Please read this handbook carefully.

You are responsible for knowing everything printed within.

The information in this handbook has been designed to assist you in planning and organizing your course of study in this department. Through reading this handbook, you will learn Theatre VCU policies and procedures.

Refer back to this Handbook periodically when making decisions throughout your academic career at VCU. If you are unclear about anything in this handbook, contact your advisor for assistance.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCU Honor System</td>
<td>4</td>
</tr>
<tr>
<td>Theatre VCU Goals</td>
<td>4</td>
</tr>
<tr>
<td>Area Specialization Guidelines</td>
<td>5</td>
</tr>
<tr>
<td>General Academic Guidelines</td>
<td>5</td>
</tr>
<tr>
<td>Attendance</td>
<td>6</td>
</tr>
<tr>
<td>Advising</td>
<td>6</td>
</tr>
<tr>
<td>Theatre VCU Procedures</td>
<td>8</td>
</tr>
<tr>
<td>Performance Responsibilities &amp; Policies</td>
<td>11</td>
</tr>
<tr>
<td>Design/Tech Responsibilities &amp; Policies</td>
<td>14</td>
</tr>
<tr>
<td>Additional Credit</td>
<td>15</td>
</tr>
<tr>
<td>Your Health &amp; Safety</td>
<td>16</td>
</tr>
<tr>
<td>Box Office Policies</td>
<td>18</td>
</tr>
<tr>
<td>Production Responsibilities</td>
<td>19</td>
</tr>
<tr>
<td>Professional Behavior</td>
<td>22</td>
</tr>
<tr>
<td>Theatre VCU Directory</td>
<td>24</td>
</tr>
<tr>
<td>2016/17 Mainstage Season</td>
<td>25</td>
</tr>
<tr>
<td>Dates to Remember</td>
<td>26</td>
</tr>
<tr>
<td>Epilogue</td>
<td>27</td>
</tr>
</tbody>
</table>

# IMPORTANT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theatre VCU Main Office</td>
<td>828.1514</td>
</tr>
<tr>
<td>Theatre VCU Email</td>
<td><a href="mailto:theatre@vcu.edu">theatre@vcu.edu</a></td>
</tr>
<tr>
<td>Theatre VCU Box Office</td>
<td>828.6026</td>
</tr>
<tr>
<td>Theatre VCU Box Office Email</td>
<td><a href="mailto:theatretix@vcu.edu">theatretix@vcu.edu</a></td>
</tr>
<tr>
<td>Main Stage Tickets.vcutheatre.showclix.com</td>
<td></td>
</tr>
<tr>
<td>Theatre VCU Fax Number</td>
<td>828.6741</td>
</tr>
<tr>
<td>Theatre VCU Campbell Library</td>
<td>827-1392</td>
</tr>
<tr>
<td>Costume Shop</td>
<td>828.6025</td>
</tr>
<tr>
<td>Scene Shop</td>
<td>828-6385</td>
</tr>
<tr>
<td>Paint Studio</td>
<td>828.6029</td>
</tr>
<tr>
<td>Stage Management Office</td>
<td>828.3998</td>
</tr>
<tr>
<td>Computer Tech Services</td>
<td>828.2227</td>
</tr>
<tr>
<td>VCU Bookstore</td>
<td>828.1678</td>
</tr>
<tr>
<td>Library-Cabell</td>
<td>828.1110</td>
</tr>
<tr>
<td>Student Accounting</td>
<td>828.2228</td>
</tr>
<tr>
<td>Student Health</td>
<td>828.8828</td>
</tr>
<tr>
<td>Wellness Resource Center</td>
<td>828.9355</td>
</tr>
<tr>
<td>University Counseling Services</td>
<td>828.6200</td>
</tr>
<tr>
<td>University Police Security Escort Services</td>
<td>828.9255</td>
</tr>
<tr>
<td>VCU Campus Police Emergency</td>
<td>828.1234</td>
</tr>
</tbody>
</table>

3
VCU HONOR SYSTEM

As a student at VCU, you will be expected to:

- practice personal and academic integrity.
- respect the rights and property of others.
- honor the rights of others to their opinions and strive to learn from the differences in people, ideas, and cultures.

The VCU Honor System is printed in the VCU Resource Guide and can be found online here and from several distribution points on the campus, including the Commons and the Academic Campus Bookstore. Your professors will be discussing this policy and describing their expectations for your behavior in classes during the first class session.

The Honor System’s Honor Pledge states, “On my honor, I have neither given nor received aid on this assignment.” Instructors may give assignments to students in one of two ways: (1) as “Pledged” work for which the student will sign a pledge statement indicating that the work was completed independently, or (2) as “Unpledged” work which may be completed in collaboration with others as directed by the instructor.

It is your responsibility to be aware of and to observe the VCU Honor System and all policies and regulations at VCU and at Theatre VCU. If you have a question about a policy, contact the Dean of Student Affairs or consult with your faculty advisor.

THEATRE VCU GOALS

The mission of the VCU Department of Theatre is to educate and to train students as theatre professionals and/or academicians in their chosen field of performance, design/technology, or pedagogy.

As an integral part of the university, Theatre VCU has established the following goals:

1. To prepare students for professional employment in several fields of theatre: acting, design, technical theatre, theatre administration, and stage management.

2. To develop through research and the studio process new approaches to the understanding, learning, and teaching of theatre as a meaningful reflection of the human condition.

3. To apply the principles and practices of theatre to a given profession, where such an application can be shown to augment that profession’s effectiveness.

4. To serve as a community and cultural resource that produces theatre for public enjoyment and interpretation.

By majoring in Theatre, you are expected to demonstrate a strong sense of commitment to classes, Theatre VCU productions, and extracurricular activities. As a VCU student you are required to live by the standards of trust and respect laid out by the University’s Honor System.
Degree Requirements
The Department offers a Bachelor of Fine Arts degree in Theatre with an emphasis in performance, design/technical studies, or stage management. In these pre-professional programs, all aspects of theatre, such as art, craft, and business, are examined. The curricula are designed to immerse the student in the practicalities of the theatrical world. The performer works daily with body, voice, and imagination, while the designer/technician learns the tools of the trade in studio classes and through practical application while challenging their creativity.

The Department also offers a Bachelor of Arts degree in Theatre. The BA in Theatre is designed for students seeking broad exposure in the study of theatre within the liberal arts and humanities curriculum. The BA allows Theatre majors to minor in another subject. The faculty determines at the end of the student’s second year whether he or she will continue their undergraduate education in the BA or BFA track.

The Department of Theatre requires 120 credits for a degree in Theatre. A cumulative grade point average of at least 2.0 (C) is required for graduation by the university. Individual tracks may have more stringent minimum grade point averages for continuation in the program. A minimum of 45 upper level credits (300 or 400 level) are required to graduate, and degree candidates must complete 30 of their last 45 credits at VCU. Completion of a minor generally requires between 18 and 24 credits in the minor subject area.

Faculty Responsibilities

1. Teach & Supervise: Instruction takes place not only in the classroom studio process, but also in the various aspects of producing the Theatre VCU season.

2. Evaluate: Evaluation by the faculty is an ongoing process and continues throughout the student’s academic career. Evaluations are not only through grades, but also faculty members meet throughout the semester to evaluate the progress of individual students.

3. Mentor: If the faculty determines that an individual is not making satisfactory progress, the student will be issued a warning. If the student continues without improvement, he or she will be advised to explore other options.

Student Responsibilities

1. Be on time.
2. Be prepared. Do your assignments.
3. Cope with insecurities and other personal problems outside of the work environment.
4. Maintain a high level of energy and enthusiasm. Energy creates energy.
5. Learn to be constructive and non-threatening in criticism.
6. Respect the abilities of others.
7. Assist and cooperate with – do not compete against – anyone working on the production.
8. Eat sensibly. Get enough sleep.
ATTENDANCE

- The only acceptable excuse for missing classes at the beginning of the term is a contract committing the student to perform work at a theatre. Time extensions granted to the student to honor such a commitment is limited to the first week of the semester. It is the student’s responsibility to notify the instructor. Instructors may be contacted at any time through email.

- All Theatre majors are required to attend all Theatre VCU mainstage productions.

