Grant-In-Aid Application
2017-2018

Stage Management

Technical Interview Date
Saturday, February 4, 2017
12:00 pm-5:00 pm
Wolfe Center 118
Design Classroom

Deadline for application is January 27, 2017.

Interview is by appointment only.
Call 419-372-2222 to set up appointment.
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Thank you for your interest in the Grant-in-Aid Program at BGSU.

Please read the following document carefully. Grant-in-Aid is administered by the BGSU Financial Aid Office. Make sure you are familiar with the program as well as your responsibilities should you be selected as a Grant-in-Aid Scholar.

Grant-in-Aid Overview:

Please recognize that this is not simply a grant. Rather it is a grant-in-aid. It is not employment with the department, but scholarship money, administered by the BGSU Office of Financial Aid, in return for service to the department. You are receiving the award because of our belief in the quality of your work and your work ethic determined through the application, interview and/or audition process.

As a recipient of the award you are expected to earn the funds through significant contribution to the Department of Theatre and Film production program and by being an exemplary citizen of the Department community.

The Bowling Green State University Department of Theatre and Film is investing in your education and by receiving this award you are agreeing to accept and fulfill the responsibilities that come with that investment.

Grant-in-Aid funds are not received in the form of a paycheck. Your aid will be applied to the following charges on your Bursar account in the order listed:

- Instructional fees
- General fees
- Non-resident fees
- On-campus room
- On-campus meals
  - Meal plans are funded by means of Falcon Dollars which are automatically applied to a Falcon Dollar account after remaining applicable fees are paid. Contact Dining Services to ensure there is no duplication in meal plans.

As a reminder, any remaining balance on your Bursar account is your responsibility. Fees NOT covered by Grant-in-Aid funds are listed below. These include, but are not limited to:

- Major fees
- Course fees
- Registration fees
- Matriculation fees
- Media fee
- Green fee
- BG 1 card
- Bookstore purchases
- Student health insurance or health center fees
- Parking charges or fines
- Housing deposit
- Library charges

This list may be modified by the Office of Financial Aid at any time.

Remaining unused Falcon Dollars will carry over from Fall to Spring semester, but NOT INTO THE NEXT FISCAL YEAR.
Responsibilities of a Grant-in-Aid Recipient:

- First and foremost, as an award recipient, you will be required to take on significant production responsibilities in the fall and spring terms as assigned by the Department faculty.

- Enroll in THFM 1010 or 3010
  You are required to enroll in THFM 1010 or THFM 3010 (Production Participation) for both the Fall and Spring semesters of your grant and complete the course successfully. Some exceptions can be made to this requirement with the approval of the Technical and SM GIA coordinator.

- You must maintain a GPA of at least 2.0 (cumulative and semester), you must be a full-time student, and you must be making adequate progress toward your degree.

- Maintain your status as a full-time student.
  As a grant-in-aid recipient, you will be expected to maintain your course work and academic standing as a first priority and to fulfill your commitment to the production program as your second priority.

- Refrain from making outside commitments (part-time jobs, outside productions, etc.) that might prevent you from fulfilling your grant-in-aid obligations.
  Other commitments such as part time jobs, participation in other performances outside of the department, etc., must be prioritized below your Grant-in-Aid commitments as they may jeopardize your standing with the award. It is possible that your schedule may permit outside projects and employment but you should not commit to doing so until after you have discussed the specifics of the commitment with your immediate GIA supervisor and your grant-in-aid responsibilities have been fulfilled.

- Attend a Grant-in-Aid Orientation session
  At the beginning of each semester, a meeting for all technical grant-in-aid award recipients will be scheduled by the Grant-in-Aid coordinator. Your attendance at this meeting is mandatory.
  During this meeting, departmental policies concerning you, your award, and your commitments to the Department of Theatre and Film will be discussed. Moreover, production responsibilities and assignments will be made. On or before the second week of each semester, you will be asked to leave your contact information and schedule with Department office. Any changes to your contact information or course schedule must be updated in the department office in a timely fashion.

- Satisfactorily perform your assigned production responsibilities.
  Grant-in-Aid responsibilities will generally encompass 280 to 300 hours of service each semester for a full time GIA assignment.
  All grant-in-aid award recipients will be expected to participate heavily in various creative and staff positions for the production season. While the award recipient’s individual areas of interest and expertise are important considerations, production demands may require the student to take on other assignments in other areas. Professor Mangan will make assignments in consultation with Department of Theatre and Film faculty and personnel.
• Attend strikes for all Wolfe Center productions as assigned by the technical director and costume shop supervisor

• **Attend and participate in 3 of the following designated events each semester as assigned by your GIA supervisor:** You will have an opportunity to sign up for these events in advance at the beginning of the semester meeting. Additional slots will be made available through sign-up sheets on a first come, first served basis.
  
  Preview Days – two held in the Fall semester, one in the spring
  President’s Day open house, held each winter.
  Major Event – either as a participant in the class or as a proctor for the event.
  THFM Departmental “Kick-off” meetings, held each semester.
  Support for ArtsX programming
  Support for Bravo BG programming
  Ushering – this will be mandatory for all acting GIAs not cast in a mainstage production in a given semester

• Be available for at least one other selected departmental events that may arise. Working these events will be on a volunteer basis and assigned as needed by the GIA supervisor. Examples of these are (but not limited to):
  
  Proctoring for Musical Theatre Program Entrance auditions
  Wolfe Center tours for prospective students and other groups
  Serving as support for conferences and events sponsored by the department

• Be a good departmental citizen and ambassador for our program.

• All GIA recipients should maintain a portfolio of production work undertaken while on appointment. For example, those working in shops should photograph process and final product of projects. Stage Managers should keep a prompt book.

