

MUHLENBERG COLLEGE
THEATRE & DANCE

MUHLENBERG COLLEGE
DEPARTMENT OF THEATRE AND DANCE

PRODUCTION GUIDELINES FOR THE
MUHLENBERG THEATRE ASSOCIATION

PRODUCTION POLICIES

Article I. Mainstage Policies

Section 1.

No student shall be permitted to rehearse:

- More than four hours on any class day
- More than six hours on any non-class day
- More than eight hours on any non-class day during tech week.
- For more than one "10-out-of-12" day may be held, meaning there may be a rehearsal for ten hours with a two hour dinner break during tech week.

Section 2.

With the exception of tech week, each production must have at least one day off in each seven-day week and rehearsals may not exceed 26 hours per week.

Section 3.

No rehearsal may begin before 9 a.m.

Section 4.

All Mainstage rehearsals must conclude by 11 p.m.

Section 7.

All cast and crewmembers of a production must be actively present for the entirety of the production's strike. Any person who fails to complete strike will not be permitted to participate in any aspect of any production until arrangements are made to participate in another strike as specified by the Executive Board of the MTA.

Section 8.

The Stage Manager of the production is responsible for checking that all cast and crewmembers are present at strike and must report any absences to the Vice President within 24 hours. The Vice President will then notify the individual of what he or she must do in order to make up for the strike and again become eligible for participation in productions.

Article II. Studio Production Policies

Section 1.

No student shall be permitted to rehearse more than three hours on any class day and no more than four hours on non-class days for any production. During tech, rehearsals may be held for six hours on a non-class day.

Section 2.

With the exception of tech week, each production must have at least two days off in each seven-day week and rehearsals may not exceed 19 hours per week.

Section 3.

No rehearsal may begin before 10 a.m.

Section 4.

All rehearsals must conclude by 11 p.m.

Section 5.

Each production may not last any more than one (1) hour in length. The Studio Productions Coordinator will time productions length during tech. Cuts to guarantee the show lasts one hour must be finalized at the time of submission and selection, but the Studio Productions Coordinator may order additional changes at any time, including tech week.

Section 6.

Full-length plays will not be accepted to the Studio Productions Festival, as a full-length play lasts longer than one hour. Significant cuts may not be made, as it is against United States Copyright Law.

Section 7.

Each black box will receive a budget of \$150 dollars to use as they choose. Rentals from the dept. may be used, but the \$20 security deposit may not come out of that budget.

Section 8.

Studio Productions may not use any Theatre/Dance facilities in the Trexler Pavilion, Center for the Arts, or Rehearsal House for rehearsal, with the exception of classrooms CA 149, 155, 166, 264, which may be used.

Section 9.

In order to be eligible for a directing spot must complete an acting course AND one of the following: 1) stage manage or assistant stage manage one Mainstage production, 2) stage manage or assistant stage manage two Studio productions, 3) direct one red door

play and assistant stage manage or stage manage one studio production, 4) complete a directing course.

Article III. Red Door Play Festival Policies

Section 1.

No student shall be permitted to rehearse more than two hours on any class day and no more than three hours on non-class days for any production.

Section 2.

With the exception of tech week, each production must have at least three days off in each seven-day week and rehearsals may not exceed 10 hours per week.

Section 3.

No rehearsal may begin before 10 a.m.

Section 4.

All rehearsals must conclude by 12 a.m.

Section 5.

Each production may not last any more than one (1) hour in length. The Red Door Play Festival Coordinator will time productions length during dress rehearsals. Cuts to guarantee the show lasts one hour must be finalized at the time of submission and selection, but the Coordinator may order additional changes at any time, including tech week.

Section 6.

Full-length plays will not be accepted to the Red Door Play Festival, as a full-length play lasts longer than one hour. Significant cuts may not be made, as it is against United States Copyright Law.

Section 7.

Each production will not be guaranteed a budget, but may request monetary funds from the MTA not exceeding \$50. Rentals from the dept. may be used, but the \$20 security deposit may not come out of that budget.

Section 8.

Red Door Play Festival Productions may not use any Theatre/Dance facilities in the Trexler Pavilion, Center for the Arts, or Rehearsal House or classrooms in the Center for the Arts for rehearsals or performances.

Article IV. Performance Ensembles

Section 1.

The definition of a performance ensemble is a collective group of people creating, rehearsing and performing in a revue, improv or workshop format. The purpose of the performance ensemble is to create based on concept not pre-existing scripts or musicals. However, the implementation and activity of the performance ensemble is at the discretion of the MTA board.

Section 2.

No Performance Ensemble may meet more than three (3) hours per week except for the week before a performance pending the rehearsal do not conflict with other academic and rehearsal obligations. Formal, announced performances do not count towards this three hours per week.

Section 3.

No rehearsal may begin before 10 a.m.

Section 4.

All rehearsals must conclude by 1 a.m.

Section 5.

Each performance may not last any more than one (1) hour in length.

Section 6.

No Performance Ensemble may perform more than once in any given four-week cycle.

Section 7.

Fundraising within each performance ensemble is permitted provided that none of the money is out of pocket. They will use these funds to support themselves for any props, accompanists etc. that they may need for the group.

Section 8.

Performance Ensembles may not use any Theatre/Dance facilities in the Trexler Pavilion, Center for the Arts, or Rehearsal House or classrooms in the Center for the Arts for rehearsals or performances unless there is a specific circumstance discussed and agreed upon by the MTA Board.

Section 9.

Once being cast in a Performance Ensemble, an individual is a member of that ensemble for the duration of the time they are an active member of the MTA. Should a student become inactive, they will no longer be permitted to rehearse and/or perform with the ensemble until they complete the Contribution Requirement.

Section 10.

All ensemble members must be actively involved in each performance unless they voluntarily choose not to be.

Section 11.

Performance Ensembles will not count towards the "Two Rule".

The "TWO RULE"

Section 1.

No association member shall be allowed to act in, stage manage, direct, etc... more than two (2) productions of any classification (except for Performance Ensembles), on or off campus per semester.

Section 2.

If an association member is enrolled any number of studio classes, he or she may only participate in only one productions of any classification, on or off campus per semester. (Any number of studio classes counts as ONE of the two productions.)

Section 3.

No association member can act in, direct, stage manage, design, etc... more than one (1) production of each classification per semester.

Section 4.

Failure to abide by these regulations will lead to immediate replacement in the most recent project accepted.