- Class Attendance Policy for Performance Majors: Acting is participatory: You are therefore allowed no more than two absences from any core theatre class. With a third absence, your final grade will automatically drop one full letter and will continue to drop one letter grade with each additional absence. Tardiness in excess of 20 minutes will be considered a complete absence, and every two instances of tardiness – of whatever duration – will equate to one absence for grading purposes. Every teacher reserves the right to declare a “no lateness” policy should the need arise. This means that if the door to the classroom is shut and you are not inside by the time class begins, you are absent. No exceptions.

- Class Attendance Policy for Design/Tech Majors and BA students: All students will be allowed as many absences as the student has classes in one week. In other words, if your class meets three times a week you will be allowed three total absences for the semester. Your grade will go down one letter grade at the fourth absence and continue to drop one letter grade with each additional absence. Tardiness in excess of 20 minutes will be considered a complete absence.

ADVISING

- All Theatre majors are advised by Shaun McCracken, and meet with her at least twice per academic semester. No exceptions will be made to this policy—failure to schedule and attend advising appointments will result in a registration hold being placed on your account.

- Theatre students are automatically added to the Theatre VCU Advising Blackboard group. All essential advising updates are posted via Blackboard and are emailed to your VCU email account.

- Once students complete their Second-Year Assessment, they will be asked to select a Faculty “Mentor” from the department faculty. Students are encouraged to select a faculty member who best fits their respective career goals. Advanced coursework will be selected by the departmental advisor, Shaun McCracken, and the student in conjunction with the faculty mentor.

- All Theatre majors are required to complete a “Third-Year Audit” during the Spring semester of their Third-Year.

- No Theatre major should EVER advise another student on the correct courses to take for the successful completion of a degree. No student should make registration decisions based on the advising of other students.

- All Theatre majors have access to the DegreeWorks system through eServices. This system clearly lays out all courses required for graduation.

Academic Policies

- All Theatre majors are accepted as Theatre Foundation. Determinations are made at the end of the Second-year (Second-Year Assessment) if the student will pursue a BFA or BA degree. Students may elect to pursue the BA degree prior to the Second-Year Assessment, but all students are strongly encouraged to participate in the as-
essment process.

Transfer Credits
- Transfer Credits for academic coursework will be evaluated by the University Transfer Center.
- Transfer Credits for Theatre coursework will be evaluated by the Theatre Department.
- The student’s previous institution must be accredited for coursework to be accepted.
- All students bringing prior credit (AP, IB, Dual Enrollment, and transfer) to VCU have only one academic semester to submit their transcripts.

Prerequisites and Course Requirements
- All Theatre students are required to complete the necessary prerequisite coursework for all required courses. Overrides will not be given for missing prerequisites.
- Students should read course descriptions and class syllabi carefully. You will be held responsible for all required coursework. Students may not “substitute” assignments for what is actually required by your instructor.

Repeated Courses
- Selected courses within the Theatre curriculums may be repeated for credit. Registering for these classes too many times will result in the class not being counted toward graduation. This can also affect financial aid and the cost of your tuition. Meet with your advisor before registering for classes.
- If a student earns a D or an F in a course, he/she have the option of using the Historical Course Repeat policy (the class is taken a second time: the original grade is removed from the GPA calculation and the credits are removed from the total attempted. Students MUST fill out the Historical Course Repeat Form and submit it to Harris Hall (first floor) at the beginning of the semester in which they retake the course.

Leave of Absence/Re-Application Policy
- A student may leave the Theatre program temporarily without re-applying.
- A student who does not attend VCU for three or more successive fall and spring semesters, excluding summer session, must 1). Re-apply to the university and, 2). Re-audition (for Performance majors) or re-submit a portfolio (for Technical Theatre majors).
- All students seeking re-admission must understand that they will follow the academic rules and bulletin for the year they re-enter the university (not the year they originally started their degree program). Students are urged to think very carefully before leaving the university for an extended period of time.
- Students who are placed on Academic Suspension (3 consecutive semesters of cumulative GPA below 2.0) will be required to do the following:
  1. Re-apply to the university and re-audition (for Performance majors) or re-submit a portfolio (for Technical Theatre majors).
  2. Meet with Associate Chair Aaron Anderson and Department Advisor Shaun McCracken. (As with the above, all students re-admitted to the university will follow the academic rules and bulletin for the year they re-enter).
  3. Please be aware that a failure to maintain a minimum 2.0 semester GPA for ANY semester after returning from Academic Suspension will result in a 5-year Suspension.
Communication

Since it is often necessary for a faculty member, director, stage manager, costume designer, etc., to contact a student quickly, all students MUST maintain and check their VCU email accounts daily. Listserv emails daily send job openings, scholarships, rehearsal schedules, internships, workshops and much more important information.

Students are responsible for checking VCU callboards in PAC 272. It also serves as message centers for the Department.

The Theatre VCU Blog is the best place to learn about departmental news, auditions, community links, and alumni information.

The Theatre VCU Website is updated often. All information about mainstage and SALT productions will be available on "The Callboard" page.

If you have information you wish to share with the VCU community, via the website or blog, please send an email to Glynn Brannan at gmbrannan@vcu.edu.

Cell phones are used for messages but must be turned off in classrooms, rehearsals, and performances.

At the beginning of the fall semester each undergraduate and graduate class choose two class representatives who meet with the Administrative Director to discuss student concerns.

Equipment Use Policy

VCU School of the Arts students are only allowed to use university or school equipment or licensed material (including software) off-campus if such use is for a formal class assignment supervised by a VCUArts faculty member.

Students are not allowed to use university or school equipment, facilities, or licensed material (including software) on or off campus for professional projects of their own, such as work for hire with a company or individual. This will be considered a criminal offense and could result in legal action and/or suspension from the university. The only exception to this policy is for a project formally sanctioned by a VCUArts department and supervised by a faculty member associated with that department.

Family Educational Rights and Privacy Act

All final grades are available to the student through their eServices account. The Family Educational Rights and Privacy Act of 1974 states that the academic record of a student who is over the age of eighteen is private. Faculty members are not permitted to discuss a student's academic record with a parent unless the necessary authorization is given by the Registrar's office. Parents may have access to a student's academic record if the student submits written permission.

Financial Aid

Virginia Commonwealth University has four institution-wide systems for assisting students financially: (1) grants (2) work-study (3) federal loans (4) private loans. For more information about VCU's Financial Aid policies and opportunities check the VCU financial aid website. Students are responsible for ensuring that all financial obligations to the university and department are paid in a timely manner.

High School Matinees

Actors and crew will miss morning classes on high school matinee days and MUST get approval from their professors. Excuse letters will be distributed to the cast and crew.

It is the responsibility of each cast and crew member to give the letter to their professors.

If an instructor does not receive this letter, he/she is under no obligation to excuse a stu-
Inclement Weather Policy
Class cancellations due to inclement weather will be determined by the President's Office. Check the VCUalert website for closing information, or call 278.1727 for inclement weather information. Students involved in a production should check with the stage manager for possible changes in rehearsal or crew schedules.

Lockers
- Lockers will be available on a first-come, first-serve basis. You must sign out your locker in the main office. You are responsible for your own locker and lock.
- At the end of the spring semester all lockers must be emptied and all locks removed.
- At the beginning of the fall semester all lockers will be emptied and the contents will be in the main office for the first two weeks of the fall semester.

Reading Day Performance Policy
Theatre VCU may hold productions during Reading Days and the final exam period only if those productions are connected with the student's grade for a class. If the production is not part of a final class grade, the productions should be completed by the last day of class.

Rehearsal Space
Regulations
- Space use is limited to Theatre VCU faculty and current students unless cleared by the Department Chair with a rental agreement and insurance documentation.
- Productions being rehearsed must be for mainstage, Masters thesis projects, classes, or SALT and must be performed in the department. Special exceptions can be made for thesis shows performed in other venues. A VCU student's presence in a cast does not qualify for use of space if a show does not fit this criteria.

Request for Space
- Faculty members and students may request the use of space by reserving a space with the graduate assistant in the main office at least one week prior to the anticipated date of use of the space.

The following priorities apply in the utilization of space:
1. Regularly scheduled class and studio
2. Special events/visiting artists as approved by the chair
3. Mainstage productions
4. Thesis productions (includes Comprehensive Problems)
5. Advanced directing projects
6. Other projects related to class assignments
7. SALT (Student Alliance Laboratory Theatre) projects
- The schedule for each space will be posted Monday of each week. If you use a space, you must sign in on the schedule. If you are not signed in someone else may take the space.
- The availability of certain areas occasionally may require modification as a result of the presence of visiting artists.
- Furniture is not to be removed from any classroom space without the express permission of the instructor(s) that use that space.

