INTRODUCTION & DISCLAIMER

This document is not intended nor should be construed to be a comprehensive manual of theatre practice. This Production Guide represents the general organization of theatre production as practiced by the Del Mar College Drama Program.

While the Drama Program strives to teach and reflect best theatre practices, obstacles and challenges may arise which will require unique or creative solutions. These solutions may be at variance with the Production Guide, but will always be made with the goal of serving the play and enhancing the learning environment.

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I. DRAMA PROGRAM MISSION STATEMENT

The mission of the Drama Program is to provide quality learning opportunities for its majors; to serve the needs of the general student population; to advance teaching, performance, creativity, research, technology and scholarship among its faculty; and to act as an educational and cultural resource for the College and its service community.

II. STANDARDS OF STUDENT CONDUCT

All students are required to follow the Del Mar College Student Handbook Standards of Student Conduct
(http://www.delmar.edu/sthandbook/rights.php#3)
Failure to adhere to the standards may result in, but may not be limited to:

- Immediate dismissal from the production or production-related activities
- Forfeiture of Drama Scholarships
- Academic consequence (reduced grade, failing grade, or drop) if the production participation is part of a class assignment
- Dismissal from the College
- Criminal charges where applicable
- Other consequences as outlined in the Student Handbook

III. THEATRE ETIQUETTE

Theatre is a communal art. As such, participants should hold themselves and each other accountable for acceptable behaviors that will help create an atmosphere of trust and mutual concern, learning, and of excitement about a shared artistic experience.

A. Etiquette for Company Members

- Be on time for all calls
- Work safely
- Know your assigned job
- Ask for guidance and help when needed
- Bring your materials and tools
- Dress appropriately for production activities
- Properly operate and care for equipment and machinery
- Refrain from unsolicited criticism
- When criticism is solicited, be constructive
- No cell phones during production activities
- No headphones during production activities
- Respond to all SM calls with “Thank You”
- Cast and crew only backstage and onstage
- Do not appear in public areas beginning one hour before curtain and end of performance
- No food or drink (except water) backstage

B. Etiquette for Audience Members

- Be on time for shows
- No photography or recording of any kind during performances
- No food or drink in theatre
- No children under six years old
- Latecomers may not be seated
- Patrons leaving the theatre during the performance will not be permitted re-admission until intermissions or the end of the performance
- Please do not go onstage or backstage

**IV. PRODUCTION SEASON CALENDAR**

Productions are scheduled per Academic Year (Fall/Spring/Summer I/Summer II). The Production Season Calendar is structured around the Del Mar College Academic Calendar. The following should be considered when creating the Production Season Calendar:
- First Day of Classes
- Holidays
- Final Examination Schedule
- Official School Closing periods
- Technical and logistical complexity of potential titles

**A. TITLE SELECTION CRITERIA**

Play titles and projects should reflect a variety of scope and style for any 2 (two) consecutive Academic Years. Considerations for title selection may include:
- Genre
- Style
- Relevance to current local, national, or global events
- Technical demands
- Space limitations
- Budget
- Appropriateness for Drama Program mission, audience, and student population
- Learning opportunities
- Anticipated casting/crew pool
- Potential audience draw
B. METHOD OF TITLE SELECTION
The Drama Faculty serves as a Season Planning Committee. The Season Planning Committee meets in the Spring semester prior to the Academic Year for which the season is planned. The Season Planning Committee deliberates on proposed titles using the Title Selection criteria.

