

THE PROGRAM PROJECT

Description

The Program Project is a dramaturgical and educational project that forms part of the Assistant Director's (AD) work on a particular production. It is a project that is overseen and mentored by the director of the production.

The Program Project is in three parts.

Part I: Online Dramaturgical Resources

The Assistant Director is responsible for researching and compiling a series of online resources/websites which might give insight into the work of the playwright, or provide information or context to the production or the work of the director. The breadth of these resources can be significant. The research/resource areas should be discussed with the director.

For examples of prior Dramaturgical Resource pages, please visit www.rochester.edu/theatre/dramaturgical.php

Additionally, a jpg image of the playwright and his/her birth and death dates (if applicable) must be provided.

Materials must be submitted to the Artistic Director of the Theatre Program in a .doc document.

Materials should be presented in the style of past online dramaturgical resource pages (please consult the website for examples).

Example:

If the online text is supposed to read:

[Pierre Corneille](#) has been called “the founder of French tragedy” and is often associated with [Moliere](#) and [Racine](#).

with the hyperlinks linking to appropriate webpages, submit:

Pierre Corneille (www.corneille.com) has been called “the founder of French tragedy” and is often associated with Moliere (www.moliereonline.com) and Racine (www.frenchtragedy.com/Racine.html)

The due date for the Online Dramaturgical Resources document is the Monday following the production's first rehearsal.

Part II: Blogging the production & the use of Social Media

The AD should be active on social media and actively blog his/her thoughts and observations about the production throughout the rehearsal and performance process. The subject of the individual social media posts is entirely at the discretion of the AD.

Social Media platforms to use include twitter, instagram, snapchat, and facebook. The Todd Theatre blog platform is tmlr.

For **twitter**, **snapchat** and **instagram**:

The frequency of the posts should be as frequent as once a rehearsal, at *minimum*, three-four times a week

Posts should aim to create curiosity and develop enthusiasm for the work being produced.

Posts/images could be taken in rehearsal, but could also focus on particular actors/personnel on their own.

Snapchat is a new platform for the Theatre program and we haven't really figured out the most effective way of using it; suggestions/experiments are welcome

username | password

Twitter: **toddtheatre | toddtweets**

Snapchat: **todd.theatre@gmail.com | toddsnapchat**

Instagram: **urtoddtheatre | toddtakespics**

For **facebook**:

The Program maintains two presences on Facebook: a Facebook **group** (www.facebook.com/groups/ToddTheatre/) and a Facebook **page** (www.facebook.com/ToddTheatre/)

Our main vehicle is the Facebook **group**. We use this to publicize events and opportunities directly to students who are involved in the Theatre Program.

The Facebook page is directed more at temporary, immediate notices about things of interest to the Theatre Program and its constituency.

AD's are encouraged to post to the **page** for short-term updates on the production's progress. 3-4 times a week would be an appropriate number of times to update folks about the progress of the production on the Facebook page.

The creation of a Facebook Event for the production will remain in the hands of the Program and not the AD, but the AD should share the event with his/her constituency and encourage pother to do likewise.

For **tumblr**:

Bloggng about the production is an important part of the AD's responsibilities.

AD's should write entries at least once weekly.

The length of individual blog posts is at the discretion of the AD.

Photographs and images may be added to blog posts.

If there are elements of surprise that are important to the production, care should be exercised in not disclosing them in a way that might constitute a spoiler for a potential audience member (alternatively, please use the convention of SPOLIER ALERT before writing something that could impair an audience member's enjoyment of the production).

Blog posts are posted at **toddtheatre.tumblr.com/**.

username | password

Tumblr: **toddtheatre | Tb2suwu@T!** [Mnemonic: *Todd blogs 2 show u what's up @ Todd*]

*Caution: Though the content of the blog posts is at the discretion of each individual AD, and though the posts should reflect accurately the thoughts and observations of the AD, please be aware that **blogging is a public activity**, thus inappropriate content (including profanity, defamatory remarks, or other content that might reflect poorly on the Theatre Program, the University of Rochester, or those involved in the production) should be avoided and are subject to censure/editing.*

Part III: The Program

Creating the program for the production consists of compiling the production's program booklet. This assignment has four parts.

A: Essays

The AD writes a series four or five essays that highlight the work's themes or content. These essays should *not* aim to explain the production, but rather to give audiences some valuable

information about the issues addressed by the production or the production's style, material, historical background, or other relevant content.

The essays should be approximately 400 words in length.

At least one of the essays should be a biography of the playwright.

