

Mason Players

2014 -2015

Production Handbook

Revised August 2014

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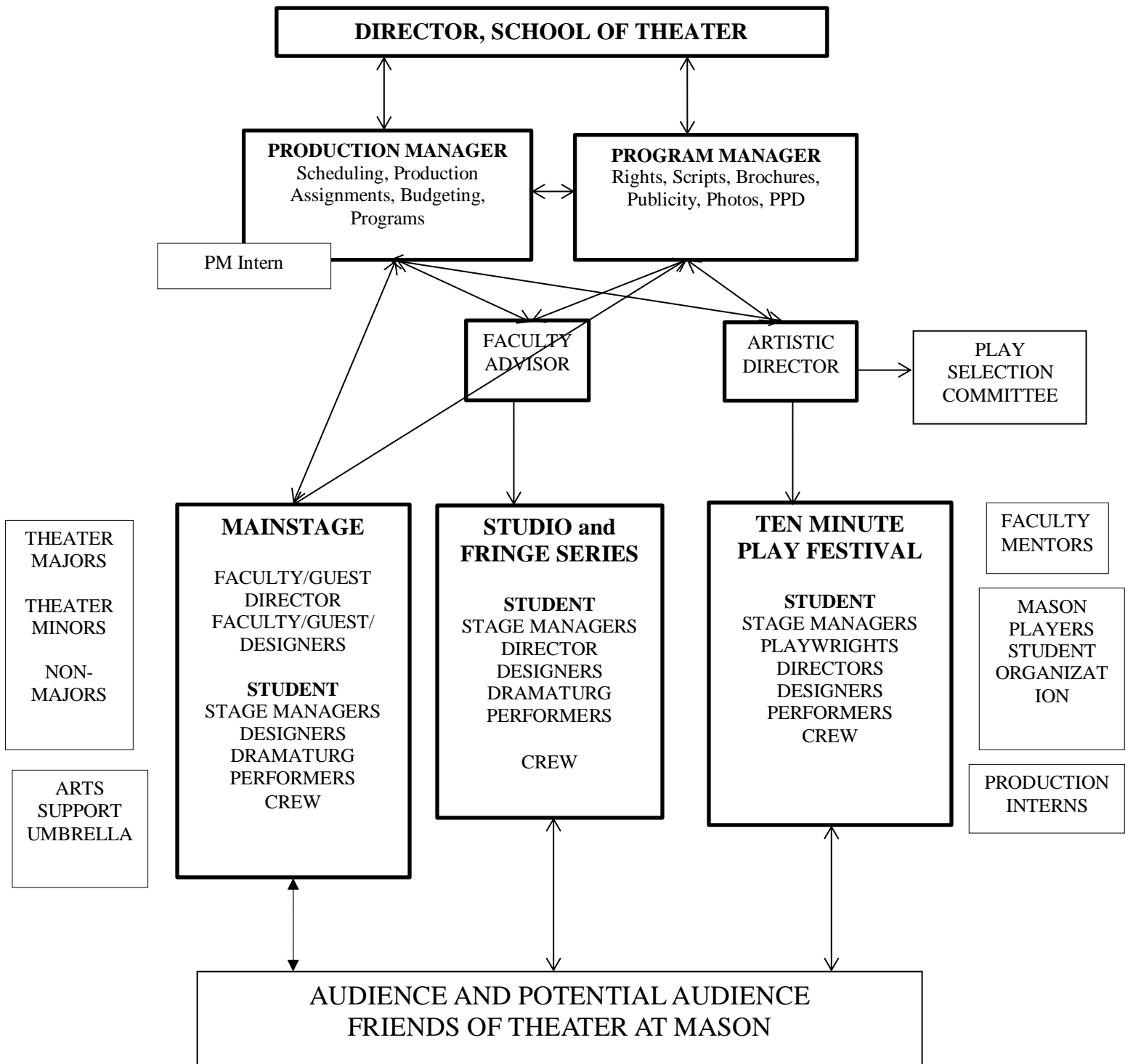
School of Theater
and
Mason Players

School of Theater Mission Statement

The George Mason University School of Theater provides a rigorous, creative, and nurturing environment where we encourage conceptual and cultural diversity. Students establish a professional work ethic, collaborate with others, and take responsibility for individual as well as group efforts as they prepare for a life and career beyond graduation.