Scholarships, Honors, & Awards
Theatre VCU and the School of the Arts offer a variety of scholarships for Theatre students. Students should visit the VCUarts website for eligibility, criteria, and application procedures. Questions may be addressed to Bonnie McCoy, who will keep students apprised of upcoming opportunities. Be sure to check your VCU email frequently.
The availability of all scholarships and awards is subject to change.

Student Locator Card

- At the beginning of the Fall semester ALL students are required to fill out a Student Locator Card online.

- To be allowed access to PAC and Shafer Street buildings after hours with your ID card you MUST have a locator card on file, or you will not be put on the afterhours list.

Theatre VCU Classroom Policy

- Food, drink, and/or gum are not permitted in the classroom. Water may be brought into the classroom in closed containers.

- Knives, firearms, or weapons of ANY KIND are strictly PROHIBITED on campus (this includes pocket knives!). The consequences of introducing any weapon into the classroom include expulsion and even arrest. The instructor must be informed well in advance if a weapon will be used in a scene. All prop weapons must be returned to the instructor at the end of the scene.

- If you find anything in a classroom that does not belong to you, please bring it to the Lost and Found in the Theatre VCU Main Office. The Theatre office will hold onto keys, cell phones, or wallets for one week. After one week the items will go directly to the VCU Police’s Lost and Found Property Office at 938 W. Grace St. (804-828-7071).

- Respect the space. Restore the classroom when finished and return all acting blocks to the classroom they are from.

Theatre Resources

The Kenneth Campbell Library, located in the Shafer Street Theatre Building, is a quiet study area containing a multitude of plays as well as theatre history resources. The library hours will be posted at the beginning of each semester.

Theatre Project: Senior Showcase

- This course is designed to accommodate graduating Performance majors who successfully audition.

- The auditions are held in the fall (first) semester of the fourth year.

Social Media Policy

- Post, Share, Follow, and Like!
- Comply with Theatre VCU policies.
- Review the terms of the sites you visit.
- Be honest. Do not blog anonymously, using pseudonyms or false screen names.
- Be the first to respond to your own mistakes and stay timely.
- Be respectful to your peers.
- Keep it safe. Cyberstalking and cyberbullying are against the law.
- Report violations.
- Please refer to the VCU code of conduct.
PERFORMANCE RESPONSIBILITIES & POLICIES

First-Year Requirements
Students will not be allowed to take second-year Voice & Speech and Movement if they have failed Acting I. If a student fails first-year Acting, he/she must retake the course.

Design/Technical Work for Performance Majors
In order to provide Performance students with practical experience, the Department requires three production classes: Costume Construction, Stagecraft, and Introduction to Stage Makeup. These courses may be avenues to future work in professional theatre, since many entry-level situations require the actor to perform technical duties.

Required Production Work for Performance Majors
All performance majors are required to complete four (4) non-performance production work assignments before they may graduate. This work may consist of:

- Show-related support work, including work on running crews in the Newdick, Hodges, or other VCU performance venues; and working on clean-up or ushering crews.

- Assisting with production advertising, including hanging posters; participating in organized marketing on campus, throughout the Fan, or elsewhere in Richmond.

- Other work required of production and/or maintenance of Theatre VCU, including cleaning of rehearsal and performance spaces or other work required and approved by Theatre VCU faculty or staff.

This requirement is intended to familiarize performance majors with the wide range of responsibilities required to support theatre production. Therefore, performance in shows does not fulfill this requirement.

Approved supervisors will oversee and record the completion of all assignments. For a student to receive credit, a supervisor must sign a verification form. This form can be found in the mail room. The completed verification forms must be submitted to Shaun McCracken.

Mainstage Auditions
- All performance majors are required to audition for all mainstage productions.

- If a performance student determines that auditioning is inadvisable for some reason, that student must submit a letter to the Head of Performance with a copy to the directors of the upcoming auditions at least two weeks in advance of those auditions requesting to be excused. Reasons why the student should be excused should be spelled out in detail; the Head of Performance will consult with the Performance faculty to determine if the student’s request will be granted.

- Audition times will be assigned to Performance majors by Stage Management.

- All Performance majors are required to maintain a 2.5 minimum cumulative GPA to be cast in any performance either mainstage, SALT, directing project, thesis production, or Senior Showcase.

- If cast in a mainstage production, Performance majors may not participate in any other production either on or off campus. If a student is cast in a mainstage production he or she is required to take the role.

- Students who are cast in shows outside the department must fill out a Schedule Clearance for Outside Activity Form (available in the mail room). Signatures of all Theatre instructors and the Head of Performance must be obtained. Failure to adhere to any part of
Students must wear black sweat pants, dance pants, exercise pants or tights; unitards are permitted.

- Pants and tights must extend to the ankle. NO SHORTS.
- Pants and tights must be worn at the waist, NOT on the HIPS.
- Pants and tights must be form fitting, NOT BAGGY.

From the waist up students must wear a black t-shirt with sleeves and without graphics. NO TANK TOPS.

- T-shirts must be long enough so that when hands are raised above the head NO SKIN is showing at the midriff. T-shirts must be form fitting and NOT BAGGY.

- All students must wear supportive underewear.

- All jewelry, including BODY jewelry (rings, watches, necklaces, earrings, studs, barbells, gauges, etc.) must be removed BEFORE entering class.

- Long hair must be tied back unless the student is asked to wear it down.

- All clothing MUST be solid BLACK without EMBLEMS or LOGOS.

- Shoes must be cross trainers, indoor soccer shoes, jazz shoes, gymnastic shoes, or any shoe that is form fitting with a relatively thin sole. FLIP-FLOPS ARE NOT SHOES.

- STUDENTS MUST BE DRESSED BEFORE CLASS BEGINS.

- If a student does not wear appropriate clothing to class he/she will be asked to go get the proper clothing. The student will be counted LATE.

- Students are SERIOUSLY encouraged not to tattoo or excessively pierce their bodies in order to increase their chances of success in a professional career.

- Performance majors who are cast in a mainstage production and have tattoos that can be seen are responsible for purchasing the required cover-up makeup.

- Once cast in a mainstage production actors are not allowed to change their physical appearance in any way, including hair cuts.

**Mainstage Casting Policy**

If cast in a mainstage, Shafer Alliance Laboratory Theatre production, directing project, thesis production, or Senior Showcase, performance majors must have a 2.5 GPA and may not participate in any off campus production. Failure to adhere to any part of this policy will result in the loss of departmental performance privileges for the entire academic year (i.e. you will not be allowed to participate in any extra...
curricular performance event). Exemption will be granted only in the case of unavoidable conflicts or emergency (work scheduling or similar extracurricular activities do not qualify). Should such unavoidable conflicts arise, it is the responsibility of the Performance major to contact the Head of Performance, who will bring the concerns to the Performance faculty for final decision.

Assessment Auditions for Performance Majors
Continuing from year to year in the BFA Performance track is dependent upon the completion of an assessment audition at the end of each year.

Second-Year Assessment Auditions for Performance Majors
Each student will be evaluated on the basis of the audition, discipline, studio work, progress, and overall professional prognosis. The yes/no decision of the Performance faculty is final and cannot be appealed. Each second-year student will be notified in writing of the result of the assessment audition.

Before beginning the third year of training, all Performance majors must formally select a track (BA or BFA).

At any point in the program, the faculty may ask a student not to continue in the Performance track. All third-year performance majors must be awarded a “B” or better in all core performance courses in order to advance to the next level.

Each first-year student will also audition before the Performance faculty during his/her second semester of training. Each first-year student will be evaluated on the basis of their audition, discipline, class work, improvement, and overall professional prognosis. Each first-year student will receive a packet of evaluation forms which detail each faculty member’s comments and observations on the audition. The comments will specify strengths as well as areas that need improvement.

Rehearsal and Performance Expectations

- BE RESPECTFUL. Everyone involved in a production is important and should be treated as such. It takes an entire company to put on a successful production. Be supportive of the whole team.

- Do not talk when your colleagues are working or receiving their notes.

- Be considerate of other people’s time. Being on time means arriving for your call early. Stage Managers will be taking attendance.

- Check your email daily for rehearsal reports and calls. You are responsible for finding out your own schedule.

- Actors must sign in upon arrival for technical rehearsals and performances. Not being signed in will result in an unexcused lateness.

