Guidelines for Directing in the Second Stage

1) Students who want to direct in the Second Stage must:
   • be a theatre/musical theatre major that has completed a minimum of 60 credit hours
   • have completed Directing I (or for musicals-Directing the Musical), Stagecraft, and Costuming. Stage Lighting and Stage Management are also recommended.
   • have a minimum 2.5 G.P.A.
   • it is also recommended that a student Assistant Directs for a production.

2) Students must submit a proposal in the fall prior to the year they want to direct; by December 1st. The student director’s proposal must defend the choice of the play, discuss the director’s concept and approach to the play, as assess the technical needs. Each director will need a faculty advisor and a student technical staff including: designers, technical director, and stage manager. The design and technical staff will be selected by the appropriate design and technical faculty. Proposals for student productions will be considered by the faculty when planning the season for the following year.

3) The student director must select a play that is practical as far as cast, sets, costumes, props, and lighting are concerned. When the student is certain of their choice, he/she should submit a script to the advisor for approval. Casts cannot be above 8 actors.

4) The student director must conduct open auditions. While casting possibilities may be considered when choosing a play, no commitments are to be made until after hearing all cast possibilities at auditions. Auditions are to be held in conjunction with the School of Performing Arts auditions.
   • The cast and crew list must be submitted to the advisor before it is posted.
   • Casts and crews must not conflict with personnel involved in Main Stage productions.
   • No director or designer of a student production should be in the cast of the play in which she/he is directing or designing.

5) Weekly production meetings must be held. These production meetings include the director, designers, stage manager, and student technical director. Advisors and SPA Technical Director must be informed of these weekly meetings and may be in attendance. Additionally, the director must arrange weekly conferences with the advisor. The purpose of these conferences is to clarify all production plans and also to work out problems as they arise.
   • A design approval date shall be established during the first production meeting. Set, light, sound, and costume designs must be approved by the faculty designers.
   • The load-in date for cast and crew shall be set in consultation with the faculty designers, Technical Director of the School of Performing Arts, and Program Director of Theatre. The student director must be present for the load-in.

6) A rehearsal schedule is to be submitted to the faculty advisor upon casting. The faculty advisor will attend the rehearsal usually to see a portion of the show after it is blocked, to see a complete run-through of the whole play, and to see a dress rehearsal.

7) The advisor will attend at least one performance. A post mortem may be held following the close of the show.
8) Student productions are allowed a minimal budget for all supplies for sets, costumes, lighting, publicity, etc. Items such as scripts and royalties will be paid for by the School. All arrangements for purchases and reimbursements (e.g. petty cash vouchers) must have prior approval of the advisor and the School of Performing Arts Technical Director. Receipts for purchases are to be turned over to the Technical Director of the School of Performing Arts within 24 hours of purchase.

9) No key personnel involved in a Main Stage production should participate in a student production rehearsing at the same time. This includes not only the cast of the Main Stage production, but the technical staff as well. This policy is for the protection not only of the student director and designers, but the individual student as well. A student in charge of an area in a student production may find him/herself in conflict with assignments, divided in his/her responsibilities, and overextended.

10) No equipment, flats, platforms, props, costumes, or any other property may be used for student productions without specific permission of the Scene Shop Manager and Costume Shop Manager in consultation with the SPA Technical Director.

11) No items are to be borrowed for any reason in the name of the Theatre Program, School of Performing Arts, or the University without prior approval of the advisor. The student director will be held responsible for items borrowed and their prompt return.

12) Strike: the student director is required to be present for strike.

13) Any addition work for the director: i.e., paper analysis of the script, research, notes, presentation, or other related work will be determined by the faculty advisor.