We challenge our students to think critically, write clearly and persuasively, and **express themselves through a course of study combining a liberal arts education with practical training and production experience.** Theater is a universal expression of the human spirit. Our department embraces and ensures this expression through the study of historical, contemporary, and cultural traditions, training in the craft, and the presentation of plays.

Mason Players Organizational Chart



Contact Sheet

Theater Department Office PAB A 407
(703) 993-1120 Fax 703-993-2191 MS 3E6 theater@gmu.edu

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Theater Faculty

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Artistic Director, Ten Minute Play Festival
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Arts Support Umbrella

Daniel Hobson, Production Manager, Arts Support Umbrella
(703) 993-2198 dhobson@gmu.edu

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(703) 993-1117 eosborne@gmu.edu

Timothy Cooke, Assistant Technical Director
(703) 993-1117 tcooke2@gmu.edu

Micah Stromberg, Venue Technical Director
(703) 283-5438 (cell) mstrombe@gmu.edu

Tom Terlecki, Venue Technical Director
(703) 993-8888 tterleck@gmu.edu

Adrianna Daugherty Smith, Technical Director, Harris Theatre
(703) 993-2503 adaugher@gmu.edu

Laurel Dunayer, Costume Shop Supervisor
(703) 993-8793 ldunayer@gmu.edu

Participation on Mason Players Productions

Eligibility

Participation in Mason Players productions is open to all George Mason University students who meet the following criteria for eligibility.

1. Academic eligibility for Mason Players productions is limited to students with a minimum cumulative GPA of 2.50.

Approved by Theater Faculty, May 2011

2. Participation eligibility in Mason Players productions is limited to George Mason University degree seeking students. Exceptions must be approved by the Director of the School of Theater.

Approved by Theater Faculty, August 22, 2008

3. Students wishing to participate in overlapping productions including Theater at Mason and external projects must receive advanced permission from the Production Manager, mentor and the Director of the School of Theater.

4. Students must sign and abide by the terms of the Mason Players Participation Letter of Agreement. These guidelines promote a professional and respectful spirit of collaboration and failure to follow them may result in release from the production.

Release of a participant from a Mason Players Production

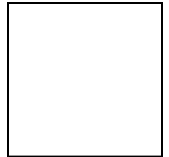
A participant may be released from a Mason Players production for demonstrating unprofessional behavior. Examples include, but are not limited to, failure to fulfill responsibilities to the production, or a pattern of tardiness to rehearsals. Normally, an attempt will be made to correct the situation before a participant is released.

Recommendation for release will come from the director, and be reviewed by the Faculty Advisor, Production Manager and the Director of the School of Theater before implementation.

The Director of the School of Theater has the discretion to release a participant immediately if, in the Director's judgment, it is for the greater benefit of the production and/or the safety of the company.



Mason Players Unified Auditions



Name _____ Phone Number _____

Mason email _____ G # _____

Schedule (Please list your detailed class/work schedule and ALL other known conflicts. See the tentative production calendar at the audition table; use the back of this form if more room is needed.)

I understand that the Unified Auditions are for multiple productions and that I may be offered a role in any of the shows. I have the option to accept, or not accept, any role offered to me. (please initial) _____ **OR**

I am auditioning for class requirement or experience only, and am unable to be considered for a role. (please initial) _____.

Please list prior performance experience and/or skills, including tap, juggling, singing and/or playing a musical instrument on the back of this form.

