

**THEATRE DEPARTMENT
INDEPENDENT STUDY (TH 490) APPLICATION FORM**

APPLICATION DATE: _____ SEMESTER OF STUDY _____

APPLICANT'S NAME: _____

TITLE OF STUDY: _____

PROPOSED CREDIT HOURS: _____

DESCRIPTION OF STUDY: _____

PROJECTED STUDY PROCEDURES: _____

REQUESTED DEPARTMENTAL SUPPORT:

SPACE REQUIREMENTS: _____

MATERIAL REQUIREMENTS: _____

ACADEMIC COURSE AND PRACTICAL EXPERIENCE IN THIS AREA: _____

PROJECT COMPLETION DATE: _____

FACULTY REVIEW DATE: _____

STUDENT'S SIGNATURE: _____

FACULTY SUPERVISOR'S SIGNATURE: _____

CHAIRPERSON'S SIGNATURE: _____

APPROVAL DATE: _____

TH INDEPENDENT STUDY GUIDELINES

The Theatre Council encourages you to submit this application prior to pre-registration for the semester in which you desire to do this study. The completion date must be within one year of the application date.

SUGGESTED PROCEDURE:

1. Obtain application form from the Theatre Office.
2. Complete a rough draft and submit to you desired faculty supervisor.
3. Meet with faculty supervisor to discuss your projected study.
4. Type final application (*or print legibly with black or blue ink*) and submit to Chairperson at least 48 hours prior to the Council meeting.
5. Ask the Chairperson to put your application on the Council agenda and plan to attend Council that day for questions and discussion.
6. The Council will discuss your proposal and approve, disapprove, or suggest further areas for you to explore.
7. The faculty supervisor will then be available for discussion regarding the Council's decision.
8. During the semester of study the student and faculty supervisor will meet at least once a week to discuss the study.
9. The final grade will be given by the faculty supervisor.

NOTE: You may not register for Theatre 490 until you have received project approval.

GUIDELINES FOR USING THE STUDENT PRODUCTION BUDGET

This document is intended to assist those students interested in using funds from the student production budget. It is to be used in conjunction with the Funding Application Form and, when applicable, the 490 Application Form.

The student production budget is for the use of active theatre students interested in pursuing independent projects outside of the department's main season. The maximum budget allocated per production is \$500.

Students applying for these funds are normally expected to have taken or to be currently enrolled in Theatre Crafts I and II and Directing I. However, the merit and feasibility of each proposal will be judged on an individual basis.

COURSE OF ACTION:

1. Application must be completed and submitted to Theatre Council at least 8 weeks prior to suggested performance dates.
2. Key artistic and technical personnel must be secured at the time of application. These production staff members should be identified in consultation with the appropriate faculty designers.
3. If the application is approved by Council, open and well-publicized auditions must be held. Pre-casting is seriously discouraged.
4. A member of the theatre faculty must serve as mentor of the production if the project is a 490. A student representative from Forum must be involved as the primary sponsor of the production if it is *not* a 490. These individuals must be kept informed of the progress of all stages of the production. It is further suggested that this involvement be in the form of weekly production meetings.
5. It is strongly suggested that at the time of a 490 application a presentation be given to Forum, both out of courtesy to this organization and to gain student support and involvement.
6. Funds are distributed for these types of projects with the understanding that every attempt will be made to reimburse the budget with ticket sales. However, there is no penalty for a net loss as long as performances were given as planned. The idea is not to have the pressure of commercial success, but to have a chance at production.
7. Once funds are distributed it becomes the responsibility of the student to actually produce. If this does not happen due to the lack of preparation, organization, and commitment of the student, the student is responsible to pay back the fund in full.
8. Faculty review of all 490 productions will occur. Students are encouraged to invite faculty review of Forum productions as well

RESPONSIBILITIES OF PRODUCER:

1. Secure rights and scripts through Office Manager.
2. Secure rehearsal space.
 - Studio Theatre: Perry Landes
 - Juliana Room: Director of Theatre Michelle Bombe
 - DeWitt 221: Office Manager
 - Other: Conference Service (x7150)
3. Obtain keys (\$20 deposit) from the Theatre Office, with permission from appropriate faculty person.
4. Coordinate copying through Office Manager.

5. Coordinate budget administration (including receipts and ticket income) through Office Manager.
6. Insure that student designers, directors, and stage managers are in consistent communication with the appropriate faculty advisor/mentor. This may also include occasional attendance at Theatre Council meetings.
7. Coordinate, with the appropriate student designer and stage manager, all necessary clarification and possible use of the department's resources:
 - scenery put-in and auditorium set up through Richard Smith and Paul Anderson
 - properties use through Richard Smith
 - costume pull through Michelle Bombe
 - lighting and sound equipment and installation through Perry Landes
 - video camera and monitor use with the Director of Theatre
8. Submit all publicity to the Director of Theatre for review prior to its dissemination. No publicity will be disseminated off-campus without explicit approval from the Director of Theatre.
9. Coordinate strike and post-strike check-in of all properties and costumes.
10. Coordinate faculty review of 490 project.

<u>Faculty/Staff</u>	<u>Phone Extension</u>	<u>E-mail Address</u>
Anderson, Paul	x7104	panderson@hope.edu
Bombe, Michelle	x7598	bombe@hope.edu
Cunningham, Darcy	x7600	cunninghamd@hope.edu
Landes, Perry	x7597	landes@hope.edu
Robins, Daina	x7604	robins@hope.edu
Smith, Richard	x7599	smith@hope.edu
Tammi, John	x7602	tammi@hope.edu

**STUDENT PRODUCTION BUDGET
FUNDING APPLICATION FORM**

Name(s) of applicant(s): _____

Date of application: _____

Title of proposed production: _____

Author/publisher: _____

Proposed date(s) of production/number of productions: _____

Proposed space for production: _____

Proposed strike date: _____

Proposed date of post-strike properties and costume check-in: _____

Director: _____

Set Designer: _____

Stage Manager: _____

Lighting Designer: _____

Sound Designer: _____

Props Designer: _____

Costume Designer: _____

Budget

Royalties/scripts _____

Set _____

Props _____

Costumes _____

Lights _____

Sound _____

Publicity
(incl. posters/programs) _____

Other _____

Total Amount Requested _____

Cost of admission: _____

490 faculty mentor of Forum student sponsor: _____