- Wear appropriate clothing suitable for your work and safety.

- Keep your space neat and clean up after yourselves. Stage managers are not intended to act as your housekeepers.

- Absolutely no food or drink (except water in a container with a lid) backstage, in dressing rooms, on stage or in any area around costumes.

- Absolutely no eating, drinking (except water) or smoking in costume.

- No cell phones backstage from the 5 minute call until the performance is over, except for intermission once your preparation for the next Act is complete.
Scene, Lighting, Costume Design, Technical Theatre & Stage Management

- All Technical and Design majors are required to participate on crews and in the design and construction of Theatre VCU's main-stage productions each semester.

- Design/Technical students will regularly be assigned production work. Their assignments will be determined by a faculty advisor and the other Design faculty, who will consider the needs of the production, the student's need to learn and perfect new skills, and the overall needs of the Department.

- Students may advance to more responsibility in assignments by completing the jobs given to them with skill and good humor.

- All majors are required to maintain a 2.8 GPA in order to participate in a production. Students with grades falling below a 2.8 semester GPA for two consecutive semesters may be removed from the program by majority vote of the Design faculty.

- If a Design/Tech major's cumulative GPA falls below a 2.5, they will be placed on departmental probation, and will be removed immediately from any show to which they are currently assigned.

- All Design/Tech majors will meet with the Design/Tech faculty at the beginning of the academic year to review these requirements. If work commitments prevent attendance at this meeting, the student should email their head of area prior to the meeting and schedule a time to discuss their requirements upon their return.

- The Spring semester portfolio review is scheduled for two days. One day a panel of professionals will review the work of selected students in individual interviews. The other day all other students will be reviewed by the faculty in the Upper Lobby. This review is done to give the students an experience that resembles URTAs (University/Resident Theatre Association interviews). It is also an opportunity for the student to receive a critique, and request jobs or positions for the next season. In May of the student's second year it will be determined by portfolio review, if he or she will continue in the BFA or the BA track.

- All portfolio reviews will be held on the Wednesday and Thursday of Finals week.

Acting Classes for Design/Tech Majors

Design/tech students are required to take a performance course in order to gain an understanding of the actor's process and pressures.

Assessments of Portfolios for Design/Technical Majors

- All Design/Technical majors will be assessed twice a year. These portfolio reviews will help prepare students for varied professional interview situations. Show the very best of your work.

- In December, each student will present a portfolio of his or her semester work to the Design faculty board in private interview. Included with the portfolio should be an up-to-date resume and a self-evaluation by the student of his or her strengths and weaknesses. The specifics of the portfolio requirements for each academic level will be posted. This portfolio review is done to resemble interviews at SETC.

- Students receive written comments about their work after the December portfolios. If a student is in trouble with grades or production work in the Design/Tech department, he or she will be so notified. The student will have one semester to resolve the problem.

- The Spring semester portfolio review is scheduled for two days. One day a panel of professionals will review the work of selected students in individual interviews. The other day all other students will be reviewed by the faculty in the Upper Lobby. This review is done to give the students an experience that resembles URTAs (University/Resident Theatre Association interviews). It is also an opportunity for the student to receive a critique, and request jobs or positions for the next season. In May of the student's second year it will be determined by portfolio review, if he or she will continue in the BFA or the BA track.

- All portfolio reviews will be held on the Wednesday and Thursday of Finals week.
Assessment Interviews for Design/Tech Majors

The Design faculty will assess all second-year Design/Tech students to determine if they should pursue the BA or the BFA track. These are very different programs, and students will find that they are better suited to one over the other. Some of the factors the faculty will consider in making this decision are:

- The student's work ethic and conduct
- Performance on assigned tasks
- Academic performance
- Ability to assume leadership roles
- Ability to handle responsibility
- Professional prognosis
- Ability to balance and meet multiple expectations

BFA students may meet with their advisors at any time to consider switching to the BA program, but admittance to the BFA track is through portfolio review only.

ADDITIONAL CREDIT

Rehearsal and Performance (R&P)

THEA 251/252 - Second-Year
351/352 - Third-Year • 451/452 - Fourth-Year

A student may enroll for R&P credit when involved in various technical assignments on a Theatre VCU production or when performing a role under faculty direction. Credit is not available for non-Theatre VCU productions. The number of credits may vary from one to three depending on size of role. A student who wishes to receive credit under R&P must submit a contract at the beginning of the semester or before a project starts. Credit will not be given unless an R&P contract is submitted before the production or project is completed. Retroactive R&P credits will be given only under exceptional circumstances and then only with explicit approval of the Director of Undergraduate Studies (Aaron Anderson).

The contract must be signed by the student and the faculty project supervisor. The student must receive the R&P course and Course Reference Numbers from the Stage Manager. The student is personally responsible for registering for the class. Actors in undergraduate student projects (SALT) will not be able to receive R&P credit because there can be little faculty supervision of the process and students will not be graded on product alone.

Attendance Policy: Attendance is mandatory! You are allowed no absences unless you have permission from the director/stage manager 24 hours in advance. All known conflicts must be given to the stage manager at the beginning of the rehearsal process. If you are absent and it is unexcused, this will be grounds for dismissal from the production and a failing grade in addition to not being able to audition for productions for the following two (2) semesters.

Lateness Policy: Lateness to calls is unacceptable. (This INCLUDES calls in addition to re-
hearsals, performances, and costume fittings.) One unexcused lateness may be forgiven, as long as the stage manager was contacted. With a second unexcused lateness, your final grade will automatically drop one full letter and will continue to drop one letter grade with each additional unexcused tardiness. Stage management will be keeping records of all attendance.

If a student is taking too many credits and does not want an overload, however, he or she can “bank” his or her R&P credits. The student is personally responsible for filing this request with Aaron Anderson and must ensure that the evaluation and grades have been turned into the office for future reference. R&P credits may only be banked for one semester. There may be increased fees associated with adding additional credits. The proper paperwork must be submitted the semester the work is completed. Copies of the R&P syllabus will be given to students by the PSM.

Contracts are available in the mail room (above the grad mailboxes). If you have any questions, please contact Shaun McCracken.

IF YOU DO NOT FILL OUT A CONTRACT AND RETURN IT TO AARON ANDERSON BEFORE YOUR PROJECT BEGINS, YOU WILL FAIL THE REHEARSAL AND PERFORMANCE CLASS.

Independent Study
THEA 492
With the approval of a faculty supervisor and the student's faculty advisor, a student may enroll for 1-3 credits per semester for academic credit when undertaking a creative individual assignment.

May be repeated for a maximum of nine credits. An internship is NOT a substitution for course work.

Approval for these projects is usually limited to qualified third and fourth-year students.

Internship Policy
THEA 493-494
Students must meet with Shaun McCracken prior to scheduling internship credits to determine how this will affect degree completion. Proper paperwork must be set up before the student may be granted approval. Approval is granted only by the Chair of the Department.

Capstone Projects
All fourth-year students are required to complete a Capstone experience demonstrating their ability to integrate the skills they learned over the course of their education. Please meet with Shaun McCracken prior to registering for your Capstone.

Curriculum Guides
All curriculum information can be found on-line in the VCU Bulletin. Students are encouraged to use DegreeWorks (via eServices) for the most accurate portrayal of degree completion.

YOUR HEALTH & SAFETY

Theatre and Health
The Theatre student must be vitally concerned with both physical appearance (especially the Performance major) and physical well-being. It is strongly urged that students consult with their physicians as necessary for physical ailments, including voice problems. The key to good health is self-management with good nutrition, rest, health care, and exercise.

Disability Support Services
Students who have physical problems such as diabetes, arthritis, epilepsy, or learning disabilities (such as dyslexia) which may affect academic studies or performance activities should notify each of their instructors at the beginning of each term.
In order to receive academic help from the university, the student’s medical records must be on file at the Disability Support Services. Your health insurance information must be recorded on the Student Locator Card and must be on file in the Theatre main office.

Health Insurance
All full-time students are required to subscribe to the university’s Student Health Services. Health Services fees cover only those services rendered at the Health Services clinic. Students will be responsible for charges incurred if they visit any other physicians in the area. University Health Services is located at 1300 West Broad Street, Suite 2200, 828-8828.

Students should carry their own accident and health insurance policies and the insurance card should be with the student at all times.