Essays may also include interviews with appropriate persons associated with the production (the director, the playwright, etc.).

If a particular faculty member is a specialist on something to do with the play or the production, s/he may be approached to write a guest essay that may count for one of the essays (please note: all deadlines *must* still be adhered to).

The topics of these essays should be decided on by consultation with the production's Director (who oversees this part of the Program Project).

B: Sidebars & Smaller Items

Sidebars are smaller "essays" between 20-100 words in length.

Sidebars might define a term, give pertinent statistics, define a concept, or provide a useful or interesting piece of trivia related to the production or the work being produced.

Anywhere between 5-10 sidebars might be submitted for any given program.

In addition to sidebars, pertinent **quotes** from the text or quotes relating to other essays, the playwright, or the work's themes, should also be included.

All quotes *must* be attributed (also provide page, scene, line numbers, as appropriate).

C: Visual Content

The AD must also submit visual content and images that relate to both A and B above.

All visual information (pictures, graphics, etc.):

- must be scanned at a resolution of **no less than 250 dpi**
- if submitting an image found online, **only high-resolution digital images or large image files** will be accepted. (use the "Search Tools" > Size > Large function of Google Image Search.

- **each essay and sidebar should be accompanied by at least two (and preferably more) images pertinent to the topic covered.**

D: Production Information

The Program Project also entails the compiling of accurate and press ready information about the production staff (see list below).

*Materials which **must** be submitted are:*

- Updated and approved bios of the Director and the entire design team
- Complete Cast and Crew lists with role allocations (as deemed appropriate by the director), and names written **as they should appear in the program**
- Complete Lab and Plays in Production Class list (names written as they should appear in the Program; **alphabetized by last name** in the format First name Last Name)
- Complete List of Special Thanks from all members of the Production Team (including Wardrobe Coordinator, Props Masters, Technical Director, Designers and Director, URITP Program Administrator)
- Any advertisements (written or visual) for products donated, loaned, etc.

Examples of previous programs are available from the Theatre Program offices

Deadlines, etc.:

All Essays, Sidebars and Smaller Items *must* be submitted to the production's Director not later than the **Friday of the week preceding the production's Tech** (i.e. 14 days prior to opening).

UR International Theatre Program

The final version is due the **Friday of the Tech Weekend** (i.e. 6 days before opening).
All visual materials (C) are also due the **Friday of the Tech Weekend** (i.e. 6 days before opening).

All **written** information (A, B, D) must be submitted to the Artistic Director in **both hardcopy and electronic** (.doc or .docx) **form**.

All written items (A, B, D) must be submitted in **ONE document**.

All **visual** information (pictures, graphics, etc.) must be submitted in **on a disk or thumb drive**, or electronically in a .zip fil.

These deadlines must be strictly adhered to.

FORMATTING NOTES

[Assistant Directors: *read and adhere to the following strictly and in detail!*]

Cast Lists: Check with the director how s/he wants the cast listed. Specify, if necessary, “in order of appearance”; “in order of speaking”. Check/verify whether characters should be defined, as in:

Richard (a lawyer) – Peter Smith
Nancy (his wife) – Sam Jones, *etc.*

Check spelling again and again...the way you spell the names is the way they will appear. Upper case and lowercase letters, please. Don't use ALL CAPS.

Class Lists: Assemble all the names of all class students in one comprehensive list (i.e. don't separate out by class). Check spelling of names in the online school directory. List names: First Last. Assemble all names in **alphabetical order by last name**.

Example:

Richard Brown
Adam Carter
Brooke Dimauro
etc.

Artist Bios: Format all bios (irrespective of how they are given to you by the designers/director) the same way. Titles of plays should be in *italics* only. Do not use ALL CAPS. Do not use quotes. Names of theatres, festivals, *etc.* should be capitalized.

Staff and Production Staff: Check that the names of all staff and production staff are correct and appropriate for the semester and the production. Do not assume they are the same as the previous production/semester. Make sure you specify the ASM's particular duties, as in:

Assistant Stage Managers – Peter Smith/props
Jane Doe/lights

etc.

Other: Please supply an accurate production run time and indicate whether the production has one or more intermission (and the length of each intermission).

Please indicate whether theatrical smoke, gunshots, strobe lights, nudity, smoking are used in the production.

Senior Farewell: If yours is the final production of the season, please compile a list of all graduating seniors and Take 5 students who have been active in the Theatre Program, onstage or backstage, over the course of the year. Access to this information can be got from consulting prior programs of the season and researching the student actors, technical staff, and class members who were involved.