C. SEASON ANNOUNCEMENT
The Season titles and dates will be announced during the week of Fall Convocation.

D. TYPES OF PRODUCTIONS
Del Mar Drama produces three types of productions: Mainstage, Studio, and Special Projects

**MAINSTAGE**
- Booked in the Finley Theatre
- Faculty directed
- Faculty designed
- Full shop support
- Priority budget
- 5-8 week rehearsal period
- Two-weekend performance runs
- Paid admission

**STUDIO**
- Booked in the Bartlett Theatre or found spaces
- Student-directed
- Faculty supervised
- May be original or adapted scripts
- Shop support as determined by TD/Costumer
- Limited Budget
- 2-4 week rehearsal period
- 1-3 performance runs
- Free or Pay-what-you-will Admission

**SPECIAL PROJECTS**
- Fundraisers
  - Booked in appropriate available venues
  - Faculty/Guest Artist Performances
V. PRODUCTION CALENDAR
SEQUENCE

The following represents the approximate order of activities necessary to producing a play. Some individual activities occur simultaneously, but the general categories (Pre-production, Production, Performance Run) are always in that order.

A. PRE-PRODUCTION
- Secure budget
- Select title
- Select or assign Directors, Designers, Guest Artists, SM, ASM, AD, and student Designers/Design Assistants
- Schedule facilities for all work calls, rehearsals, and performances
- Establish production schedule
- Design concept pre-production meetings
- Announce auditions
- Audition/Cast

B. PRODUCTION
Commence build activities in scenic and costume shops
Begin rehearsals
Begin production meetings
Create and release publicity materials
Technical rehearsals
Dress Rehearsals

C. PERFORMANCE RUN
Opening performance
Production Run
Archive production photos
Strike
Reconcile and close books

VI. CASTING AND AUDITIONS
A. ELIGIBILITY
Auditions are open to all currently enrolled Del Mar students regardless of major
Some roles may be pre-cast
Some productions may be open to the general public, as determined by the faculty

B. PRE-CASTING
Some roles may be pre-cast. Notice of pre-cast roles will be posted at auditions.

C. AUDITION POLICIES
All productions will have at least two audition periods available
Auditioning students will be asked to fill out an audition form prior to auditioning. Form include name, address, contact information, prior experience, special skills, and pre-arranged schedule conflicts.
Audition formats will vary from production to production, as determined by the Director. Formats may include:
- Cold readings
- Prepared monologues
- Singing
- Dancing
- Interviews
Improvisational games
Any combination of the above
- Auditioners are auditioning for every role in the play
- Auditions are closed to observers unless authorized by the Director
- All auditioners have the right to discuss their audition with the Director at a mutually agreeable time after the Cast List has been posted

D. CASTING POLICIES
- Casting decisions are color-blind, unless specific needs of a role require casting specific genders or ethnicities
- Casting decisions are made based upon the needs of the production and not the preference of individual actors
- All actors have the right to decline a role
- All auditioners have the right to discuss their audition with the Director at a mutually agreeable time after the Cast List has been posted
- All casting decisions are final
- The Drama Program reserves the right and responsibility to re-cast roles in the best interest of the production

E. DRAMA SCHOLARSHIP RECIPIENTS REQUIRED AUDITIONS
Drama Scholarship recipients are required to audition for every production, except where indicated by faculty. Scholarship students auditioning are not guaranteed roles.

VII. PRODUCER
The Del Mar Drama Faculty serves as Producer for all Del Mar Drama productions. Tasks may be delegated to individual faculty or production team members.

A. Producer Responsibilities
- Select or approve play titles for performance
- Secure performance rights
- Schedule performance dates
- Schedule facilities for all production-related activities
- Establish production budgets
- Account for production expenditures
- Establish ticket prices
- Marketing and publicity
- Printed matter, such as posters, programs, and tickets
- Select or assign Director(s) and Designers(s)
- Secure approved contracts for Guest Artists
- Safety and security at all production-related activities

VIII. DIRECTOR

A. Selection of Directors
Directors are typically Drama Faculty, with exceptions as below:
- Advanced Drama Majors demonstrating competence and/or interest may be designated as Directors as production and project scope require
- Students designated as Directors shall have appropriate supervision by Drama Faculty
- Directors may be Guest Artists or Adjunct Faculty