If not cast, would you be interested in another production position? Please circle all that apply:

SET BUILD CREW RUN CREW WARDROBE BOARD OP PUBLICITY CONCESSIONS

Terms of participation:

- Mason Players productions are open to all degree-seeking George Mason University students in good academic standing with a cumulative GPA of 2.5 or higher. Exceptions to the degree-seeking requirement must be approved by the Director of the School of Theater.
- **On-time attendance for rehearsals and performances is required.** Your availability for rehearsal and performance is determined by conflicts you list on this form. Any additional conflicts are subject to prior approval by the Director and the Production Manager.
- Strike after the final performance is part of the production experience. Participation is required of all company members.
- Photographs and/or videos of you taken during the audition, rehearsal, or performance process may be used by the School of Theater and George Mason University for promotional purposes.

I agree to the terms of participation

Signed _____ **Date** _____

Model Participation Letter of Agreement

Dear,

Welcome to the Mason Players. This letter will outline an agreement between you and the George Mason University School of Theater.

The Mason Players is a co-curricular activity of the School of Theater whose objective is to provide training opportunities for George Mason University students in a professionally styled academic environment. This is a voluntary assignment without compensation. You may receive academic credit by registering for practicum or other course as approved by the Director of the School of Theater.

You will perform all duties normally associated with your assignment. You will attend meetings, rehearsals, and performances as scheduled except as pre-arranged for existing conflicts, including classes. It is your responsibility to notify the Production Manager and Stage Manager of all conflicts at the beginning of the production process.

You will allow pictures or images of you and/or your work to be used by the School of Theater and George Mason University for purposes of publicity and promotion.

The terms of this letter of agreement shall be governed by the laws of the Commonwealth of Virginia, policies of George Mason University, and the Mason Players Production Handbook. Failure to follow the terms of this agreement may result in your release from the production.

Thank you for your invaluable contribution to this project. If all terms are agreeable, please sign both copies and return the original to Clayton Austin, Production Manager.

Date _____ Date
Production Manager

Director, School of Theater

This page left intentionally blank. Please write a poem or very short play.

Guidelines and Policies

Mason Players Inclement Weather Policy

In general, Mason Players activities follow the University determination on the opening/closing of classes. **If classes are canceled, then the Players activities scheduled during the concurrent time period are canceled as well.** A confirming email will be sent by the Stage Manager or other company management.

Specific critical activities, including technical rehearsals and performances, will be reviewed on a case-by-case basis with reference to campus and local conditions by the show Director, Production Manager, Director of the School of Theater, CVPA and University personnel. Company members will be notified of determination as soon as possible.

If your personal situation makes it unwise/unsafe to travel to the campus, you are not expected to do so. Please contact your Stage Manager or other company management as soon as possible.

January 2014

Policy on Production Conflicts

Academic success is the priority for the School of Theater and the Mason Players. Students are not expected to miss any classes for production related activities until, if necessary, dress rehearsals and performances. Students are encouraged to not register for evening classes during a semester in which they are auditioning for a role.

It is the responsibility of the student to provide a class schedule, along with any additional conflicts to the rehearsal and performance schedule, on the Unified Audition Form. This allows the director to be aware of conflicts during the casting process.

Students will not be asked to miss a class during the pre-technical rehearsal process. The Stage Manager will work with cast members to minimize the impact of their outside conflicts (e.g. work schedule) as possible, but those listed on the audition form will be respected.

Students will not be asked to miss a class to participate in load-in, light hand, focus, etc.

Students are expected to be available for all technical rehearsals, dress rehearsals and performances. Students are responsible for re-arranging their work schedule and any outside conflicts.

Students are responsible for notifying the Stage Manager specifically of any classes that conflict with dress rehearsals or performances at least four weeks in advance. Please provide the following: Course name, number, schedule, and instructor. The student will be provided with a letter for the instructor, confirming participation in this co-curricular activity. **Excusing the student from class for the dress rehearsal or performance is at the discretion of the instructor, consistent with the course syllabus.** If excused from class, the student is responsible for making up all missed work.