Safety
- Never walk alone at night. Use the “buddy system” to get to your destination or call the VCU Escort Service (828-WALK). This is especially important after late night rehearsals – please check with each other to be sure that no one is planning to walk alone. Do not work alone in the theatre buildings at night.
- Never leave personal articles unattended – not even for a quick trip to the restroom.
- No one is allowed to use power tools without a theatre faculty or staff member present.
- Never leave outside doors propped open.
- Locate where the VCU Emergency Police Phones are in relationship to your dorm and classes.
- Immediately report any suspicious behavior to the VCU Police (828.1234) or the main office of the Theatre Department (828.1514).
- Always carry your Student Identification Card and health insurance card.
- Students are required to return keys in a timely fashion and they are not permitted to loan keys to departmental spaces.
- When you are working in the theatre, please be aware of those working above you (in the grid) or below you (on stage). Shout “heads” if you drop anything while working in the grid. Tie off all tools when working in the grid.
- If you are seriously injured or witness a serious injury call 911 and then tell the closest faculty or staff member. Accident Report Forms are in the mail room and must be filled out within 24 hours. If you are unable to fill out an Accident Form, a witness can fill it out for you.
- If you have a minor injury, please visit Student Health Services on Broad Street during their regular hours or an emergency room after hours. Remember that you are responsible for the cost of those services.

University Counseling Services
The mission of University Counseling Services (UCS) is to create an environment that fosters student growth, development, and psychological well-being through direct clinical service, education, and prevention. UCS is committed to human rights and equality, promoting respect for individual and cultural differences. Call (804) 828-6200 or go to: www.students.vcu.edu/counseling/.

Be Prepared for Emergencies
1. **Sign up** to receive VCU text messaging alerts and keep your information up-to-date.
2. Know the safe evacuation route from each of your classrooms. Emergency evacuation routes are posted in on-campus classrooms.
BOX OFFICE POLICIES

All VCU students and Theatre majors not working on the shows are required to purchase tickets for mainstage productions. Theatre tickets will cost $10.00 per VCU student.

Note: If a Theatre major wishes to see the production more than once, they must get their name on the wait-list at the Box Office for a free pass. All performance ushers will view the show for free once the audience is seated.

To reach the Theatre VCU Box Office, please buy tickets on-line through Showclix, call 804.828.6026, or email theatretix@vcu.edu. The Box Office hours will be posted on the Box Office door.

Ticket Pricing

General Admission
$25/$18

Senior Citizens, Faculty & Staff
$20/$15

Students (other than VCU, with valid student ID)
$15

VCU Students (with valid student ID)
$10

Ticket prices will not be pro-rated for late arrivals or early departures. There are NO REFUNDS. If a ticket needs to be exchanged for another night, please see the House Manager for assistance.

Complimentary Ticket Policies

- Theatre VCU Faculty and Staff are allowed two free tickets per production, which can be spread throughout the run of the show. Faculty and Staff may purchase additional tickets at the posted price.

- Cast and crew members of the current mainstage production are allowed 2 free tickets each.

- All reserved complimentary tickets must be picked up no later than one half hour before the performance or the tickets will be made available for others to purchase them.

- Theatre VCU grad students who teach classes or are employed by Theatre VCU may attend one performance for free.

General Information

- Evening shows begin promptly at 7:30 pm. Sunday matinee shows will begin promptly at 3:00 pm.

- At no time is a member of the audience allowed to enter the theatre without a ticket. All patrons must go through the box office ticket taker – this includes students, faculty and staff, as well as general admission.

- The last two rows of seats in the center section of Hodges Theatre will be saved for late comers.

- Wheelchair access is available through the 2nd floor entrance of Hodges Theatre. Please see the House Manager for assistance. Shafer Street Playhouse is wheelchair accessible through the side doors. If wheelchair access is required the House Manager should be notified.
PRODUCTION RESPONSIBILITIES

Specific responsibilities of the persons involved with a theatrical production, though largely standardized and fixed, may vary from production to production. The following descriptions of job responsibilities are written in general terms and are not all-inclusive. At the outset of each production, the director and designers will indicate what is expected of the persons working on the show. Each job associated with the mounting of a production involves a personal commitment to a collaborative effort.

If a student is negligent or careless in carrying out their responsibility, the success of the production as a whole is jeopardized.

Producer/Artistic Director
- Sharon Ott, Department Chair, serves as producer of the theatre season, as well as the Artistic Director.
- Determines production choices
- Establishes and administers production budgets
- Assumes general responsibility for all elements involved in offering season of plays

Director
- Responsible for and in control of all the artistic aspects for a particular script on stage
- Answerable to the producer (all other participants in the production are answerable to director)
- Specific duties include casting, rehearsals, production conferences
- May employ services of assistant director, who may function in the absence of the director and may be assigned shared responsibilities with the director

Assistant Director
- Duties are specifically designed by the director
- This position is not one of authority unless all parties are so informed by the director
- Duties may include research and note-taking

Dramaturg
- May be called upon by the director to serve as theatre historian, researcher, translator, adapter, advisor, or critic
- May also work with PR staff on educational materials or publicity

Musical Director
- Responsible for the musical and vocal training of the cast and instrumentalists
- Conducts musical auditions and may serve as rehearsal pianist
- Assemble orchestra and conduct performances

Choreographer/Movement Specialist/Fight Director
- Responsible for dance sequences in plays and all dancing in musical productions (in collaboration with the director, musical director, and scene and costume designers)
- Participates in auditions for musicals
- May be enlisted by director to choreograph stage combat and other specialized movement

Voice/Speech/ Dialect Coach
- Works with the director of a play to make decisions about which dialects would best serve the production
- Coach the actors to ensure that the dialects/accents are consistent, that actors are projecting voices fully, and that diction is clear
- Makes sure actors use healthy vocal technique

Actor
- Answerable first to Director and then to Stage Manager in rehearsal and performance
- Accepts ground rules of each production as established by production staff

From casting through closing night, it is the actor’s responsibility to:

- Be punctual at scheduled times for rehearsals, costume fittings, photo calls, and performances
- Arrive at least ten minutes ahead of call to warm-up and prepare to work
- Take all director’s notes in writing and come to following rehearsal or performance with notes assimilated
- Check props and costumes at appointed times and places during performances
- Notify stage manager of intention to leave Richmond area for appreciable time
- Fulfill such other responsibilities as studio work and textbook assignments while working on a production
- Preserve integrity of the role as directed throughout the run of play, making no substantive changes without approval of director

Production Stage Manager (PSM)
- Head stage manager in charge of overall production together with stage management team
- Responsible for smooth running of rehearsals, calling and running production meetings
- Acts as liaison between all departments
- Generates paperwork pertaining to all areas of production, including daily tech notes and Stage Manager Report
- Scheduling
- In charge of running the show once open

Stage Manager (SM)
- Lead member of stage management team under PSM
- Responsible for assisting PSM in all areas of production, including props, costumes, effects
- Helps delegate responsibility to rest of SM team and is generally in charge of ASM and PA
- In charge of props and paperwork, excluding scheduling, which is domain of PSM

Assistant Stage Manager (ASM)
- Third stage manager on team under the PSM and SM
- Responsible for assisting PSM and SM in all areas of production, including props, costumes, effects, etc.

Production Assistant
- Title designated to a nonequity member of Stage Management team in a professional setting (title of Stage Manager only refers to a union member in that setting)
- At VCU, Production Assistant is member with least experience, or newest student to the art of stage management, on team
- Responsible for assisting all members of team in all aspects of the production
- Often in charge of being on book during rehearsals, taking line notes, running errands, etc.

