

# Studio Series

## Application Process

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The Studio Series, offered by the Department of Theatre and Dance, provides two department supported production opportunities. Applicants may request to present projects during one of two slots, one in Fall semester and one in Spring semester. Applications are due in November for Spring semester projects, and in April for Fall semester projects. Specific due dates for applications and dates for performances will be distributed with the application to all students in October and again in March.

Studio Series projects may address a wide range of styles. Students from all T&D degree areas, staff, or faculty may apply. All student-led projects require a mentor, and students must solicit a written agreement of support from the mentor as part of the application process. The Theatre and Dance department will provide two weeks of rehearsal/performance space, minimal technical support\* (see guidelines), and will pay all royalty fees. **A complete rehearsal schedule and royalty needs must be clearly stated in the proposal.** The Studio Series is a competitive opportunity to explore work that may reside outside of departmental programming and is intended to provide additional performance/design opportunities for students in the department.

To apply, please fill out the application, acquire the signature of a mentor, and submit your completed form to Kathleen in the department office.

### The Selection Process

Studio Series participants will be chosen by a committee of at least three people with representatives from multiple areas.

Strong applications will demonstrate:

- A clearly articulated concept or idea with specific outcomes.
- A plan for executing the project with defined tasks.
- A detailed timeline for accomplishing each task.
- How the participants will measure success.
- Ample performance opportunities.

### Production Support Parameters:

Applicants must keep Studio Series projects simple and achievable. Consider the creative possibilities in limiting your set pieces to acting class furniture with addition of set dressing. Design components must fall within the given

parameters as identified below. All productions must follow appropriate safety protocols for weapons, stunts, etc.

The department will provide:

- Two weeks of rehearsal and performance space within the dates outlined above. (All spaces must be reserved in advance through Kathleen).
- A rep lighting plot (Balcony only).
- Access to the sound system for running sound cues (Balcony only).
- A Stage Manager's kit with minimal supplies: spike tape, etc.
- Reasonable storage space for production items. (The props shelving used for classes).
- Payment of all required royalty fees.
- Copies of programs you create.
- A piano, as appropriate.
- A faculty mentor, as pre-arranged.
- Access to office and copy materials, as approved by Kathleen on a task-by-task basis.
- Scripts, either as a component of royalty fees or copied on the copier.

The Department Cannot Provide

- Props, costumes, furniture, set pieces, weapons.
- Tech support.

You will provide:

- Personnel: performers, musical director, stage manager, designers, choreographer, fight director, stage managers, board operators (must already be familiar with the systems), front of house personnel, etc. Non-MSU talent and personnel may be utilized only under exceptional circumstances and with permission of the project mentor. All personnel must meet the department grade point average and class load requirements, and have **documented pre-approval** from their area coordinator for participation in the project. **Please note: actors and designers must not be working on a mainstage project during the semester of your project's presentation.**
- Design Elements: You must provide your own costumes. You may use the rehearsal furniture allocated to the space you are performing in. If you are rehearsing/performing in a non-studio space, rehearsal furniture needs must be pre-arranged through your mentor. Without exception, rehearsal furniture must not be removed from any classrooms. All rehearsal furniture must be restored to its neutral space after each rehearsal and performance.

- Program: Finished program copy suitable for photocopying on 8 1/2 x 11 white paper in black ink.
- Strike: Clean up following each performance and strike and clean up following the close of your production. This includes returning the chairs on the sides of the Balcony house to the chair carts and the rehearsal furniture to its appropriate location.
- A liability waiver or proof of insurance for any non-MSU personnel.

PLEASE NOTE: Failure to live up to terms of agreement may result in modification of the terms or cancellation of the production.

# Studio Series Application Form (Student)

Please type all of your answers in a separate document.  
Be as detailed as possible.

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Semester and Year of Project:

Title of the Project:

Project Description:

Studio Project Leader:

Leader GPA, major, and course load:

Approval Signature of Area Head:

Cast size and breakdown:

Project Outline:

1. Why do you want to do this project?
2. What are your objectives for this project?
3. What are your main concerns and challenges for the successful completion of this project?
4. What do you hope to learn from this project?
5. Where will you do your project?
6. What resources do you need to complete this project? Where will you find these resources?
7. What do you anticipate your lighting or sound needs to be?

8. Are there other special needs for your project? (Videography, stage violence, etc.):
9. What is your project's relationship to the department and/or public affairs mission?
10. Are there other project participants or personnel needs? How will you meet them?

Mentor for the Project:

Timeline for the Project:

1. Provide a breakdown of your production schedule. Include meetings with your faculty mentor, dates and times of production meetings, **rehearsals**, and dates on which your mentor and/or other faculty may observe.

Royalties for the Project:

1. Please provide a cost figure for royalty expenses for your project.

Royalties	
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## Student Studio Project Proposer Agreements

By signing below:

1. You agree to be responsible for this Studio Project with department mentorship.
2. You agree to copy your mentor on all relevant digital exchanges and schedule a visit with your mentor a minimum of once a week during the project period.
3. You and your faculty/staff mentor will collaborate on production oversight, from first rehearsal to strike, based on the attendance agreement established between the student submitting the application and the faculty/staff mentor.
4. You agree to work with your mentor to address and rectify any problems or issues that arise during the creation and presentation of this project.
5. To abide by all rehearsal and performance guidelines as stated in the Department Handbook.
6. You agree that all participants must abide by policies defined by their area of study.
7. To serve as a practical steward to MSU T&D with attention paid to departmental practices, both artistic and ethical.
8. You agree to abide by all elements defined in the application and understand that the project may be cancelled at any time at the discretion of your mentor and/or department head.

Proposer Name:

Proposer Signature:

Date:

## Studio Project Mentor Agreements

By signing below:

1. You agree to be the primary mentor responsible for this Studio Project.
2. You agree to review the application prior to submission.
3. You agree to oversee the production from first rehearsal to strike based on the attendance agreement established between you and the student submitting the application.
4. You agree to address and rectify any problems or issues that arise during the creation and presentation of this project.
5. You agree to serve as the liaison between the student and faculty on all issues pertaining to the project.

Mentor Name:

Mentor Signature:

Date:

# Studio Series Application Form 2018-2019 (Faculty and Staff)

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Title of the Project:

Project Description:

Project Goal:

Project relationship to the department and/or public affairs mission:

Studio Project Leader:

Cast size and breakdown:

Other Project Participants/Personnel needs:

Full Rehearsal Schedule:

Timeline for the Project:

Special needs for your project? (Videography, stage violence, etc.)

Proposer Name:

Proposer Signature:

Date:

\*\* Please provide as much information as possible so that we may effectively evaluate your project for consideration.