In the event a student is not released from a class for a dress rehearsal or performance, the matter will be reviewed by the director, Production Manager, and faculty advisor to seek a workable solution

Class Conflict Sample Letter

Date

Dear Professor.....,

(Student name), a student in your (course name and number) class, is a company member in the (semester) Mason Players production of (*show name*) performing in the (venue, dates). This co-curricular activity is sponsored by the School of Theater.

The acting rehearsals, which began (date), are normally scheduled 6 pm to 10pm and on weekends. Students are released to attend any overlapping classes. When we enter the dress rehearsal and performance period, (dates), however, it is critical that all company members participate to complete the process and bring live theater to the public. For this reason, company members are called two hours before curtain. For (student name), these include:

Calls that conflict with student's class

Please extend the courtesy of allowing (student name) to be excused from attending the (class name) on the evening of (date) which overlaps with her/his performance in (*show name*). (Student name) will be responsible for any assignments or material she will miss.

We thank you for consideration of this request. Please feel free to contact me with any questions.

Sincerely,

Production Manager
Mason Players production of (*show name*)
email address

Mason Players Policies and Guidelines Regarding Violence, Smoking, Nudity, Weapons, Flame and Extreme Language On Stage

Theater often, and by definition, examines aspects of human behavior that presents challenges for collaborative teams. The following policies and guidelines regarding violence, smoking, nudity, and language on stage are intended to frame an approach to these issues for Theater at Mason.

Violence of any nature should be taken seriously. Needs for physical violence of any kind should be noted at early production meetings. Personnel assignments for dealing with violence onstage should be made with the same consideration and approval that is given for other designers. Blocking violence for the stage should be made as early in the process as possible so that safety and theatrical efficacy might be achieved for the production.

The use of weapons on stage must be discussed with the Production Manager early in the production process. Firearms used on stage normally will be non-firing or modified to be permanently non-firing. The use of a gun to fire blanks must be approved by the Production Manager in advance. University police will be notified of the use of all firearms on stage.

Smoking is not permitted on stage. Theatrically effective alternative approaches should be explored early in the production process and discussed with the Production Manager.

Fire and any form of open flame are not allowed on stage due to state regulations and the extreme cost of licensing such effects.

Nudity onstage demands a mature and considered approach within the production and as part of communications regarding the production. Audition announcements and marketing for the production must contain notice regarding nudity, including special notice from the box office staff. Plans for handling nudity in rehearsal should be made in advance and, in the case of studio productions, discussed with faculty mentors. The Theater Department will make allowances to provide support for handling nudity and the staging of sexuality in the process, especially if further staffing is deemed necessary. Recording or photographing nudity is never permitted.

Offensive language should be announced, in advance of ticket purchase, in all marketing, including special notice from the box office staff. All promotional material and box office descriptions for productions that involve adult themes and language must include the statement: “*Contains mature themes and language.*” The statement shall be expanded to include the term(s) *nudity, simulated smoking, and/or graphic violence* when appropriate.

Mason Players Alcohol and Drug Abuse Policy

The following Policies are from the Office of Student Conduct
(703) 993-6209 studentconduct.gmu.edu

In case of emergency dial 911 for University Police

George Mason University University Alcohol Policy

1. The possession and consumption of alcoholic beverages is limited to those locations and circumstances authorized by university policy.
2. Alcohol possession or consumption is prohibited in any residence hall room or suite where all residents assigned to that space are under the age of 21. Students over the age of 21 may possess alcoholic beverages in accordance with established university policy.
3. No alcoholic beverages may be consumed in public areas of residence halls. This includes, but is not limited to, hallways, study rooms, and lounges.
4. All offenses of this policy will be adjudicated by a hearing officer within the Office of Housing & Residence Life or the Office of Student Conduct.
5. A common sanction for an alcohol policy violation will be primarily educational, but (depending on severity and frequency of violations) may include a housing assignment change, probation period, suspension and/or dismissal from housing, or suspension and/or expulsion from the university.
6. All cases involving severely intoxicated students and/or police or emergency medical responses will normally be referred to the Office of Student Conduct. The hearing officer may mandate an evaluation by the Wellness, Alcohol, and Violence Education and Services (WAVES) Office or an equivalent outside agency.
7. The University will encourage parental involvement in accord with the provisions of the Family Educational Rights & Privacy Act (FERPA).