Scene Designer
- Designs setting(s) for production (in consultation with the director)
- Completes renderings or models of settings to scale
- Designs or approves properties required for production (including draperies and furniture)
- Supplies design elevations, drawings, other specifications for TD by first day of construction
- Advises on building of set
- Supervises painting of scenery

Assistant Scene Designer
- Performs those duties specifically assigned by Scene Designer and may include drafting, model making, research, and organization

Scenic Artist/Paint Crew
- Responsible for painting set
- Scene Designer and assistant supervise Paint Crew

Costume Designer
- Designs costumes in accordance with director's concept
- Furnishes costume shop with complete color sketches and color schemes, including ornament and detail drawings, and shops for fabric trims
- Designs, selects, and approves all costume accessories
- Approves hair styling and selection of wigs, hairpieces, mustaches, beards, and special makeup
- Attends all fittings and dress rehearsals

Assistant Costume Designer
- Answers to the Costume Designer
- Helps Shop Supervisor organize work of construction crew, recording expenses, doing research, and arranging and attending fittings
- Works closely with costume running crew and stage managers

Costume Shop Supervisor
- In charge of all cutting, construction, and/or alteration of costumes in departmental shop in preparation for production
- Arranges measurement appointments and fittings with Stage Manager

Costume Construction Crew
- Builds and/or alters all garments and accessories used in a production
- Work is assigned by the Costume Shop Supervisor
Crafts, Accessories or Dyer
• Responsible for any non-clothing, including hats, shoes, jewelry and other accessories specified by designer • Responsible for shopping • Dyer is responsible for dyeing items to designer’s specifications

Wardrobe Master
• Responsible for any backstage operations involving costumes, including quick changes • Responsible for maintenance and cleaning of costumes during the run of a production

Wardrobe Running Crew
• Assists the actors in dressing and quickly changing costumes • Carries out duties assigned to them by Wardrobe Master

Lighting Designer
• Designs lighting for the production in accordance with director’s concept • Completes a visual presentation of lighting design • Provides equipment list and light plot showing type and position of all instruments necessary to accomplish lighting design • Provides control plot showing allocation of instruments for lighting control • Advises on hanging and focusing of lighting equipment • Sets up all light cues • Responsible for all equipment used to achieve lighting design and for work of the Master Electrician and light crew

Assistant Lighting Designer
• Works closely with Lighting Designer to carry out the responsibilities described above

Master Electrician
• Deals with mechanical and special problems that arise in realizing lighting design • Supervises maintenance of lighting equipment and booth during production • Serves as Light Crew Chief

Light Crew
• Readies lighting equipment, hangs lights according to light plot, focuses lights, and runs lights for the show • After show has opened, checks the lights prior to each performance • Carries out maintenance during run

Sound Designer
• Consults with Director on treatment of sound and music in play • Sets up and maintains all sound equipment • Prepares rehearsal and production sound tapes and cue sheets

Sound Crew
• Operates sound equipment • Takes cues from the Stage Manager • Must check equipment prior to each performance

Hair and Makeup Designer
• Makes major decisions concerning each character’s makeup • Works closely with Director, actor, and all designers • Instructs each cast member in methods of achieving desired effect • Executes wigs and/or hairstyling

Technical Director
• Supervises construction of set to designer’s specifications and budget • Provides designer with information to solve problems of design • Arranges crew schedules, construction methods, and purchases • Schedules scenery setup and shifting plans, including deadlines (in consultation with Designer and Stage Manager) • Maintains stage space, equipment, and house from setup to opening • Some of these responsibilities may be assigned to Assistant TD

Master Carpenter
• Assists the TD by supervising Set Construction Crew in safe and accurate building of scenery

Set Construction Crew
• Builds, sets up, strikes, and stores scenery for the production

Stage Carpenter
• Supervises shifting, transportation, and maintenance of scenery during run of show (under direction of Stage Manager) • Acts as crew head for the Set Running Crew

Set Running Crew
• Shifts, transports, and maintains scenery during run of show • Carries out duties assigned by Stage Carpenter and Stage Manager
Property Master
• Accountable to Scene Designer • Prepares list of props called for in script • Consults with the Director or Stage Manager to ascertain props required for production • Supervises gathering, buying, or construction of all hand and set props

Property Crew
• Gathers, buys, or builds all hand and set props according to specifications of Scene Designer • Under supervision of Property Master

Property Running Crew
• Sets up, checks, maintains, secures, and replaces as necessary all props during run of show • Responsible directly to the Stage Manager

Graphic Design & PR
• It is expected that every student in the Department will aid in public relations effort, on social media, and distributing flyers and posters

House Manager
• Maintains overall appearance of house, as well as the comfort and safety of the audience • Secures and supervises student volunteer ushers for each performance • Remains in the theatre until house is cleared following final curtain

PROFESSIONAL BEHAVIOR

The Dept. of Theatre strongly believes that discipline is a sign of professionalism. Students are expected to conduct themselves in a professional manner within the classroom, in rehearsal, in crew, and in performance.

Classroom Conduct
■ Students are responsible for absolute punctuality at every class.
■ Class attendance policy will be determined and enforced by each instructor.
■ Students must be in proper classroom attire at beginning of class.
■ Students who are disrespectful to the instructor, their fellow students, or the classroom space and equipment will not be tolerated. If a faculty member believes that a student's behavior is disruptive, the student may be required to leave the class for the remainder of the class period.
■ Disruptive behavior on the part of the student may result in the filing of formal charges under the University's Rules and Procedures document found at www.provost.vcu.edu.
■ NO Smoking in any VCU building.
■ Furniture supplied to each classroom is not to be removed.
■ Food and drink are discouraged in classrooms. No food is allowed in the Newdick Theatre.
■ Students must restore the classroom at the end of each session.
■ Trespassing, vandalism, graffiti, and theft are grounds for immediate dismissal from the Department.

Audition Conduct
No actor should talk to the Stage Manager or other actors about what has happened in their callback audition. Do not ask Stage Managers anything about the callback process except for practical information (i.e. time, place, etc).
■ NO clapping or cheering during auditions.

Rehearsal Conduct
■ Check the VCU email and callboards daily.
■ Be on time for every rehearsal.
■ No one may attend any rehearsal under the
influence of alcohol or drugs.

- Actors must be in proper rehearsal clothing at the beginning of each rehearsal.
- Be prepared and ready to work.
- NO electronic media at rehearsal.
- Apply full attention to the task at hand and follow the directions of the Director and Stage Manager.
- Remain completely quiet while not on stage during rehearsal.
- Stand-by for cues and entrances at all times.
- Be on time and courteous at costume fittings.
- Food and drink in the rehearsal room is allowed at the discretion of the director. Clean up is mandatory.
- No one is permitted to eat or drink in theatres, backstage, or while in costume.
- Rehearsal or performance-related activities cannot be used as an excuse for missing class (high-school matinees are the exception).
- No one is allowed to leave rehearsal without the permission of the Director or Stage Manager.

Crew Conduct

- Check the VCU email and callboards daily.
- Crew is a class that will receive a letter grade. Grades are based on attendance, attitude, and willingness to work and follow instructions.
- Be on time for every work call.
- Dress appropriately for work.
- Be prepared and ready to work. Pay full attention to the task at hand and follow the directions of the Crew Head, Scene Shop Supervisor, and Technical Director.
- No smoking is allowed in the shops and backstage area.
- Food and drink in the shop is only allowed at the discretion of the Technical Director or Scene Shop Supervisor. Clean up is mandatory.
- No one is permitted to eat or drink backstage.
- No one may attend any crew call under the influence of alcohol or drugs.
- No one is allowed to leave crew for any reason without the permission of the Technical Director or Scene Shop Supervisor.
- All crew members must clean up their areas at the end of each call.

Performance Conduct for Cast & Crew

- Be present and sign-in for all calls on time.
- Notify the Stage Manager if you are ill or cannot reach the theatre on time.
- Take proper care of and make no unauthorized changes in costumes, props, or makeup.
- Actors are responsible for being warmed-up, made-up, dressed, and ready for cues and entrances ten minutes before each performance.
- Cast and crew are responsible for maintaining the performance as directed.
- Complete quiet is to be maintained backstage.
- Actors must return props and costumes to their proper places at the end of a performance.
- All personnel must cooperate with the Stage Manager, Assistant Stage Managers, Musical Director, Dance Captain, Vocal Coach, Choreographer, and Fight Captain. Any notes or problems are to be addressed to the Stage Manager.
- The Stage Manager is obligated to report any misconduct. Cast and crew will notify and apologize to the Stage Manager for any serious mistake or breach of professional conduct.
- No smoking is allowed in the dressing rooms, rehearsal spaces, backstage areas, or theatre.
- No one is allowed to leave a performance for any reason without the permission the Director or Stage Manager.
- If a performance conflicts with a scheduled class the student must inform the instructor and work with that professor PRIOR to the performance to make up work missed.

