

KENT STATE UNIVERSITY SCHOOL OF THEATRE AND DANCE

PRODUCTION POLICIES AND PROCEDURES MANUAL

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A Code of Ethics for Theatre Professionals

- Meet all deadlines and responsibilities as assigned. Keep ahead of schedule. Be on time for all work calls, rehearsals, performance calls and classes. If, for any reason, you are not able to come to a scheduled class or production session, e-mail your instructor, supervisor, or stage manager to let them know in advance that you will be late or absent.
- Communicate daily with your advisor, faculty, and student collaborators to keep them apprised of your work progress.
- Attend all class, rehearsal, and performance sessions fully prepared and ready to participate.
- Support the efforts of others and be courteous to your fellow collaborators. Do not blame others for your errors and mistakes. Avoid temperamental outbursts and defensive or argumentative behavior.
- Give and take criticism in a positive manner.
- Observe courtesy and safety rules onstage and backstage.
- Address problems through direct communication with your faculty, staff, and student colleagues.
- Avoid behavior that is detrimental to the well-being and reputation of yourself and others and forego social activities that interfere with or compromise your ability to participate in rehearsals and work calls.
- Accept the director's vision of the production as a whole. Respect the production as a collective effort that demands your utmost cooperation.
- Look for additional challenges and volunteer to learn additional skills.

SCHOOL OF THEATRE AND DANCE GENERAL POLICIES AND PROCEDURES

Organization of the School of Theatre and Dance

The School of Theatre and Dance, a single academic unit in the College of the Arts, is comprised of two divisions: the Theatre Division and the Dance Division. University rules and other documents referring to "department" apply to the School. The School Director, Production Committee, faculty, and staff determine policies and procedures of the production and programs.

Communication

Clear communication is essential to an effectively functioning production team. The following established channels of communication are used throughout the production process.

Email: all necessary communication will occur over email. It is essential that all members of the School check their email daily for information related to production. Meeting notices, school

news and information, and rehearsal reports are e-mailed daily. If you believe you should be getting e-mails that you are not, contact the Stage Manager for the production.

Microsoft Teams: all production-related paperwork is collected and organized via Microsoft Teams. Each production has a designated file, set up by Stage Management, for all information for all areas of production.

Contact information: The Stage Manager generates and circulates an accurate contact sheet for production staff the day after the first production meeting, as well as an accurate contact sheet for cast members one day after the first read-through. These contact sheets are periodically updated throughout the rehearsal process and are made available online.

SCHOOL OF THEATRE AND DANCE PRODUCTION POLICIES

Production work is essential to the academic life of the School and is carried out in a variety of arenas, including mainstage and workshop productions and student or faculty- developed showcases. The School's faculty is primarily responsible for ensuring appropriate integration of production work with classroom experience and for developing policies to this end. The following are production policies administered by the Director of the School in consultation with the faculty and/or Guest Artists-in-Residence.

The School of Theatre and Dance is dedicated to integrating consent-based practices into all classroom and production environments. Recommendations are delineated in the document "SOTD Intimacy and Instructional Touch Guidelines" in the Appendix of this document as well as linked [here](#).

Participation Policies

Students are expected to follow all School of Theatre and Dance policies and procedures while participating in School productions. Failure to do so may jeopardize participation in production work.

Auditions

Auditions are held for all productions. Any KSU student in academic good standing may audition and participate.

BFA Musical Theatre candidates are required to audition for all theatre division main stage productions and accept roles if cast. Exemptions to the audition requirement may be granted under certain circumstances. Circumstances include but are not limited to: religious beliefs, moral objection, psychological triggers with the play, and physical concerns. In order to be exempted from the audition requirement, students must submit a written petition to the performance faculty prior to the beginning of the casting process for the production in

question. The performance faculty will make a good faith effort to deliberate and come to a decision on the petition at the first performance area meeting after the receipt of the petition. At no point will a student be asked to disclose sensitive personal information.