B. Director Responsibilities
- Develop and execute, along with other production team members, a unified vision for the production
- Communication and Coordination with Producer
- Conduct auditions
- Cast roles
- Select Stage Manager/Assistant Stage Manager
- Select Assistant Director (if required)
- Schedule and conduct regular production meetings
- Schedule and conduct design meetings
- Design Coordination
- Schedule and conduct rehearsals
- Attend all performances
- Safety and Security at all production-related activities
IX. ACTORS

A. Selection of Actors
Actors are cast from the pool of auditioners for each production (See Casting and Auditions).

B. Actor Responsibilities
- Attend all necessary rehearsals and production calls
- Promptness to all calls
- Timely communication with Stage Manager regarding emergencies
- Bringing appropriate materials to all calls, such as scripts, pencils, or personal make-up
- Dressing appropriately for all production activities
- Learn lines and blocking
- Check and maintain costumes and props with assistance from the SM, Prop Master, Costume Crew Head, and Running Crew
- Take direction in good faith
- Develop a personal understanding of the role and the Imaginary Circumstances of the play
- Learn necessary skills required for a role (dialects, stage combat, juggling, dances, etc.)
- Maintain positive and encouraging working relationships with other production personnel
- Perform the role(s)
- Attend and participating in Strike
- Following Del Mar College Standards of Student Conduct (http://www.delmar.edu/sthandbook/rights.php#3)
- Practice Theatre Etiquette

X. DESIGNERS
Designers may also be referred to as Department Heads.

Every production will have a designated Designer or Co-designers for the following areas, as determined by the needs of each play:
- Scenery
- Lighting
- Pyrotechnics
- Costumes
- Wigs and Make-up
- Audio and video production
- Props
- Dance Choreography
- Fight Choreography
- Vocal Direction
- Dialect Coach
- Musical Direction

**A. Selection of Designers**
- Designers are typically Drama Faculty, usually in Scenery, Lighting, Costume, and Sound. Student Designers or Design Assistants may be assigned as below:
- Advanced Drama Majors demonstrating competence and/or interest may be designated Designers or Design Assistants as production and project scope require
- Students designated as Designers or Design Assistants shall have appropriate supervision by Drama Faculty in their design area
- Designers may be Guest Artists or Adjunct Faculty

**B. Designer Responsibilities**
- With the Director and other designers, develop and execute a unified vision of the production, as expressed in their individual disciplines
- Produce appropriate design documents, such as renderings, models, ground plans, plots, and schedules
- Attend production and design meetings
- Establish a production calendar for their respective department’s activities to be integrated into the master production calendar
- Secure and maintain production materials and equipment
- With the Producer, establish and account for production budgets for their department
- Select and supervise of Assistant Designers (Drama Faculty only)
- Fill crew assignments
- Supervise crew
- Maintain safety and security at all production-related activities
- Cooperative integration of all design elements
- Timely completion of design elements
- Attend technical and dress rehearsals
- Strike
C. Student Designers and Design Assistants are also responsible for:

- Other appropriate duties as determined by Drama Faculty
- Follow the Del Mar College Standards of Student Conduct ([http://www.delmar.edu/standhandbook/rights.php#3](http://www.delmar.edu/standhandbook/rights.php#3))
- Practice Theatre Etiquette

XI. STAGE MANAGER
Every production shall have a designated Stage Manager (SM), who may be assisted by one or more Assistant Stage Managers (ASM).

A. Selection of the SM
The SM and ASMs will be selected from interested students who demonstrate competence for the SM/ASM duties. With some exceptions, the SM is typically a Drama Major who has been with the program for at least two academic terms.