Audience Conduct

- Standing ovations are only reserved for extraordinary performances. Excessive cheering or applause just because friends are in the production is considered unprofessional in all Theatre VCU performances (i.e. Mainstage, SALT, directing scenes, and Showcase).
- Please be aware that other audience members are not here to watch friends but to enjoy a play.
## Theatre VCU Directory

### Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department/Chairperson</th>
<th>Email</th>
<th>Office</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Ott</td>
<td>Associate Professor</td>
<td>Department Chairperson</td>
<td><a href="mailto:sott@vcu.edu">sott@vcu.edu</a></td>
<td>PAC, 248</td>
<td></td>
</tr>
<tr>
<td>Aaron D. Anderson</td>
<td>Professor</td>
<td>Associate Chair</td>
<td><a href="mailto:adanderson@vcu.edu">adanderson@vcu.edu</a></td>
<td>PAC, 247</td>
<td>Ext. 8-2697</td>
</tr>
<tr>
<td>Keith Byron Kirk</td>
<td>Associate Professor</td>
<td>Dir. Graduate Studies</td>
<td><a href="mailto:kkbirk@vcu.edu">kkbirk@vcu.edu</a></td>
<td>PAC, 250</td>
<td>Ext. 7-1677</td>
</tr>
<tr>
<td>Bonnie McCoy</td>
<td>Assistant Professor</td>
<td>Administrative Director</td>
<td><a href="mailto:bsmonkey@vcu.edu">bsmonkey@vcu.edu</a></td>
<td>PAC, 246</td>
<td>Ext. 8-1923</td>
</tr>
<tr>
<td>Toni-Leslie James</td>
<td>Assistant Professor</td>
<td>Musical Theatre</td>
<td><a href="mailto:klalvaro@vcu.edu">klalvaro@vcu.edu</a></td>
<td>PAC, 276</td>
<td>Ext. 7-9985</td>
</tr>
<tr>
<td>Barry Bell</td>
<td>Associate Professor</td>
<td>Head of Undergrad Perf.</td>
<td><a href="mailto:bibell@vcu.edu">bibell@vcu.edu</a></td>
<td>PAC, 270</td>
<td>Ext. 7-1569</td>
</tr>
<tr>
<td>Scott Bradley</td>
<td>Assistant Professor</td>
<td>Scenic Design</td>
<td><a href="mailto:sbradely@vcu.edu">sbradely@vcu.edu</a></td>
<td>PAC, 272C</td>
<td>Ext. 8-2614</td>
</tr>
<tr>
<td>Bonnie Brady</td>
<td>Assistant Professor</td>
<td>Stage Management</td>
<td><a href="mailto:bbreday@vcu.edu">bbreday@vcu.edu</a></td>
<td>PAC, 276</td>
<td>Ext. 8-9088</td>
</tr>
<tr>
<td>Bostin Christopher</td>
<td>Assistant Professor</td>
<td>Senior Acting</td>
<td><a href="mailto:bchristopher@vcu.edu">bchristopher@vcu.edu</a></td>
<td>PAC, 272C</td>
<td>Ext. 8-2614</td>
</tr>
<tr>
<td>Christian DeAngelis</td>
<td>Assistant Professor</td>
<td>Lighting Design</td>
<td><a href="mailto:cmddeangelis@vcu.edu">cmddeangelis@vcu.edu</a></td>
<td>PAC, 277</td>
<td>Ext. 7-0906</td>
</tr>
<tr>
<td>Karen Kopyraski</td>
<td>Assistant Professor</td>
<td>Voice &amp; Speech</td>
<td><a href="mailto:kkopyraski@vcu.edu">kkopyraski@vcu.edu</a></td>
<td>PAC, 273</td>
<td>Ext. 8-2696 or 8-6025</td>
</tr>
<tr>
<td>David Leong</td>
<td>Professor</td>
<td>Head of Grad. Perf.</td>
<td><a href="mailto:dsleong@vcu.edu">dsleong@vcu.edu</a></td>
<td>PAC, 279</td>
<td>Ext. 8-6362</td>
</tr>
<tr>
<td>Shaun McCracken</td>
<td>Assistant Professor</td>
<td>Academic Advisor</td>
<td><a href="mailto:smmccracken@vcu.edu">smmccracken@vcu.edu</a></td>
<td>PAC, 278</td>
<td>Ext. 8-2698</td>
</tr>
<tr>
<td>Tawnya Pettiford Waters</td>
<td>Associate Professor</td>
<td>Acting/Directing</td>
<td><a href="mailto:tpettifordw@vcu.edu">tpettifordw@vcu.edu</a></td>
<td>PAC, 274</td>
<td>Ext. 7-1584</td>
</tr>
<tr>
<td>David Emerson Toney</td>
<td>Assistant Professor</td>
<td>Junior Acting</td>
<td><a href="mailto:dtoney@vcu.edu">dtoney@vcu.edu</a></td>
<td>PAC, 269</td>
<td>Ext. 7-2170</td>
</tr>
<tr>
<td>Neno Russell</td>
<td>Assistant Professor</td>
<td>Costume Technology</td>
<td><a href="mailto:nrussell@vcu.edu">nrussell@vcu.edu</a></td>
<td>PAC, 50</td>
<td>Ext. 8-6025</td>
</tr>
</tbody>
</table>

### STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Office</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Anderson</td>
<td>Admin. Coordinator</td>
<td><a href="mailto:mandersons@vcu.edu">mandersons@vcu.edu</a></td>
<td>PAC, 102</td>
<td>Ext. 8-7266</td>
</tr>
<tr>
<td>Mary Lennon</td>
<td>Graduate Admin. Asst.</td>
<td><a href="mailto:lennonmo@vcu.edu">lennonmo@vcu.edu</a></td>
<td>PAC, 246</td>
<td>Ext. 8-1928</td>
</tr>
<tr>
<td>Kevin McGranahan</td>
<td>Scene Shop Foreman</td>
<td><a href="mailto:kmcgranahan@vcu.edu">kmcgranahan@vcu.edu</a></td>
<td>PAC, 150</td>
<td>(804) 714-7257</td>
</tr>
<tr>
<td>Mat Nicholson</td>
<td>Design/Marketing Asst.</td>
<td><a href="mailto:mbnicholson@vcu.edu">mbnicholson@vcu.edu</a></td>
<td>PAC, 246</td>
<td>Ext. 8-2695</td>
</tr>
</tbody>
</table>

### Additional Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Office</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Senita Bradshaw</td>
<td>Props</td>
<td><a href="mailto:propsee@aol.com">propsee@aol.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hannah Chalman</td>
<td>Costume Construction</td>
<td><a href="mailto:chalmanhe@vcu.edu">chalmanhe@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Josh Chenard</td>
<td>Acting</td>
<td><a href="mailto:chenardjk@vcu.edu">chenardjk@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EJ Cho</td>
<td>Production Coordinator/sound</td>
<td><a href="mailto:echo@vcu.edu">echo@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adam Dorland</td>
<td>Scene Painting</td>
<td><a href="mailto:adamdorland@vcu.edu">adamdorland@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kate Field</td>
<td>Scene Shop/Stagecraft</td>
<td><a href="mailto:fieldkel@vcu.edu">fieldkel@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Erica Hughes</td>
<td>Voice and Speech</td>
<td><a href="mailto:hughesel@vcu.edu">hughesel@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Danielle Hartman</td>
<td>Speech</td>
<td><a href="mailto:hartmand@vcu.edu">hartmand@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chauntee Schuler Irving</td>
<td>Acting</td>
<td><a href="mailto:mbjarett@vcu.edu">mbjarett@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Jarett</td>
<td>Electricity for the Stage</td>
<td><a href="mailto:laoro@vcu.edu">laoro@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Xiaolin Lan</td>
<td>Theatrical Makeup</td>
<td><a href="mailto:fielel@vcu.edu">fielel@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matthew Landwehr</td>
<td>Lighting Practicum</td>
<td><a href="mailto:flandwehr@vcu.edu">flandwehr@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Lennon</td>
<td>Stage Performance/Devising</td>
<td><a href="mailto:lemanmj@vcu.edu">lemanmj@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Lerman</td>
<td>Acting/Puppetry</td>
<td><a href="mailto:martinezam@vcu.edu">martinezam@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amber Martinez</td>
<td>Speech</td>
<td><a href="mailto:mattinglye@vcu.edu">mattinglye@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Mattingly</td>
<td>Speech/Stage Performance</td>
<td><a href="mailto:kibdill@vcu.edu">kibdill@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janel Miley</td>
<td>Acting/Voice and Speech</td>
<td><a href="mailto:knippleyr@vcu.edu">knippleyr@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ben Miller</td>
<td>Musical Theatre</td>
<td><a href="mailto:blmiller@vcu.edu">blmiller@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emily Tappan</td>
<td>Costume Construction</td>
<td><a href="mailto:silfiesel@vcu.edu">silfiesel@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wes Seals</td>
<td>Acting/Movement</td>
<td><a href="mailto:sealsw@vcu.edu">sealsw@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dawn Souza</td>
<td>Speech/Movement</td>
<td><a href="mailto:souzad@vcu.edu">souzad@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thomas Vecchione</td>
<td>Sound</td>
<td><a href="mailto:vecchionet@vcu.edu">vecchionet@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sally Vitsky</td>
<td>Drawing</td>
<td><a href="mailto:sjvitsky@vcu.edu">sjvitsky@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrew Wynn</td>
<td>Acting/Stage Performance</td>
<td><a href="mailto:wynnar2@vcu.edu">wynnar2@vcu.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Theatre VCU: arts.vcu.edu/theatre • theatre@vcu.edu
Box Office: theatretix@vcu.edu • (804) 828-6026
Tickets: vcutheatre.showclix.com • (804) 828-6026