Conflicts

In general, students are expected to complete assignments as indicated by faculty and the production director. Students must attend all rehearsals, performances, meetings, strikes and feedback sessions as described in job descriptions and as scheduled by the production manager and director or choreographer. Any conflicts must be stated in writing prior to the assignment. Students are excused from scheduled activities at the discretion of the director/choreographer and faculty advisor.

School of Theatre and Dance productions are open to any Kent State University student who desires to participate. Further stipulations on participation in School Productions include:

- All BFA Musical Theatre majors, BFA Dance performance majors, BA Dance Studies majors, and all MFA Acting majors must audition for every mainstage production in their division; all MFA Design and Technology majors are expected to participate in one mainstage production every semester.
- Practicum performance or design/technical credit will only be awarded to undergraduates and graduates participating in mainstage productions that are directed by School of Theatre and Dance faculty, or Guest Artists in Residence.
- Theatre and Dance majors must maintain at least a 2.50 overall grade point average in order to participate in School of Theatre and Dance productions.
- No student will undertake major responsibilities (roles, designing, or technical work) in School productions whose rehearsal/production schedules overlap, without prior permission from the appropriate area(s).
- No deregistered student or student on academic probation shall work in a School production unless that work is part of a course responsibility.
- Students may choose to indicate the productions, roles and/or assignments for which they would wish to be considered. Although their wishes will be respected, it is important to realize that many other factors must be considered in the casting choices and design/technology assignments. These considerations may include academic standing and performance, and the student's ability to commit the time required for the role or project assignment.
- Performers, Designers, and Technicians who accept a role in a production are expected to honor that commitment.
- Failure to comply with all University and School policies may jeopardize future participation in School productions.

Casting Policies

The School of Theatre and Dance has established the following casting policy for productions presented by the department during the regular academic year.

- All roles and production staff positions are open to any Kent State University student; however, preference for available roles and positions may be given to School of Theatre and Dance students, particularly when such positions may augment or support the completion of their academic program.
- Final casting decisions will be made by the director of the production, in consultation with the Director of the School and appropriate faculty.

Audition Policies

Theatre Division

- Auditions and casting for Fall semester productions are conducted early in the same Fall semester.
- Auditions and casting for Spring semester productions are conducted late in the previous Fall semester.
- Students in the MFA Acting and the BFA Musical Theatre concentrations are required to audition for all mainstage productions in their division.
- All main-stage productions with overlapping rehearsal periods will audition and make casting decisions together, whenever this can be reasonably accomplished. If necessary, casting disputes will be mediated by the School Director.

Dance Division

- Dancers wishing to audition for Faculty Dance concerts, BFA Senior Projects, and Student Dance Festival must be enrolled in a dance technique class (including studio courses).
- All BFA Dance performance majors and BA Dance Studies majors must audition for every mainstage dance production.

Rehearsal Policies

Rehearsals for School of Theatre and Dance productions must be in accordance with the following work rules:

- Whenever possible, rehearsals will begin no earlier than one hour after the last regularly scheduled class ends, thus affording students an hour between class and the start of rehearsal.
- Rehearsals must end by 10:30 pm.
- There will be one weekend day off each week.
- During production week, there may or may not be a day off (according to the needs of the production) and rehearsals may, in extreme circumstances, extend to 11:00 pm pending faculty consensus. Every attempt will be made to schedule a day off and to end by 10:30pm.
- Whenever possible, theatre and dance rehearsals will not be held on the opening night of another School production in order to allow students to attend the opening night performance of their peers. In any event, rehearsal schedules will be

