Application for Gallery, Workshop, Readings, and Honors Productions, 2015-2016

Return this form by April 1, 2015

Name ___________________________ E-Mail ___________________________ Phone ___________________________

Name of Play or Project ____________________________________________

Undergraduate ☐ Year: _______________ Graduate Student: ☐ Faculty: ☐

Note: Students must be enrolled at the University of Iowa during the semester of the production.

The Gallery Series serves plays that are ready for full, limited-budget productions. There must be a complete script. Script changes may take place during rehearsal, but the thrust of this series is to present works that have reached a point where a designed, memorized production is appropriate. This series also serves advanced directing projects by qualified undergraduates and graduate students. Gallery productions are normally performed in Theatre B.

The Workshop Series serves works that are still very much in progress. There will be no design beyond chairs, cubes, actors’ own dress and available lighting. Actors will normally not memorize all their lines; these projects rehearse no more than 4 weeks, and are usually performed in Room 172.

The Reading Series projects are intended as public readings of a developing script, with no more than 4 rehearsals, no budget, and no technical support. There will be no design beyond chairs, cubes, actors’ own dress and available lighting. They are typically presented in Room 172.

Honors Projects. These projects are normally presented in Theatre B during the week following Spring Break. Projects must be proposed at least one semester in advance. Proposals submitted in April will take precedence. These projects may rehearse no more than 3 weeks, including the performance week.

Undergraduate Directors Festival Projects. In the fall semester 3-5 undergraduate directors will be selected to present one-act plays in a program that will run for four performances in Theatre B. Submitted plays should be no longer than 20 minutes.

1. What type of project do you wish to propose?
   Gallery _____ Workshop _____ Readings _____ Honors _____ UDF _______

2. Project Summary

3. Why do you want to do this project?

4. How does your background prepare you lead this type of project?

5. What is the current status of the project? (E.g., if it's a new play, have you completed it?)
6. If you have collaborators, please list them. Gallery projects will normally not be approved without a director.

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<th>Director or Playwright</th>
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<th>Designers</th>
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Signature, or date by which commitment will be made

7. **List your preferences for month/semester of performance.** If you wish to produce in a space other than the ones listed above in each category, list the alternate space and your reasons for requesting it. (Not required for Undergraduate Directors Festival.)

8. Prior to submission you must read the Non-Mainstage Guidelines and complete the online tool safety courses.

9. **Team Leaders must become Tool Qualified during the first available session in the fall.**

10. **Faculty/Staff Advisor.** (Not required for Undergraduate Directors Festival) A faculty or staff advisor to a Gallery or Workshop agrees to advise in the following ways:

1. Before agreeing to serve as advisor, review the script and the team leader’s approach to it. Be certain it is proposed for the right category and the team leader and other personnel are qualified to lead a project in that category.
2. Discuss the production and/or play with the creative staff before rehearsals begin.
3. Help formulate a production timeline as noted below. The timeline should include:
   - Auditions
   - First Rehearsal
   - First Production Meeting
   - Weekly meeting with Team Leader
   - First Technical rehearsal
   - Performance Dates
   - Post-production meeting and evaluation
4. Be familiar with departmental production guidelines and aid in compliance.
5. Review proposed designs for artistic propriety prior to first production meeting.
6. Examine proposed budget to make certain the project can be successfully completed within it.
7. Meet regularly with the team leader during the rehearsal period.
8. If the production is a new play, the playwright should consult the advisor when any substantial revisions are written.
9. Attend at least one rehearsal and give feedback.
10. Attend a performance and provide feedback after the production closes.

**I have read the guidelines above and agree to advise this production:**

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<th>Advisor Signature</th>
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Date ___________________

I understand that if this project is approved, I will be expected to serve in all respects as the producer, under the general supervision of the theatre staff and my faculty advisor. I will be responsible for recruiting personnel and for making all arrangements for production, promotion and audience accommodation.

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<th>Team Leader</th>
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Date ___________________