For the purposes of this document, the following distinctions should be made between the three tiers of production at the Theater Division:

- **Level 1**: Theater Division produced mainstage season.
- **Level 2**: Theater Division minimally produced season, to include realism and style projects, featured productions that are part of the spring semester Playwrights Festival, and faculty or student directed projects which are created to fulfill curricular or practicum needs.
- **Level 3**: No budget Theater Division productions which fall outside the regular production season. Lab projects are subject to approval by the lab selection committee, PD &T and the Artistic Director/Head, Theater Division

Proposals should be submitted by the 1st day of week 9 in the fall semester and the 1st day of week 12 in the spring semester. The lab committee will meet in the 12th week of fall semester and the 13th week of spring semester to discuss proposals for the following semester. All approval signatures are required by the last day of classes of week 15, each semester. The guidelines discussed within this document apply to Level 3 only. All lab productions will follow the Theater Division guidelines for all elements of production.

**The Proposal Process**

- All proposals for lab shows include fully filled out proposal forms submitted to the lab committee and then forwarded to the school director.
- The Lab Production Selection Committee has the authority to require any conditions it deems necessary under which a proposal may proceed.

**Role of Academic Advisor**

- All lab shows proposed by a student or group of students must have a project advisor who is a member of the faculty of the Theater Division.
- Part of the approval process includes approval from the academic advisor. No student may participate in a lab production without approval from their academic advisor.

**Casting**

- Casting for lab shows occurs at the beginning of the semester in which the show is being produced.
- All participants in lab shows (director, designer and stage management) must have a project advisor sign-off on the proposal.
• Students may propose a show that is pre-cast, or a production may be proposed by a group of students who want to do the piece themselves.
• First priority in lab show casting shall go to Theater Division students who are required by their program to act-- PATP and BFA Performance majors.
• Freshmen may not be cast in the lab shows. First year PATP students may not be cast in their first semester in the program.
• In preparation for the casting meeting, potential directors of lab shows will list their first 3 choices for each role in his/her show.
• All cast lists must be approved by the Artistic Director/Head, Theater Division.

Performance Dates and Times

• Performance dates and times are recommended by the lab committee and approved by the Artistic Director/Head, Theater Division.

Rehearsals

• Guidelines for lab productions should follow as closely as possible to the Theater Division actor’s rule handbook. The following should be noted:
  - Actors must have one day off/week
  - Lab schedules should be posted 24 hours in advance
  - Rehearsals end no later than 11PM. Tech and dress rehearsals 12pm.
  - Rehearsal schedules and spaces should be approved and coordinated by the Theater Division Production Coordinator/Manager.
• Stage Managers assigned are required to create nightly rehearsal reports to be submitted to the appropriate faculty and project advisor.

Support

• If the project has been approved, pull dates for lab shows are week 2 and week 7 of both fall and spring semester.
• Lab productions should be considered unsupported with no budget. Resources in the Theater Division productions are extremely limited.
• Approval of lab projects does not guarantee tech support, designer support, access to stock, or monetary support.
• With these limitations in mind, directors should keep their production technically simple. If the show’s requirements involve physical effects, the committee will not approve without the appropriate or relevant area’s consent.
• As in casting, no other participants will be approved without program head consent. This includes designers, stage managers, technical director, or other members of the production team.
• Load-ins: Nothing can conflict with existing class schedules. All spaces used in production must be returned to classroom ready each night, during rehearsals and performances.
• Anything borrowed is to be returned immediately (within 24 hours).
• Any special stage combat or needed weapons must be approved by and have the appropriate area’s consent.

Safety

• It is expected that Directors will provide adequate rehearsal time to safely incorporate the use of combat and weapons in lab productions.
• All productions will follow the standard SOT guidelines for safety. Smoking and flames are not permitted in lab shows.

Photo Calls

• Lab shows are allowed to have photo calls before or after any dress rehearsals or performances, except the final performance. Photo calls need to be arranged in advance with the appropriate area and shall be limited to one hour.

Seating

• The use of audience platforms and chairs is to be coordinated with the Theater Division Production Coordinator. Seating platforms and chairs must be requested on the proposal as scenic tech support.
• In conformity the Fire Safety regulations of the State of Ohio and Ohio University, no standing room audience is permitted; every member must have a seat.
• Audience seating units for each production must be struck and returned to storage as part of strike, unless other arrangements have been approved by the Production Coordinator in advance.

Strike

• Strike will be supervised by the stage manager. The participation of the full production company of the show, including actors and the director, is required at strike.
• During strike, the space must be restored to its condition prior to the production. This includes sweeping the floors, compactly storing any furniture or prop items which will remain in the space until the scheduled return dates, striking and returning all lighting equipment.
LAB SHOW PROPOSAL FORM

General Proposal Information

Project Title: ___________________________________________________________

Proposer(s): __________________________________________________________

Phone/Email: __________________________________________________________

Proposer(s): Have you read and become familiar with the “Lab Show Guidelines For Proposers and Directors”? (Circle One) YES NO

Advisor Information

Advisor: The Advisor’s role should be one of consultant and mentor. The advisor can ensure maximum educational value in each project and agree to monitor production progress, and assume responsibility for the adherence to the Theater Division guidelines. The advisor will alert the Production Manager to any violation of procedure.

Project Advisor: _______________________________________________________

Project Advisor’s Signature: _____________________________________________

Proposer(s) Academic Advisor(s) Signatures (if different from above):

__________________________________________ (Print Name) __________________________ (Signature)

__________________________________________ (Print Name) __________________________ (Signature)

Attachments

• Please attach a list of all students receiving academic credit for their work on this project and the faculty member responsible for their grades. These faculty members must initial the attachment to indicate their agreement.

• Abstract (educational and artistic goals). Use separate sheet and limit to 250 words.

• Director:_______________________________________________________________

• Stage Manager:________________________________________________________

• List requested dates/times:______________________________________________
• Projected rehearsal times (day/evening/weekends)______________________
• Requested rehearsal/performance space: 1st choice______________________
• Requested rehearsal/performance space: 2nd choice______________________
• Cast information: Number of female roles_____ Number of male roles_____ 
• Basic Costume Needs/Designer:_____________________________________
• Basic Lighting Needs/Designer:_____________________________________
• Basic Prop Needs/Designer:________________________________________
• Basic Scenic Needs/Designer:______________________________________
• Basic Sound Needs/Designer:______________________________________
• Signatures required:
  PD&T Costumes__________________________________________________
  Lights___________________________________________________________
  Sound__________________________________________________________
  Scenery________________________________________________________
  Performance____________________________________________________
  Playwriting______________________________________________________