performance pieces such as padding, and corsets may be used in rehearsals as they can be made available, but MUST BE BROUGHT BY THE STAGE MANAGER OR THE ACTOR TO ANY SUBSEQUENT FITTINGS for the costume. Any rehearsal items needing repair or cleaning must be brought to the attention of the show supervisor by the stage manager.**

SOUND

- **Stage managers have access to and responsibility for rehearsal sound equipment,** which is locked up when not in use.
- **The stage manager negotiates with the production's sound for rehearsal sound needs as they arise.**

ENROLLMENT REQUIREMENTS for PRODUCTION

Enrollment requirements exist for all departmental productions. Usually there is a TH 475 class section that you'll need to register for but be sure to check with your director/faculty leader on the project.

LOCAL THEATRE INFORMATION

MILWAUKEE

This is a very active arts town and you can find performances everywhere. The really impressive thing about this city is that there is an incredibly active local professional theatre scene, which employs the talents of professional actors, designers, writers, directors, and technicians. This is one of the major benefits of attending college in an urban setting, so we encourage you to make the most of it.

Discount Tickets

Rush Tickets are made available at most of the local theatres and are a great opportunity to get a very nice bargain ticket! Go to the theatre box office and ask if there is a "student rush" ticket available—be sure to have your student ID with you—and it is customary to sell any ticket available for half price for the show that night. Of course, you take the chance of not getting in to see the show if it is sold out, but it's usually worth the risk.

Ushering is a wonderful way to see great theatre for FREE! Information about ushering can be found on most websites or by calling the box office.

CHICAGO

Chicago has a long history as an active arts community and urban center of the Midwest. The city is a short train or bus ride from Milwaukee's downtown station and very affordable tickets are available on "Mega Bus". In addition to over 200 Theaters, Chicago offers great museums, music, comedy, and dance options.

Discount Tickets

Goldstar.com offers discount tickets to theatrical, sporting, and many other events in Chicago.

Hottix.org offers discount tickets to theatre productions in Chicago.

REGISTRATION INFORMATION

The **Spring 2013 Registrar's Calendar** is now online at:

https://www4.uwm.edu/faculty_staff/instructional_support/registrar_calendar.cfm?term=2132

This calendar contains a number of important dates associated with the Spring 2013 term, including dates for when the Schedule of Classes goes live, enrollment appointments appear on PAWS, registration begins, tuition appears on PAWS, instructor grades are due, and much more. Please check it out, and bookmark it for future reference.

Other Spring 2013 online calendars that are now live and could be useful are:

Drop/Withdrawal Fee Assessment Dates Last Days to Add/Drop

See registrar's calendar of deadlines

TIPS FOR SUCCESS

We've spent a lot of time talking about expectations, opportunities, and our community. You are part of a wonderful group of artists who have walked these halls and worked on these stages in past semesters. Here's words-of-wisdom and encouragement from students and alumni:

"Have a planner to keep yourself organized. Even though it seems as though you have no time, try to still get exercise. It's a stress buster and keeps you healthy, which becomes very important when you come into contact with germy children!"

—Colleen Lentz, BA Theatre Education 2014

"Be on time. Show up for class. Sleep."

—Liz Leighton, BFA Acting 2013

"Don't be afraid to fail." —Lisa Matthies, BFA Acting 2013

"Don't be afraid to say 'no' to side projects in order to stay focused on school."

—Patrick Schmitz, BA Theatre Education 2012

"Never give up!" —Max Kurkiewicz, BFA Acting 2011

"Keep your mind open. You do not yet fully know who you are or know those around you. The program is a journey and everything you learn is worth it."

—Amanda Hull, BFA Acting and Musical Theatre 2010

"Create with all your heart and all your passion. Do not be scared of failure—it is inevitable and leads to success."

—Nita Schuelke, BA Theatre for Social Change 2005
and MA Liberal Studies 2010

"Have goals and meet them, but don't be too hard on yourself for having some unexpected 'adventures' along the way."

—Jesslane Fantauzzi, BFA Costume Production 2010

"Don't let anyone else dictate what you can get out of your education." —Kat Danielson, BA Theatre 2008

"Learn about and try out every part of theatre from acting to stage management, to design—you never know what will click with you."

—Jason Orlenko, BA Theatre Studies, 2008

"Work hard. 'There's always something to be done, isn't there?' an intern said to me. My reply: 'Yes there is. The broom is in the corner.'"

—Rachel Robinson, BA Theatre Studies 2005

"All dreams are possible, but they may not come in the package you dreamed. Be open to change."

—Chike Johnson, BFA Acting 2001