

BGSU Department of Theatre and Film
ELSEWHERE @ THE JOE E. BROWN THEATRE
APPLICATION & PRODUCTION GUIDELINES
2007-08

MISSION STATEMENT:

The main purpose of the Elsewhere @ Joe E. Brown Theatre is to provide those working in and learning the performing arts at BGSU opportunities to develop their skills as writers, directors, and performers. The program furthers the educational goals of the Department of Theatre and Film by providing a space for performances and audience feedback in a low-tech environment emphasizing the interaction of the performer with the audience. We welcome a range of performance genres including experimental group and solo performances; work-in-progress, readers and chamber theatre, performance ethnography, performed readings of literature, theatrical and media scripts.

ELIGIBILITY:

1. Faculty, staff, graduate students and undergraduate students working/enrolled at BGSU. All who wish to present a project in the Elsewhere @ Joe E. Brown Theatre must submit an application to the Elsewhere Committee. All applications must be received on or before the application deadline.
2. Student applications will not be considered without the signature of a faculty member who agrees to serve as an advisor to your production. It is your responsibility to locate a production advisor. All applicants are to submit a resume of related experience.
3. Applicants will be notified of their production dates as soon as possible after the application deadline. Please remember that the application process is a competitive process. There will be numerous applicants for only a few production slots. The more complete, thorough, and well thought out your application is, the better your chances for a favorable outcome. Please note that all approved productions are pending the availability of rights.
4. To be considered, all student applicants must meet university requirements for good academic standing.

PRODUCTION POLICIES:

5. Prior to the commencement of rehearsals, directors must schedule a pre-production conference with the approved production advisor. This meeting is an opportunity to discuss production/directorial concepts, script analysis, casting, etc. The production advisor is intended to be a resource for you. Please take advantage of his/her insights and ideas. A complete rehearsal schedule must also be submitted to the production advisor at this time. The advisor may also attend occasional rehearsals to monitor

- your progress and offer feedback. If at any time the production advisor determines the work is not progressing adequately, the production may be cancelled.
6. Facilitate a “talkback” session with your audience after at least one of the two performances. There are many ways this can be accomplished to suit your purposes. See the article included with this application for one recommended approach.
 7. All rehearsals in the Elsewhere space must end by 10:00PM. The custodial staff will check the space. This rule is extremely IMPORTANT FOR your safety and that of your cast/crew.
 8. At the end of rehearsal/production the space should be returned to its standard configuration. All rehearsal cubes and furniture should be returned to the storage area, lights turned off and ALL doors locked. All props and costumes must be removed at the final performance.
 9. One page programs and one page flyers can be copied by the department office. All publicity materials must be submitted to and approved by Sara Turner, Theatre Department Operations Manager, no later than 5 business days before your production opens. You are responsible for the design (subject to departmental and university policy), creation, distribution, and removal of these items. Please note that your production is not officially “struck” until your publicity materials have been removed.

FACILITY POLICIES:

10. The Elsewhere space is a “low-tech” space. Basic rehearsal cubes and furniture pieces are available for use in the Elsewhere storage area. **NO OTHER SCENIC UNITS MAY BE USED.** Props and furniture may not be “borrowed” from other University facilities. A standard lighting plot is available for your use. No other lighting equipment may be brought into the space. The plot can be re-focused for your **PRODUCTION**; however, the plot must be restored to its original configuration when your show is struck. A standard sound system (CD and Cassette capability) is also available for your production.
11. The applicant is responsible for procuring a running crew. Names and contact information of the crew are to be given to the Elsewhere Manager and the project advisor 2 weeks prior to the move in date. These positions do not count toward th/fm 046 requirements.
12. The Elsewhere manager will instruct each director/stage manager on the use of dressing rooms and the operation of lighting and sound systems. Any problems with the lighting and sound equipment should be reported immediately to the Elsewhere manager.

13. Any costumes, make-up and props are the responsibility of the director. The scene and costume shops provide no support for elsewhere productions.
14. During performances, all audience seating and exits must conform to university and local safety codes. The Elsewhere manager will notify you if there are hazards which must be rectified. Productions which do not conform to safety codes will not be allowed to open.
15. Once your production ends, you are responsible for striking and restoring the space to its original condition. Once the restored space has been inspected and approved by the Elsewhere Manager, you will be given a completed checkout and evaluation form.
16. The applicant will be held responsible and must make financial restitution for any damage to equipment or facilities which results from misuse or non-compliance with these stated policies.

**VIOLATION OF ANY OF THESE POLICIES MAY LEAD TO
REMOVAL FROM THE ELSEWHERE SPACE.**

I HAVE READ AND UNDERSTAND THESE POLICIES. FURTHERMORE, I AGREE TO ABIDE BY AND ENFORCE THESE POLICIES.

Signature of individual responsible for event, acknowledging the terms, conditions and financial obligations of this agreement specifically stated above:

Signature: _____

Name : _____

Date: _____

ELSEWHERE THEATRE PRODUCTION APPLICATION

Please submit a copy of this form, your vision statement, resume and the original, signed copy of the Elsewhere Theatre Policies to Sara Turner's mailbox in the Theatre/Film Department office (South Hall 338) by the APPLICATION DEADLINE: Friday, August 3, 2007. Only completed applications will be considered.

Name: _____ P00# _____

Day Phone: _____ Evening Phone: _____

Email Address: _____

Name of Production Advisor: _____

I agree to serve as production advisor (As described in Elsewhere Policy Statement #5) for this Elsewhere Production.

Signature of Production Advisor:

Name of Assistant Director/Stage Manager (Strongly recommended):

Title of Show (Please include a copy of the script):

Author:

Is this an original script?

Cast Size:

Given that this is a production environment that minimizes or ignores technical requirements, are there any scenic, lighting, sound, costume or property needs that you cannot do without? How will you solve the technical requirements of the production?

Attach a one page, single spaced vision statement that details your motivation to direct this particular show. Indicate what educational values you hope to create for you and your performers, your plans for eliciting audience feedback and if the production is related to your research, please describe the tie-in.

PLEASE SPECIFY YOUR PREFERENCE FOR A FALL OR SPRING SEMESTER PRODUCTION SLOT. Due to space availability issues we are unable to be more specific at this time. The selection committee will solidify the schedule as soon as possible. Your understanding and cooperation are appreciated.

CIRCLE ONE:

Fall Semester 2007

Spring Semester 2008

CIRCLE TWO PERFORMANCE TIMES:

Thursday @ 5:30pm

Friday @ 5:30pm

Saturday @ 2pm

Sunday @ 8pm

ELSEWHERE THEATRE APPLICATION CHECKLIST

Do I....

- _____ have the time to commit to the rigors of directing a production?
- _____ have my production advisor's signature on my application form?
- _____ have 5 copies of the application form, my vision statement, and signed Elsewhere policy statement to turn into the Theatre Department Office?
- _____ have a copy of my application materials for my own records?
- _____ have a copy of my script to submit along with my application materials?
- _____ remember that the application deadline is August 3, 2007 for all Elsewhere productions?
- _____ understand all of the policies and information in the application packet?