Updated 8/22/13

University Drug Policy

1. Use and/or possession of illegal drugs and drug paraphernalia are prohibited at George Mason University. Use and/or possession and distribution of prescription drugs without proper medical documentation is within the scope of this policy. Violation of this community standard will be considered a serious offense. Implementation of this policy will be in accord with established university procedures as contained in the Code of Student Conduct.
2. The University Police will enforce all applicable local, state, and federal laws in accord with established standing orders, procedures and guidelines.

3. There will be a university review of all reports of drug offenses involving George Mason University students. Student Conduct processes will operate independently of the criminal justice system.
4. Any student found responsible for a Code of Conduct policy violation involving drugs may, at the discretion of the hearing officer, be required to undergo an evaluation administered by personnel of the University's Wellness, Alcohol, and Violence Education and Services (WAVES) Office as a sanction, or prior to re-admittance to the University if suspended.
5. The housing status of a residential student found in violation of a campus drug policy will be determined by the hearing officer. Guests and visitors found responsible for violating a campus drug regulation while in a residence hall will likely be issued a trespass order prohibiting their presence in any and all residential buildings of the George Mason University campuses. This trespass order will be in effect for a minimum of one calendar year.
6. A common sanction for a student's first violation involving possession or use of marijuana is likely to be a one semester suspension from the residence halls (for students residing on campus), a disciplinary probation period, and an educational referral. Repeated violations are likely to result in a suspension or dismissal from housing, and/or a University suspension.
7. A common sanction for any student found responsible for a violation involving sale or possession of an illegal substance, including prescription drugs, with intent to distribute is expulsion.
8. A common sanction for any student found responsible for use or possession of an illegal drug other than marijuana, including prescription drugs, is likely to be suspension from the University for a minimum of one year, and/or housing suspension or dismissal. The suspended student may be asked to provide documentation of successful completion of a drug treatment program prior to reinstatement.

Updated 8/22/13

Guidelines for Rehearsal Scheduling

The director and stage manager will work out a specific rehearsal schedule for their production incorporating space availability and company conflicts. The schedule will be posted on Virtual Callboard and the student lounge callboard. The following guidelines are modeled on AEA contracts to benefit the rehearsal process.

A week is Sunday to Saturday

Rehearsals may be scheduled a maximum of six days in a week, except for opening week.

Rehearsals on weekdays may be a maximum of 5 hours.

Rehearsals on weekends may be a maximum of 6 hours, except for technical rehearsals

A one hour break is required after 5 hours of rehearsal.

During rehearsal a 5 minute break is required after 55 minutes **OR** a 10 minute break is required after 80 minutes. This guideline does not apply to run throughs, but a 10 minute intermission break is required.

On technical rehearsal days, actors may be called a maximum of 9 hours out of 10, with a 1 hour break after a maximum of 5 hours. This does not include crew calls, production meetings, etc. A minimum of 12 hours is required between rehearsals.

Template for Technical Rehearsal Schedules

8:30 am – Venue Technician, ME and Sound Intern called. Dimmer and sound check.

9:00 am – SM, ASMs and all crews called. Breaks taken per guidelines

10:00am – Actors called for costumes and makeup

11:00am Technical rehearsal begins. Breaks taken per guidelines

3:00pm – 4:00pm Lunch break

4:00pm – SM, ASMs and all crews called. Half hour call for actors.

4:30 pm - Technical rehearsal resumes. Breaks taken per guidelines

8:00pm – Technical rehearsal concludes.

