

## **REHEARSAL GUIDELINES**

### **Rehearsal period**

1. The “usual” rehearsal period for a department production is between four and six weeks. Production type (musical, one-act) and calendar conflicts may result in a slightly shorter or longer period.
2. Summer Theatre productions will have a significantly shorter and different schedule.

### **Rehearsal hours**

1. Regular, non-tech or dress, rehearsals may be scheduled a maximum of six days a week, four hours per rehearsal.
2. Rehearsals should be scheduled on weekdays between 7 and 11pm and on weekends between 10am and 11pm.
3. Extended rehearsal periods should be expected for technical and dress rehearsals.
4. The Stage Manager will be responsible for having the rehearsal space open and prepared 15 minutes before the call.
5. Company members are expected to arrive prior to their call so that the rehearsal may begin and continue without delay.

### **Rehearsal Schedule**

The director, in consultation with the production staff, is responsible for the planning of the rehearsal schedule. Directors should make every attempt to call cast members only when they are needed.

### **Visitors**

Rehearsals for department productions are open to faculty and students unless otherwise posted by the Stage Manager. Visitors should notify the Stage Manager of their wish to attend rehearsals. All visitors are present at the discretion of the director.

### **Procedure for Closing the Friesen Studio**

As the principal rehearsal space, the PSM must take care to properly shutdown the studio after rehearsal. These guidelines should be followed after classes, as well.

1. The curtain at the east end of the room that runs N-S must be fully opened. The sections should be snugged tightly against the walls.
2. All stacking chairs, rehearsal furniture and cubes should be stored in the area provided along the east wall.
3. The portable blackboard must be stored against one of the walls.
4. The storage room must be locked.
5. The last user of the day must turn out the lights.

### **Performance guidelines**

Standard Operating Procedures

- A. The Stage Manager is in charge of the production; cast and crew.
- B. The House Manager is in charge of the Front of House areas; Lobby, Gilson Room, Eppick Gallery, restrooms, etc.
- C. The Assistant Stage Manager is in charge of the backstage areas. All actors and crew heads should report any problems to the ASM.
- D. All members of the company, cast and crew, must use the SIGN-IN SHEET posted at the Stage Door.
- E. NO VISITORS are permitted backstage or in the booth. Cast and crew may greet visitors after they have completed their assignments.
- F. QUIET must be observed in all backstage areas during the performance. All conversations must be limited in volume and length...in the wings, in the hallways, and on the headsets. Production areas must support the performance and not create distractions.
- G. Food and Drink are NOT PERMITTED BACKSTAGE.
- H. SMOKING IS NOT PERMITTED IN KING HALL.

**Strike**

All members of the company, cast and crew, of a production are required to participate in the strike of that production. Members of the current Stagecraft class and other students may volunteer. All participants must be current students of ESU. Unless special arrangements are made, the strike will begin immediately following the close of the final performance. Individuals on running crews should begin work in those related areas. Performers should report to the costume shop or stage for work assignments. Everyone should wear clothing and shoes that are safe and appropriate for the assigned work. Strike will end by the Stage Manager taking attendance from the company roster.

**Post-mortem**

Theatre majors and all members of the production company, cast and crew, are required to attend the post-mortem following each production. Unless other arrangements are made, the post-mortem will be scheduled for the first Monday following the close of a production. The discussion will focus on the production process; what areas were successful or rewarding and what areas are in need of improvement for future productions.