

## **Department of Theatre and Dance Student Information Sheet**

The Following includes the Mission Statement for the Department of Theatre and Dance, as well as a series of regulations and expectations from the Manual of Operation and Procedures for the Department. Please make yourselves familiar with them. Any questions regarding these regulations or procedures can be directed to Professor Frederick Christoffel, Chair and Director of Theatre.

### **Mission Statement**

The Department of Theatre and Dance is dedicated to fostering its arts by mentoring and educating students while integrating practical training with academic studies, and by cultivating an audience.

### **Regulations, Policies, and Procedures**

#### **Building Use:**

Use of the University Theatre and Lab Theatre facilities is primarily for the support of the University Theatre and Lab Theatre production schedules. Use of the facilities for support of the academic programs of the Theatre and Dance Department is second priority. Use of the facilities for programs sponsored and conducted by the University academic and administrative departments is third priority. Beyond these three priorities, the Director of Theatre may permit registered student organizations use of the University Theatre and Lab Theatre facilities for activities, which provide a service or benefit to the entire University community. Non-registered student groups or any off-campus organizations may not use the University Theatre or Lab Theatre facilities without the written permission of the Director of Theatre. A department or organization must submit a request and obtain the approval of the Director of Theatre to use the University Theatre or Lab Theatre facilities.

The University Theatre building is traditionally opened from 8:00am-5:00pm Monday – Friday, or when the last faculty or staff member leaves the building. During normal operating hours spaces are reserved for either production or class activities. Such spaces include the Mainstage Theatre and Auditorium, Lab Theatre, Makeup Room, Scene and Costume Shop, Green Room, Design Studio, and Theatre Lobbies. Use of these spaces other than for production work or scheduled classes and class or production rehearsals is not permitted without prior permission. To obtain permission you need to complete the following:

1. Fill out a request form available in the main office
2. Submit form to departmental secretary for routing
3. Make arrangements with the listed faculty supervisor to use the building after hours (the faculty supervisor MUST be present during your use)

#### **Participation in University Theatre Productions**

Participation in University Theatre productions is open to all students registered for six undergraduate or three graduate hours at Texas Tech. Faculty and staff members of the University are also eligible for participation in University Theatre productions. Under special circumstances, and with approval of the faculty, a person not enrolled at the university can participate in TTUT productions.

#### **Auditions and Casting**

Auditions traditionally are held for the semester in production on or around the first Thursday of the semester. The department encourages all students majoring in theatre arts to attend auditions. Students awarded departmental scholarships and those who hold departmental teaching assistantships are required to attend all auditions, callbacks, and accept all roles offered. In addition, all BFA and MFA acting/directing students are required to attend all auditions, callbacks, and accept all roles offered. Students functioning as

directors, designers, stage managers, or in other significant production roles are exempt from auditioning. If you unclear of your audition status see you advisor or the head of your program.

Students wishing to participate in "non-departmental" productions will only be permitted to do so if they have first auditioned for all TTUT productions and have received permission to participate in outside productions from the Theatre and Dance faculty. Scholarship or Teaching Assistants who fail to audition, or participate in a major capacity could have their awards withdrawn.

### **The Call Board**

Announcements concerning TTUT activities, production and academic, which are of interest to students, faculty, and staff, may be posted on the callboard in its appropriate area. If you have any questions regarding placement see the departmental secretary. Theatre students must read the callboard daily to discover rehearsal, crew calls, and academic information.

### **Telephone Calls**

Students are not allowed to place or receive calls on any office, shop, or box office phone. Students may use the payphone located in the Lab Theatre lobby. Students expecting calls should ask the caller to call them on that phone. The number for the payphone is 762-9945.

### **Food, Drink, Smoking and misc.**

Food and drinks other then bottled water are allowed in the Greenroom only and faculty offices. Bottled water is allowed throughout the building with the exception of the scene shop and both light/sound booths. Smoking is not allowed in any TTU buildings or offices. Feet are not allowed on the back of any auditorium chair.

No smoking will be allowed within twenty (20) feet of any building entrance, exit, substantial building overhang or covered walkway outside Maedgen Theatre facilities and on Maedgen Theatre grounds including the Theatre Annex, unless it is a designated smoking area.