- developed to allow students the appropriate opportunity to attend the performances of their peers.
- All persons involved in School productions are responsible for normal professional courtesies, such as
 - Being on time (preferably early) for all calls.
 - Notifying stage managers (or in dance, choreographers) of scheduling problems in advance.
 - Observing University and School policies regarding smoking.
 - Respecting the integrity of production choices and fellow artists (e.g., costume and makeup shall be worn as designed, blocking shall be performed as rehearsed) and so forth.
 - Participants in all productions are responsible for the spaces they rehearse and perform in, including restoring them daily for classroom use, returning any equipment or materials to their appropriate locations, and striking the set after the final performance.
 - Guest artists involved in School productions will be informed of these production policies prior to being hired and will be contractually obliged to observe them.
 - All theatrical productions are expected to follow AEA guidelines regarding breaks and rest periods. 5-minute breaks may be given with 55 minutes of rehearsal. Between 55 minutes and 80 minutes of rehearsal, a 10-minute break must be given. There may be no more than 5 hours of rehearsal without a meal break of at least 1 hour, or a 20-minute break if the 6-hour block is utilized. With the exception of a student matinee, there will be no less than 12 hours between the end of rehearsal/performance the previous day and the beginning of rehearsal/performance the next day.

Matinee and Touring Production Policies

Students are expected to represent the School in a positive manner when interacting with public school students during matinees and tours. Stage managers will distribute appropriate permission forms to all students participating in a matinee or tour. It is each student's responsibility to notify all instructors of classes missed for these activities.

Mainstage Production Guidelines

[Design Meeting Guidelines and Production Process](#) (link)

[Production Calendar Template](#) (link)

[House Management Guidelines](#) (link)

[Class Absence Authorization Form](#) (link)

[Student Production \(BlackBox\) Guidelines \(link\)](#)

THEATRE AND REHEARSAL SPACE POLICIES

Computer Lab Policies

The School computer lab is intended primarily for students, faculty, and staff teaching production related software and students completing assignments for these courses. The lab is also intended to support production related computing needs. Those needs must take priority over other general computing activities such as checking email, general word processing, or internet browsing not related to production courses.

Faculty, staff, and graduate assistants in design and technology have keys to the computer lab. Never leave the computer lab door propped open. Problems with the equipment should be reported to the College of the Arts Information Technology Manager. If there is a problem with supplies, contact the Lighting and Sound Supervisor.

For non-production related computing needs there are both Mac and PC computers for general use in the Performing Arts Library on the Ground Floor of the Center for the Performing Arts Building.

Key Policies

All keys and key cards are controlled and distributed by the Production Manager. Faculty and select staff members have complete access to the School of Theatre and Dance facilities, including access to the copy room. Keys are issued to Graduate Assistants based on their areas of supervision and/or instruction, and their need to access certain areas of the building.

Students employed in the costume shop, scene shop, or elsewhere, may receive extra keys specific to their area of employment (i.e., a costume shop employee may receive a key to the costume storage area). Stage Managers and Guest Directors are issued keys for the duration of their production work. All other individuals (including students, titled supervisors, and employees) are given keys based on their production assignments and/or responsibilities in the department. Once assignments are completed (or employment ends), all keys MUST be turned in to the Production Manager.

Some keys provide limited access to specific areas of the building and are generally assigned for short periods of time. Student Directors and Choreographers are issued temporary key card access to rehearsal and performance spaces. Dance studio access is provided to student choreographers through the Dance division coordinator or concert directors.

Space Requests

<https://www.kent.edu/theatredance/classroom-and-theatre-scheduling>

All rehearsal and performance activities must be scheduled. Theatre spaces must be requested in writing and scheduled through the Production Manager. Use this link to request use of a theatre space: <https://www.kent.edu/theatredance/classroom-and-theatre-scheduling>

- Wright-Curtis Theatre
- Stump Theatre
- Erdmann Zucchero Blackbox Theatre

Acting Studios and Classroom requests must be made in writing online at the following link: <https://www.kent.edu/theatredance/classroom-and-theatre-scheduling>

- Acting Studio D205
- Acting Studio D302
- Classrooms D206, D207, D303, D304, D305, D306

Dance Studios must be requested through the School Administrative staff.

