LAB ASSIGNMENT:

LAB REGISTRATION FORM
PLAYS IN PRODUCTION (ENG 290 - FALL / 291 - SPRING)

SEMESTER:  S   F YEAR: _____

[please write legibly!]

NAME: ___________________________ AGE: ___ CLASS: ___ STUDENT ID #: ______________________

PHONE: ___________________ E-MAIL: ___________________________ CELL: _______________________

ADDRESS: ________________________________________________________________

What is your Major? _______________ If UNDECLARED, what MIGHT be your Major? ______________

HAVE YOU EVER TAKEN THIS CLASS BEFORE?  Y  N  IF YES, how many times? ________

IF YES, what labs have you worked for/in?  Scenery ____ Lights ____ Costumes ____ Sound ____ Props ____

Other (please specify): _________________________________________________________________

DO YOU HAVE A CAR?  Y  N  DO YOU HAVE A LICENSE?  Y  N  CAN YOU DRIVE A STICK/MANUAL?  Y  N

WHICH OF THE FOLLOWING SKILLS WOULD YOU SAY YOU POSSESS? (Rate your skills on a scale of 1-5 with 1= basic, 5 = excellent/highly proficient):

Carpentry/Woodworking: ____  Sewing: ___  Arts & Crafts: ____ (please detail: __________________________)

Plumbing ____ Electrical ____ Web Design/html, etc. ___ Graphic Design ____ Photography ____

Sound Recording/Mixing ____  Video _____  Other (please specify): ______________________________

What computer programs are you proficient in (rate your proficiency on a scale of 1-5 with 1= basic, 5 = excellent/highly proficient):

Word ____  Excel ____  Access ____  Photoshop ____  Illustrator ____  AutoCAD ______  Other (please specify):

Please list any other skills/hobbies, etc. you might like us to be aware of: ____________________________________

What is your approximate GPA thus far? ________

Please list any positions of authority you currently occupy, or have occupied in the last 5 years:

____________________________________________________________________________________


____________________________________________________________________________________

[continued on reverse]
SECTION 1
INDICATE WHICH OF THESE TIME SLOTS YOU ARE AVAILABLE TO DO LAB WORK. (YOU MUST BE ABLE TO MAKE AT LEAST TWO.)

MONDAYS  □  1PM – 4PM
TUESDAYS  □  9AM – 12PM  □  1PM – 4PM
THURSDAYS □  9AM – 12PM  □  1AM – 4PM
FRIDAYS  □  9AM – 12PM  □  1PM – 4PM

SECTION 2
WHICH OF THESE EVENINGS ARE YOU AVAILABLE FROM 5.30PM – 8.30PM:
□ MONDAY  □ TUESDAY  □ WEDNESDAY  □ THURSDAY

SECTION 3
INDICATE BELOW YOUR AREAS OF INTEREST IN ORDER OF PREFERENCE:
□ SCENERY  □ PAINT  □ ELECTRICS/LIGHTS  □ PROPS
□ SOUND  □ COSTUME/WARDROBE
□ OTHER (explain): _______________________________________________________
______________________________________________________________________
_____________________________________________________________________________________________

SECTION 4
CLASS SCHEDULE
[PLEASE FILL IN YOUR CURRENT CLASS SCHEDULE.]

MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY  SATURDAY  SUNDAY
SECTION 5

**PLEASE LIST ALL CURRENT ONE TIME CONFLICTS**

[field trips, personal obligations, etc.]

- if a WHOLE DAY conflict, write “whole day”

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SECTION 6 (SPRING / ENG 291 ONLY)

**SPECIAL INTEREST:**

If you are interested in working in a backstage capacity on the One-Act Play Festival, please indicate below:

☐ Yes, I am interested in working on the One Act Play Festival! (Please note: you should consult the Theatre Program brochure regarding dates for the One Act Play Festival and be prepared to work late nights if you are interested in being considered for this lab option.)
LAB DESCRIPTIONS

1. Scenery & Paint Crews:
   • Report to Production Manager (Gordon Rice & Sarah Eisel)
   • Build, paint, create Scenery
   • Perform other duties (general facility maintenance and organization) as determined by Gordon Rice
   • STRIKE RESPONSIBILITIES: Dismantle and strike all set elements; restore and clean Theatre to pre-production condition; restock heavy prop items (tables, etc.) in appropriate locations; restock tools, restore and clean shop and storage areas as needed.

2. Light & Sound Crews:
   • Report to Production manager, Gordon Rice and Master Electrician and/or AudioVisual Engineer
   • Clean and maintain lighting and sound equipment; hang, focus and gel (etc.) lighting; hang speakers, etc.
   • STRIKE RESPONSIBILITIES: Strike all lighting and sound equipment, including cables; return lighting and sound equipment to appropriate storage; clean lighting and sound storage areas, as directed

3. Costume Crew:
   • Report to Wardrobe Coordinator (Nadine Taylor)
   • Must attend all preparatory sessions
   • Work with Wardrobe Coordinator and Costume Designer to create and maintain costumes for the productions. In addition, they might:
     a. assist with make-up and hair
     b. assist during performances as dressers
     c. assist during performances with quick changes
     d. other duties (laundry, etc.) as specified
   • STRIKE RESPONSIBILITIES: Launder clothes and restore to racks as directed; clean dressing rooms and restore make-up, accessories, shoes, etc; dry-clean items as necessary; clean, pack, mail and/or return rented/loan items, as directed; clean costume shop and costume areas

4. Additional labs may include: Prop Lab, One Act Lab, or Publicity Lab.

Grading:
1. Based on execution of all above responsibilities, and considerations of attitude, enthusiasm, initiative, hours worked, and thoroughness.
2. Production Manager, Assistant Technical Director, Wardrobe Supervisor, Master Electrician and Technical Intern, and other lab leaders submit grade recommendations to Director of Production (or Visiting Faculty). Ultimate grade responsibility is at the discretion of Director (or Visiting Faculty).