8:15pm – Production meeting

12:00am - All production activity stops and theater locked

Requests for variations in technical rehearsal schedule must be made in advance to Production Manager.

Actor Make Up Guidelines

Every Actor in a Mason Player's production needs to have his/her own makeup

Ben Nye Cream Personal Kit

Makeup kits are sold by color of your skin.

BN-PK0 White: Fairest, BK-PK1 White: Fair/Medium, BN-PK2 White: Tan
BN-PK3 Olive: Fair/Medium, BN-PK5 Black: Medium, BN-PK6 Black: Dark

List of the different places near by that you can get Makeup kits

Backstage, Inc: 545 8th Street, SE, Washington, DC 20003 #202 544-5744
They have a variety of Ben Nye Kits. For \$17.95 + tax. Note: Call first for color selection

www.easleys.com

Personal Makeup Kits- Student Kits \$18.00 + shipping

Please make sure it is the right color before you buy it.

www.norcostco.com

Personal Makeup Kits \$18.00 + shipping, also Ben Nye Theatrical Crème kit
\$50.00 + shipping. This is the complete kit. It will be everything you need as an actor, and in the end saves money.

Check other on-line store for makeup kits

For other makeup supplies: makeup sponges, makeup remover, wipes, and other makeup needs go to Wal-mart, Target, Rite-aid, CVS, Giant, Safeway, The Dollar Store, etc.

Have your Makeup Kit ready one week before your tech week starts

If you have any question please contact me at hkurtz@gmu.edu or 703-993-2160

Howard Vincent Kurtz

Professor of Costume and Makeup Design George Mason University

Policy on Haircuts, Hair Dye, Hair Perms, and Facial Hair

Haircuts

Actors cast in GMU productions are requested not to cut or dye their hair until discussion with the Production Costume Designer (Costume Designer)*

Actors may be required to wear a wig for a GMU production**

The Costume Design will make the determination on hair style and hair color for a production base on script needs with consultation with The Production Director (Director).

The Director can not require actors to change hair style or color with consultation with the Costume Designer.

When all possible simple hair cuts and trim should be done in-house by skilled personal in the costume or makeup design area.

Only the Costume Designer or Costume Shop Manager can arrange for actors needing a period style haircuts at a salon. The Costume Designer or Costume Shop Manager MUST accompany the actor to the Salon with a clear photo of the intended style.

The amount is not to exceed at total of \$30. (\$25. for haircut & style and a \$5.00 tip) per actor. The Costume Designer must arrange for petty cash ahead of time or the used of the Costume Shop Managers company credit.

Suggested Salon:

Hair Cuttery® located at Fairfax Station Square, 5622D Ox Road, Fairfax Station, VA, 22039 (703) 250-9806

Hair Cuttery® located at Main Street Marketplace , 10336 Main Street, Fairfax Station, VA, 22030 (703) 352-9827

The total number of haircuts that are allotted for each production based the show budget under Hair and Makeup Line items #522.

*Actor who cut their hair without consultation with the Costume Designer - it is at the expense of the actor and **will not be reimbursed.**

*Actor may be asked to cut their hair when cast in a GMU production. If the actor is unwilling the GMU Faculty Production Manager will be consulted for a resolution.

** A stock wig or a purchased wig may be used in the production as a measure to resoling cutting or the need to lengthen an actor's hair. The Costume Designer should work with the Costume Shop Manager to purchase the wig with the company credit and bill the Hair and Makeup budget Line items #522.

Hair Dye

Over the counter temporary hair is preferred .

Over the counter hair dye may be purchased by the Costume Designer at the *Giant® Food Store* located at The University Mall. The Costume Designer can pay out-of-pocket or use of the Costume Shop Managers company credit.

NOTE: Make sure to used GMU **Tax Exempt Number** (Tax Exempt Form available from Production Manager or) for all purchases. **Tax will not be reimbursed on-of-pocket expense incurred by the Costume Designer.**

Hair Dye should exceed at total of \$10. per actor.