• All GIA recipients will take part in a mid-year and/or end of the year review of your work. This review may consist of a written evaluation or a meeting will be held with your GIA supervisor and appropriate faculty and staff. These reviews will serve to track your GIA involvement and provide feedback on your work. These reviews will also serve as reviews for future GIA applications.

*Failure to fulfill any of these conditions or requirements may result in revocation of your award and repayment of any dollars dispersed to you for that semester.*
Interview Information

Grant-in-aid interviews will be held on February 4, 2017 from 12:00 pm to 5:00 pm. Application forms are available from the Department of Theatre & Film, 212 Wolfe Center for the Arts, Bowling Green, OH 43403. Applications must be completed and returned to the Department of Theatre and Film by January 23, 2016.

Grant-in-Aid Award Policy:

These grants are available on a competitive basis. They are either awarded for one semester or one full academic year. Current recipients can reapply, but they must re-audition or re-interview. Requests for half time or full time awards may be made. These requests will be honored at the discretion of the Grant-in-Aid Coordinator.

Grant-in-Aid dollars are available in the areas of acting technical (scene shop or costume shop) film/video/multimedia, and stage management. The amounts of these grants will be determined on the basis of the quality of an audition or interview, an application, a review of recommendations submitted, past productions for the department (renewal only), the needs of the department and faculty deliberations. You need not be a theatre major to apply for these grants. However, you must be enrolled as a full time student at BGSU during the semester that your grant applies.

Grant awards are made during the spring semester of each academic year for funding during the following academic year.

Interview Format for Technical Grant:

Students applying for a technical grant will have 5-10 minutes for presentation of their design/technical theatre work in an interview with the theatre department design/technical faculty. This should include a technical theatre resume and any of the following that may apply:

1. A presentation of a design portfolio in one or more of the following: set, lights, or costume design;
2. Presentation of a stage management prompt book for a production;
3. Special topic presentation in technical theatre.

Current GIA recipients in technical theatre (scene shop and costume shop) and stage management must re-apply and re-interview with the appropriate faculty and staff. However, their mid-year and final reviews will serve in lieu of formal letters of recommendation. Additional outside recommendations may still be submitted if an applicant so wishes.

Important Note: The actual grant-in-aid monetary award is usually deposited by the University directly into your bursar account and can only be used for payment towards your tuition, campus housing and meal plans. Students who are receiving other awards or scholarships, such as National Merit Scholarships, must consult the student financial aid office on campus to determine if the Department of Theatre and Film grant-in-aid award will have a detrimental effect on the amount of your other awards. Due to the varied nature of other awards given out on campus, the Department of Theatre and Film faculty or staff cannot predict or verify other awards' exact rules or their impact.
Stage Management Grant-In-Aid Application

Check if Renewal ________ (references not required)

Check the appropriate box:

Half time (150 hrs/sem)          Full time (300 hrs/sem)

Print Full Name___________________________________________________________

Current Street Address ______________________________________________________

City_________________________ State_________________ Zip____________________

ID#___________________________ Date of Birth______________________________

Current Phone # __________________________ Email Address____________________

Name of Parent Guardian ___________________________________________________

College/School now Attending________________________________________________

Major __________________________ Minor___________________________________

Anticipated Class Standing (circle one): Freshman Sophomore Junior Senior

Have you been admitted to Bowling Green State University for the fall? Yes No

Current GPA ________  Academic Status (circle one) Probationary Good

Complete your application by doing the following:

All applicants:
1. Complete the questions on the next page of this application.
2. Complete the Resume of Experience OR attach a separate resume.

New applicants only:
3. Have two people familiar with you and your work (such as a teacher, employer or supervisor) complete the enclosed evaluation form accompanied by a letter of recommendation if needed for additional information.

________________________________________  __________________________
Signature of Applicant                        Date

Return forms before deadline to: The Department of Theatre & Film, 212 Wolfe Center, Bowling Green, OH 43403.
Grant-In-Aid Application
Stage Management

1. Briefly state your goals in Theatre:

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2. How do you feel you can contribute to the University Department of Theatre & Film?

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Name: __________________

Revised 1/04/2017
# Grant-In-Aid Application

## Name: ______________________

### Stage Management

#### Resume of Experience

(fill this out OR include separate resume)

1. List the technical experience you have had:

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<th>Play</th>
<th>Crew or position</th>
<th>Theatre</th>
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2. List any acting roles you have played:

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<th>Play</th>
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3. List any additional theatre (or non-theatre) work you would like to list:

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Grant-In-Aid Evaluation Form – Stage Management

Return this form and reference letter to:
BGSU Dept. of Theatre & Film, 212 Wolfe Center, Bowling Green, OH 43403

TO BE COMPLETED BY STUDENT

Student Name____________________________________________________________________

Year in School___________ High School_____________ College/University________

THE EVALUATOR MUST BE A TEACHER, EMPLOYER OR SUPERVISOR. A LETTER OF REFERENCE MUST BE INCLUDED.

1. WORK AS A TECHNICIAN Check all the following which the applicant is particularly well versed and encircle the number which best represents your judgment of him/her, 1 being poor, 5 being exceptional, NA being No knowledge of experience.

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2. EVALUATION OF CANDIDATE: Note any particular strengths or weaknesses of the applicant

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3. CHARACTER AND PERSONALITY – On the basis of your contact with the applicant, please circle the number that best represents your judgment of him/her, 1 being poor, 5 being exceptional.

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PHONE __________________________ Email ________________________________________________

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Grant-In-Aid Evaluation Form – Stage Management

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Revised 1/04/2017