- D121
- D123
- D125

All areas are not always available, however, and rehearsal areas must be scheduled according to departmental guidelines. The priority list for all rehearsal spaces is:

1. Mainstage Productions
2. Approved Showcases
3. Approved Lab shows
4. Class-related rehearsals and activities outside of class time.

It is best to submit a request as early as possible to ensure procuring the desired space and avoid last-minute "emergencies." Available space in the School of Theatre and Dance is limited; consequently, the priority list will be observed when assigning rehearsal rooms. To determine if a request has been approved, either check back with the School Office, or check one of the calendars at this link: <https://sites.google.com/a/kent.edu/theatrerroomreservations/kent-state-university-theatre-classroom-calendars?authuser=0>

Theatre Space Policies

- Access to Wright-Curtis Theatre, Stump Theatre, and The Erdmann Zuchero Blackbox Theatre must be scheduled through the Production Manager.
- Designs for all performance spaces and theatres must comply with current city and state fire codes. Designs in Stump Theatre must not in any way inhibit the operation of the fire curtain.
- Wright-Curtis Theatre may be used in the Thrust or Arena setting. Consult with the Technical Director prior to changing the current set-up of the theatre.
- No eating, drinking, or smoking in the theatres or control booths is permitted.

- On stage rehearsals are scheduled through the Technical Director and Production Manager and are usually scheduled at a production meeting. Every attempt will be made to allow the cast to rehearse on stage with the set as soon as possible. No scenery or equipment should be shifted or operated by production personnel unless proper training and permission is given by the Technical Director or Scene Shop Supervisor.
- The theatres should be locked at the end of the day, lights turned out and a ghost light left on. The Stage Manager or the last team supervisor in the space is responsible for securing the theatre spaces at the end of the day.

Dance Space Policies

- Consult the room schedules posted weekly outside the dance studios. Determine and write down several possible days, times and locations that work into your schedule.
- See the School Administrative Staff and fill out a Studio Space Request form.
- Room requests are due by 4:00pm on the Thursday before the week in which you want to use a studio.
- Blinds in the dance studios must be left open and up at all times.
- Rehearsals for the B. F.A. Senior Concert and the Student Dance Festival are determined as a group, under the supervision of the faculty advisor.
- Cancellations: Notify the School Administrative Staff as soon as possible. Failure to notify or excessive cancellations may result in revoking the privilege of studio use.
- The choreographer or person using the studio is responsible for maintaining its condition. Any problems should be communicated to the coordinator immediately via e-mail or phone. Choreographers should check the studio at rehearsal's end for any personal belongings and restore the room to its original condition.
- When rehearsals follow a class or another rehearsal, tradition dictates that the door will remain open for the next group unless there is no one present. If the next group is not present, the studio door should be shut and locked.
- In cases where the studio door would be locked prior to a rehearsal, the choreographer will receive a key card to open the door. The key card is not transferable. The card must be returned by 9 am the next morning.
- It is recommended that someone in each rehearsal carry a cell phone with them to use in case of an emergency.
- Maintain extra vigilance during late night and evening rehearsals. Travel in pairs and look out for one another. Report any unusual occurrences to campus security, the Dance Division Director and the School of Theatre and Dance Director.

SHOPS and SAFETY PROCEDURES

The following policies and procedures are in effect in the School of Theatre and Dance for the safety of all students, participants, and employees.