*If an actor chooses to dye/color there own hair – **it is at the expense of the actor.**

**A stock wig or a purchased wig may be used in the production as a measure to resoling dying or changing the color of an actor's hair. The Costume Designer should work with the Costume

Shop Manager to purchase the wig with the company credit and bill the Hair and Makeup budget Line items #522.

Hair Perms

Hair Perms should be avoided at all cost to the budget and to the actor's hair.

**A stock wig or a purchased wig may be used in the production to create the preferred hair style (see above)

A purchased wig should not exceed \$50. per actor.

Facial Hair

*Actor may be asked to shave their facial hair when cast in a GMU production. If the actor is unwilling the production manager will be consulted for a resolution

** Actors may be asked by the Costume Designer to grow facial hair. When this is not possible, a fake mustache or beard may be purchased. The Costume Designer should work with the Costume Shop Manager to purchase the fake beard or mustache with the company credit and bill the Hair and Makeup budget Line items #522.

Cost \$10 - \$40 depending on facial hair need per actor.

Created by
Howard Vincent Kurtz
Costume and Makeup Design Professor
George Mason University
March 2011

Mason Players Comp Ticket Policy

All comp ticket requests are subject to availability of tickets for the performance you wish to attend. To avoid disappointment, plan ahead.

Comp ticket forms are available in the dressing rooms. To facilitate processing, requests should be made at least 24 hours in advance. Thank you for planning ahead.

Theater Faculty Comps

All active theater faculty and staff are entitled to two comp tickets for each production of the season.

Faculty and staff are encouraged to pick up comp tickets at the CFA box office ahead of time. No comp request form is necessary.

If tickets are available, they may be picked up at the local box office at time of the show. Please plan ahead – get your tickets early.

The box office has a list of all theater faculty names. Faculty comp tickets do not count towards the guest artist comp totals.

Artist Comps

Students and guest artists working on a production (director, stage manager, designers, cast, crew, etc) are entitled to the following comp tickets:

2 comps for opening night and 2 additional comps per run of show. *A maximum of 2 comp tickets may be requested for any one performance.* Those wishing additional comps are encouraged to seek out unused comps from other company members.

Mason Players Comp Ticket Request Form

Company member name (your name): _____

Phone # where we may contact you: _____

Who will pick up tickets: _____

Title of show: _____

Date of desired show: _____ Date requested: _____

Please circle: Thursday evening Friday evening Saturday matinee

Saturday evening Sunday matinee

Number of tickets (2 maximum): 1 2

Please do not write below this line.

Request approved by: _____ Date: _____

Mason Players Comp Ticket Request Form

Company member name (your name): _____

Phone # where we may contact you: _____

Who will pick up tickets: _____

Title of show: _____

Date of desired show: _____ Date requested: _____

Please circle: Thursday evening Friday evening Saturday matinee

Saturday evening Sunday matinee

Number of tickets (2 maximum): 1 2

Please do not write below this line.

Request approved by: _____ Date: _____

Student Bio Form

NAME _____

FR SO JR SR

Major/Minors _____

Hometown _____

Past Productions (play title, role/production position, theater (Mason Players or elsewhere), up to 5 productions)

The School of Theater/Mason Players has my permission to reproduce and distribute my image taken during rehearsal and performances on their website and in printed materials.

Signed

Date

Contact Information:

Phone number

Email address:

Current Interests:

Performance Directing Playwriting Dramaturgy Education
Design/Tech: Set Costumes Makeup Light Sound

Model for Pre-Show Announcement

Welcome to the School of Theater's Mason Players production of.....by Please take a moment to turn off your electronic devices and locate the nearest exit. For the safety of the performers, and a courtesy to other patrons, no photography, flash or otherwise, is permitted. Theater at Mason would like to thank the Friends of Theater for their ongoing support of our programs, especially their support of scholarships for our students. Please consider becoming a Friend. Brochures are available at the ticket table. Now settle back and enjoy the show.