B. SM Responsibilities

- Attend all rehearsals, production meetings, and performances; all other production calls as necessary
- Track and enforce attendance and promptness of production personnel
- Maintain a Production Prompt Book
- Record all blocking during rehearsals
- Record technical notes during rehearsals
- Supervise actors and crews during technical and dress rehearsals, and during performances
- Post production schedules and calls
- Coordinate with House Manager during performances
- Sweep and/or mop the stage or rehearsal hall floor before every rehearsal or performance
- Set rehearsal furniture and props
- Report problems and conflicts to appropriate Department Heads and Director
- Maintenance and status reporting of all production equipment and materials, reporting to appropriate Department Heads
- Assume acting roles in emergencies
Secure personal valuables of cast and crew during rehearsals and performances
- Attend and participate in Strike
- Other appropriate duties as determined by Drama Faculty
- Following the Del Mar College Standards of Student Conduct ([http://www.delmar.edu/sthandbook/rights.php#3](http://www.delmar.edu/sthandbook/rights.php#3))
- Practice Theatre Etiquette

C. ASM Responsibilities
- Assist the SM in their duties (See SM Responsibilities)
- Assume all SM functions in emergencies
- Attend and participate in Strike
- Follow the Del Mar College Standards of Student Conduct ([http://www.delmar.edu/sthandbook/rights.php#3](http://www.delmar.edu/sthandbook/rights.php#3))
- Practice Theatre Etiquette

XII. HOUSE MANAGER
The House Manager’s (HM) responsibility is for front-of-house (FOH) duties immediately before and during public performances.

A. Selection of the HM
The House Manager will be selected from interested students who demonstrate competence for HM duties.

B. HM Responsibilities:
- Dress appropriately
- Attend Final Dress/Technical rehearsals and all performances
- Assign duties to House crew
- Police litter in the auditorium, theatre entry, lobby, and other public areas of the performance venue
- Coordinate “House Open” with SM
- Greet Audience
- Take Tickets and distribute programs
- Assist patrons with disabilities to appropriate seating areas
- Answer audience questions
- Police audience for unauthorized recording devices, food, and drink
- Count and report ticket stubs
Maintain auditorium door security during performance
Retrieve audience from lobby at end of intermission
Other reasonable duties within the scope of courteous, safe, and efficient FOH operations as determined by the Drama Faculty
Follow Del Mar College Standards of Student Conduct ([http://www.delmar.edu/sthandbook/rights.php#3](http://www.delmar.edu/sthandbook/rights.php#3))
Practicing Theatre Etiquette

XIII. RUNNING CREWS

Running crews for each production are assigned prior to technical/dress rehearsals. Available positions vary depending on the needs of each production.

A. Selection of Running Crews

Running crew positions may be filled from the following pools:
- Students enrolled in DRAM 1120 and DRAM 1121
- Drama Scholarship Students
- Drama Majors
- Interested Non-majors

B. Running Crew Responsibilities

- Attend all necessary rehearsals, work calls, and all performances
- Wear “crew blacks” during every performance and rehearsal
- Upon arrival, assist SM with preparing the stage, backstage areas, and equipment for performance
- Perform functions such as shifting scenery and furniture, setting and restoring props, operating special effects equipment, Maintaining costumes, make-up, and wigs, or other duties as assigned by the Stage Manager and/or Drama Faculty
- Immediately following each performance, restore all equipment and materials to appropriate condition in preparation for the subsequent performance
- Report equipment repairs to SM and Department Heads
- Attend and participate in Strike
- Follow the Del Mar College Standards of Student Conduct ([http://www.delmar.edu/sthandbook/rights.php#3](http://www.delmar.edu/sthandbook/rights.php#3))
- Practice Theatre Etiquette
XIV. Social Media Use

Students are strongly urged to practice discretion in their use of Social Media depicting, reporting, or representing Drama Program courses, productions, activities, fellow students, College employees, or audience members.

Should the College or Drama faculty become aware of social media postings, in image or word, that misrepresent the work, activities, or character of any student, College employee, or any other person, the Drama faculty reserves the right to take appropriate actions in response, which may include, but not be restricted to: removing or deleting inappropriate posts (words and images), posting public retractions, dismissing from productions, imposing academic penalties, or taking legal action where necessary.