General

- Record all Scene Shop Practicum hours in the practicum logbook in the Scene Shop. Costume Practicum students have a separate book in the Costume Shop.
- No one may work alone in the Costume Shop, Scene Shop, Props Shop, or theatre spaces or work after 11pm.
- The use of lifts, power tools, electric and electronic equipment is prohibited unless properly trained in its use and faculty or staff is present or prior permission has been obtained. Do not use any equipment or perform any tasks that have not been explained to you by the area supervisor.
- If you are afraid of heights or have any other conditions that might affect your work, please notify the area supervisor.
- Absolutely no eating, smoking, or drinking in the shops, light booths, dressing rooms, on stage, in the house or anywhere else in the theatre spaces. Contained water is permitted.
- Report all broken tools to the head of the appropriate shop, i.e., the Scene Shop Supervisor, the Lighting and Sound Supervisor, the Paints and Props Supervisor, or the Costume Shop Supervisor.
- Report any damaged equipment or building maintenance issues to Production Manager or School Director.
- At the end of each workday, return all tools and materials to their proper places, and make sure all areas are left clean. The day's clean up will start at 4:45 for ALL areas.

Safety

- Report all accidents and/or injuries to the head of the appropriate area Scene Shop Supervisor, the Lighting and Sound Supervisor, Paints and Props Supervisor, or the Costume Shop Supervisor.
- Wear sturdy, rubber-soled shoes (sneakers are OK) to all work calls and appropriate work clothing to get dirty in. Open-toes, sandals, and very thin-soled shoes are prohibited in the shops. Loose clothing or dangling jewelry is also prohibited for safety reasons.
- Work gloves are strongly recommended when focusing instruments or operating the fly system. Rubber gloves are best for working with paint, dye, and other chemicals.
- Working with electricity can be dangerous and should be treated with respect. Never change a lamp, repair an instrument, open up a dimmer board, or work on any piece of electrical equipment or power tool (including sewing equipment) while it is still plugged in. Never reset a tripped circuit breaker that has an Arc Flash warning label applied to the outside casing. Contact a building maintenance worker or the School of Theatre and Dance lighting and sound supervisor. Do not approach these electrical utility boxes.
- Be sure you know the locations of all fire extinguishers, main power supply boxes and light switches, and closest exits in the event of fire or accident.

- For your safety and the safety of others, headphones or earbuds are prohibited while working in the theatre. If listening to music on the radio or stereo when you are working in the shops or theatres, please keep the volume at a reasonable level so that voices can be heard.
- Eye protection must be worn at all times in the Scene Shop by all persons. Your supervisor may ask you to wear additional safety equipment (hard hats, masks, etc.).
- Do not use spray paint, or a pneumatic paint sprayer in the Scene Shop, Costume Dye Room, or other Theatre Spaces. Use the Spray Booth in the Props Shop or take the items outside to spray. If that is not possible, (i.e., the object to be sprayed is too large to move) arrange to spray when there are few or no people in the space. Ensure that all personnel spraying or in the area wear appropriate PPE (Personal Protective Equipment).
- Pay attention to what is going on around you in the space.
- Be courteous, considerate, and mindful at all times.
- Be able to work in the air or above others:
 - When people are working above you in the theatre (grid/catwalk), you must wear a hard hat.
 - Before going up a ladder or the grid, empty all pockets of loose change, keys, etc.
 - When working above people, all crescent wrenches and other tools should have a safety tie line securely attached to the belt loop.
- Use a fiberglass or wooden ladder, not metal, when focusing or doing any electrical work. Every ladder or lift with a technician on top must have technicians tending the bottom. Never leave a technician on a lift or ladder unattended.
- Do not leave lamps, wrenches, gel frames, tools, paint buckets, brushes, or any other piece of equipment on the catwalks, grid, ladders or in the bucket of the lift where it can fall on others below.
- In an unavoidable situation, shout “HEADS!” or “HEADS UP!” to warn those working below.

Scene Shop

The Scene Shop is a laboratory facility for the School of Theatre and Dance courses and the preparation of the School’s productions. Normal hours of operation are from 9am to 12pm and 1pm to 5pm Monday through Friday. Practicum students may schedule hours with the Scene Shop Supervisor. Additional hours and/or calls are scheduled through the Scene Shop Supervisor.

Props Shop and Storage

The props construction area is located on the lower level of the Theatre Wing in the CPA in room B046. Props Storage is located in “Freezer 96” of the Administrative Services Building. Normal hours of operation in the Props Shop are from 1pm to 5pm Monday through Thursday

and 9-5 Friday. Practicum students in props schedule hours with the Paints and Props Supervisor.

