



# Lab Project Proposal Instructions

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

**Proposal Due Date:** March 15

## REQUIREMENTS

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- Undergraduate Student Rank
- The student must have completed THEA 220 Acting, THEA 200 or 300 Script Analysis, THEA 311 Collaboration, THEA 430 Directing, and a design/tech course, or be enrolled in these courses prior to completion of the lab project.

## INSTRUCTIONS FOR SUBMISSION

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Please fill out the following online form <https://forms.office.com/r/v7M8xtHZkJ>

A copy will automatically be sent to the Lab Projects Committee, the Theatre Department main office, and your faculty advisor.

## THE REVIEW PROCESS

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Within the first three weeks of March, you may be required to present your proposal to the Lab Project Selection Committee. How many project slots are available will vary each year depending on the production calendar and space available. Slots for each project may vary from one to two weeks in the Lab itself. We hope to announce the approved Lab Projects by mid-April.

## INFORMATION YOU WILL NEED FOR THE PROPOSAL

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### Your Name and Contact Information

### Faculty Advisor's Name/Sponsoring Organization

Valid Sponsoring Organizations include ACT, Strange Fruit, etc. and must be registered student organizations with the University of Tennessee. You must have a faculty sponsor if you are not working through a student producing organization. You will be required to sign up for a THEA 493 Independent Study credit with your sponsor in the semester that your show is being produced. If you fail to enroll in THEA 493, your production may be pulled from the Lab.

### Title and Playwright

### Publisher

Please note that YOU ARE RESPONSIBLE FOR SECURING and PAYING ANY ROYALTIES REQUIRED FOR PRODUCING YOUR SHOW. This can run anywhere from \$75 \$150/performance. The department may offer some scholarship/support money to help with this expense, however it will be your responsibility to locate the funding and secure the rights. When securing rights, note that you should apply for Amateur rights with no ticket sales. Due to restrictions from the University, Lab Projects are not allowed to sell tickets.

**Your Role in the Project (director, playwright, designer, etc.)****Director's Name****Experience and Theatre Classes Completed****Cast Requirements**

Numbers, age, gender, etc. for ALL roles. Include information on any double casting. Please note that no minors (under 18) are allowed to participate.

**Genre of Play****Intended Type and Scope of Production:**

What is the intent for scope of scenery and stage technology? Is this intended to be an acting piece or a multimedia extravaganza?

**Technical Requirements**

You do not have access to any of the CBT shops. (scenery, costumes, prop, lighting, sound) Limited rental of props and costumes MAY be available at a limited level. Basic repertory sound and light plot will be available. You will have access to the Lab for 1-2 weeks.

Please note that all projects will be charged a fee of \$300 for technical coordination that YOU WILL BE RESPONSIBLE FOR. This will cover time with a Rental Coordinator for space and tech coordination, load-in, tech, and strike as outlined below. Any additional time needed for more complex projects will be billed at \$20/hour. The department may offer some scholarship/support money to help with this expense but it is ultimately your responsibility.

Minimal supervision by a staff Rental Coordinator will be required of all projects. This person will be the point person for you in coordinating the use of the space (up to 4 hours). We look at these projects as rentals – sets are built and painted offsite and you then load into the space. The coordinator will need to be present at Load-In (4 hours), First Tech (4 hours), and Strike (4 hours). The coordinator is there in a supervisory capacity and not as labor. They will ensure that all things are safe and can be a valuable resource for you. They will keep production staff aware of what each project entails in terms of the use of the space. Most projects should not need more time allotted for the coordinator but if you have a very complex project which does (as deemed necessary by the coordinator and production manager), please be aware that additional time will be billed at \$20/hour.

One trip to Prop Shop may be scheduled with the Prop Shop at least 2 weeks in advance. Items may be pulled from costume and/or scenic storage at the discretion of the appropriate shop head. ALL REQUESTS must go through our rentals coordinator.

When the project is accepted, you will be introduced to, and given the contact information of the rentals coordinator.

You will be the responsible party for any loaned items from outside sources. Penalties for late returns, or lost or damaged items borrowed from the Department's stocks are the responsibility of the individual who borrows them.

The Department is unable to build sets or costumes for these productions – if you are planning on building elements for your show you should include a plan for how and where this building will happen. At the current time, we do not have any classes in the Lab space so scenery may stay in place during your time in the Lab. If this should change, you will be notified just as soon as possible.

You will be able to use the general light plot and general speaker plot in the theater. Any additional requests must come to the coordinator who will talk to staff about what is possible.

Following your last performance (whether a matinee or evening performance), a complete strike is required and the lab restored to how you found it. Please plan this into your schedule. Often the space will be needed the following day. The dumpster by the Scene Shop MAY NOT be used so please be sure you have a plan to dispose of all unwanted materials. A U-Haul or truck is highly encouraged for your strike.

### **Basic Floor Plan**

A “napkin sketch” of you plan is acceptable; although more detailed plans are encouraged.

Basic Scenic List, which should include; Windows, doors, couch, kitchen, bench, etc...

Basic Props list

### **Technical Personnel**

A list of anyone you have lined up to work you show (Sound Designer/Operator, Lighting Designer/Operator, Costume Designer, Set Designer, etc.). Please note that there will be one training session for each production where the Lighting and Sound personnel for the Clarence Brown will spend time walking you through the Lab Theatre and its equipment. Attendance by at least one member of your production team (and preferably all members) is required. Training after this time may not be available. Additional training in sound and lighting equipment may be obtained by working on our Mainstage season productions. If you are interested in additional training and experience through this, please be sure to communicate with the appropriate shop head to initiate the process.

### **Ideal Timeline**

Let us know when you would like to rehearse/perform your show. Be fairly general here: i.e. Early Fall, Winter, Spring, etc. If you have any time restrictions that cannot be changed, please include those here as well (i.e. Fall Graduation).

### **Your Pitch**

Why this show? What you want to work on/accomplish. How this production will benefit you, the department, and the community at large.