Student Handbook
THEATRE VCU n 2017/18
2017/18 MAINSTAGE PRODUCTIONS

SEPTEMBER 2017

Boy Gets Girl
Written by Rebecca Gilman • Directed by Boston Christopher

Boy Gets Girl is a dramatic thriller that explores the consequences of obsession. A woman on the brink of losing her life as she knows it navigates the unforgiving world of sexism, stalking, and violence.

Sept. 21 -23, 28-30 at 7:30 pm • Sept. 24, Oct. 1 at 3:00 pm

NOVEMBER 2017

Legally Blonde: The Musical
Book by Heather Hatch • Music & Lyrics by Nell Benjamin and Laurence Okeefe
Directed & Choreographed by Patti D’Beck

Broadway veteran Patti D’Beck turns her amazing directing skills to this fun, lively musical which ran on Broadway in 2007 and 2008. Join your favorite sorority girl, Elle Woods, as she braves the world of Harvard Law on a quest to win her boyfriend back. With the power to bend and snap, Elle manages to defy convention and expectations as she rises through the ranks of her law school peers, all in the name of love.

Nov. 10-11, 16-18, 31 Dec. 1-2 at 7:30 pm • Nov. 12, 19, Dec. 3 at 3:00 pm

FEBRUARY 2018

Two Gentlemen of Verona
By William Shakespeare • Directed by Sharon Ott

The Two Gentlemen of Verona tells the story of two devoted friends, Valentine and Proteus and their romantic escapades through Italy.

Feb. 15-17 & 22-24 at 7:30 pm • Feb. 18 & 25 at 3:00 pm

APRIL 2018

Into the Woods
Music and Lyrics by Stephen Sondheim, Book by James Lapine
Directed and Choreographed by Kikau Alvaro

Have you ever wondered what happens after happily ever after? An adventure for the cow as white as milk, the cape as red as blood, the hair as yellow as corn, and the slipper as pure as gold sets an unlikely group of fairy tale characters into a musical of gigantic proportions.

April 13 & 14, 19-21, 26-28 at 7:30 pm • April 15, 22 & 29 at 3:00 pm

APRIL 2018

Blues for Mister Charlie-Co Produced and Performed at the University of Richmond
Co-Directed by Tawnya Pettiford Wates April 19th-April 22nd
2017/18 DATES TO REMEMBER

**Application Deadlines**
- Nov 15  Dept. deadline for scholarship consideration
- Jan 15  First-year, Change of Major & Transfer Applicants
- Feb 15  Graduate Application Deadline

**FALL 2017**
- Graduate Orientation  Aug 18
- Start of Year Faculty Meeting  Aug 22
- Theatre VCU Orientation  Aug 23
- Fall Classes Begin  Aug 24
- Add/Drop Week  Aug 24-Aug 30

**Boy Gets Girl**  Sept 21 - Oct 1
- Rehearsals Begin  Aug 1
- First Tech  Sept 14
- First Dress  Sept 16
- Opening Night  Thurs, Sept 21
- Close  Oct 1

**Fall Reading Days**  Oct 19 - 20
- ActorsWork Showcase Audition  TBA
- Fall Open House (Natl Portfolio Day & Audition Workshop)  Sat, Oct 7
- Auditions for Spring Mainstage  TBA
- VTA - Norfolk, VA  Oct 26 -30
- Fall Open House  Oct 28
- Last Day to Withdraw  Nov 3
- Advanced Registration  Nov 6

**Legally Blonde**  Nov 10 - Dec 3
- Rehearsals Begin  Sept 11
- First Tech  Nov 1
- First Dress  Nov 4
- Opening Night  Nov 11
- Matinee  Nov 14-15
- Close  Dec 3

**Thanksgiving Break**  Nov 23 - 26
- 2017 Auditions & Interviews  Dec 8
- Last Day of Classes  Dec 9
- Final Exams  Dec 11 - 19
- Design/Tech Portfolio Days  Dec 14 & 15
- December Commencement  Dec 9
- University Offices Closed  Dec 21 - Jan 1
- Holiday Intersession Classes  Dec 27 - Jan 9

**SPRING 2018**
- Advising/Reg/Orientation (new undergrad students)  Jan 9 - 12
- App. Deadline—1st Year, Change of Majors & Transfers  Jan 22
- MLK Day University Closed  Jan 15
- Spring Classes Begin  Jan 16
- Add/Drop Week  Jan 16 - Jan 22
- Spring (May Grad Applications due)  Jan 26
- VTA Job Fair  Tentative Dates: Jan 26-27
- Spring Open House  Sat, Feb TBA
- KCACTF Region IV Festival  Feb 8 - Feb 10
- 2017 Auditions & Interviews  Jan 26, Feb 2, 9, 16
- Summer Advanced Registration Begins  Feb 13

**Two Gentlemen of Verona**  Feb 16-26
- Rehearsals Begin  December
- First Tech  Feb 8
- First Dress  Feb 10
- Opening Night  Feb 15
- Matinee  Feb 21, 23
- Close  Feb 25
- SETC, Mobile, AL  March 7 - 11
- Spring Break  March 4 - 11
- USITT, Ft. Lauderdale, FL  March 14 - 17
- Last Day to Withdraw  Fri, March 23
- Fall Advanced Registration Begins  Mon, April 2
- Preview Day (for incoming first-year students)  April TBA
- High School Expo Workshops  April 21
- Auditions for Fall Mainstage  April TBA

**Into the Woods**  April 13 - 29
- Rehearsals Begin  Feb 5
- First Tech  April 4
- First Dress  April 7
- Opening Night  April 13
- Matinee  April 17-18
- Close  April 29

**Blues For Mr. Charlie**  *April 19 - 22
- Last Day of Classes  May 1
- Reading Day  May 2
- Second Year BFA/BA Assessments  TBA
- Final Exams  May 3-11
- Theatre VCU Masquerade Ball  Sat, May 5
- Final Date for Dean Approval & Submission of Thesis  May 11
- Design/Tech Portfolio Days  May 9 & 10
- School of the Arts Commencement  Sat, May 12
- University Commencement  Sat, May 12

*At the University of Richmond

Production dates will be announced on the callboard and on the Theatre VCU website & blog. All dates are subject to change.
GOLDEN RULES FOR LIVING & FOR SURVIVING THEATRE VCU

If you open it, close it.
If you turn it on, turn it off.
If you unlock it, lock it up.
If you break it, admit it.
If you can’t fix it, call someone who can.
If you borrow it, return it.
If you make a mess, clean it up.
If it belongs to someone else and you want it, get permission.

If you don’t know how to operate it, leave it alone.
If it’s none of your business, don’t ask questions.
If it “ain’t broke”, don’t fix it.
If it will brighten someone’s day, say it.
If it will tarnish someone’s reputation, keep it to yourself.*

EPILOGUE

As a student of theatre, you have an opportunity, at Virginia Commonwealth University, to stretch your imagination and to develop your talent.

- There is no limit to your potential for personal growth.
- There is no limit to the amount of hours you may spend preparing for a performance or a production.
- There is no limit to the number of hours you may spend researching in the libraries.
- There is no limit to the rewards you may reap for your endeavors.

It is up to you to establish your own limits. Take advantage of the resources of the university, especially the faculty members. They have a wide range of knowledge and expertise and are eager to assist you.

The faculty and staff of Theatre VCU wish you a successful, safe and exciting career here at Virginia Commonwealth University’s School of the Arts!

*If these rules aren’t followed - you will lose the privilege of using the space.