Properties Shop Policies and Procedures

- Properties owned by the School of Theatre and Dance are available for use in Mainstage Productions. Scene Designers, Prop Managers, and Stage Managers for those productions may get access to Prop Storage from the Props and Paints Supervisor or Scene Shop Supervisor.
- The Stage Manager of each production is responsible for obtaining rehearsal props by arrangement with the production's Prop Manager. A rolling storage box is provided for rehearsal prop storage. Stage Management is also responsible for returning all rehearsal props by the end of strike.
- No prop or furniture may be altered in any way without permission from the Paints and Props Supervisor.
- Student Prop Managers are required to be at all Tech rehearsals and strike for the production they are managing.

Scene Painting Area

The Scene Painting Area is located within the Scene Shop. Normal hours of operation in the Paint Area are from 1pm to 5pm Monday through Thursday and 9-5 Friday. Practicum students in paint schedule hours with the Faculty Scene Designer, production paint charge or resident paint supervisor. Additional hours or special work calls may be scheduled.

Electrics Shop

The Electrics Shop is a laboratory facility for the School of Theatre and Dance courses and the preparation of the School's productions. Normal hours of operation are from 2pm to 5pm Monday through Thursday and 9-5 Friday. Practicum students may schedule hours with the Lighting and Sound Supervisor. Additional hours and/or calls are scheduled through the Lighting and Sound Supervisor.

Sound Shop

The Sound Shop is a laboratory facility for the School of Theatre and Dance practicum courses in Sound Design and Production. The Sound Shop maintains sound and video equipment used in all mainstage productions. Equipment is tracked, checked out and returned for each production. The Sound Shop is located in the Stump Theatre Booth.

Costume Shop

The Costume Shop is a laboratory facility for the School of Theatre and Dance courses and the preparation of the School's productions. Normal hours of operation are from 9am to 12pm and 1pm to 5pm Monday through Friday. Practicum students must schedule hours with the Costume Shop Supervisor. Additional hours and/or calls are scheduled through the Costume Shop Supervisor and posted in the Costume Shop.

Costume Shop Policies and Procedures

- The Costume Shop prioritizes consent-forward practices in costume fittings. Recommendations are delineated in the document "SOTD Intimacy and Instructional Touch Guidelines" in the Appendix of this document as well as linked [here](#).
- The Costume Shop Supervisor or Assistant Costume Designer will request fittings through the Stage Manager. The costume shop will have all fittings posted in the shop, and stage management should include them on the daily call. Performers will receive their fitting times by email. If less than 24 hours' notice is given, performers will be contacted by phone or in person.
- Performers should be informed that they must arrive at their costume fittings with appropriate underwear and in a state of physical cleanliness. Performers with shoulder length or longer hair should come prepared to arrange it up and away from their necks.
- The Stage Manager is responsible for obtaining all rehearsal costumes. The Stage Manager should make an appointment several days in advance with the Costume Shop Supervisor and Costume Designer to obtain as many rehearsal costumes as possible at one time. Individual actors may not obtain their own rehearsal costumes. The Costume Designer/Assistant Costume Designer should create a list of all garments that are sent into rehearsal. Stage Manager should retain a copy of the list of borrowed items so that the items may be checked back into the costume shop at the end of the rehearsal period. Storage of rehearsal costumes must be arranged with the Costume Designer and the Costume Shop Supervisor. A rack and laundry baskets are provided for this purpose.
- Performers should refrain from any physical activity while off-stage which might wrinkle, soil, or in any way damage the costume. Performers must not eat, drink, or smoke while in costume.
- Performers should hang all costumes neatly on the dressing room racks, with shoes beneath and hats on the shelf above or on tables provided. Wigs must be returned to the appropriate head form. Performers are also responsible for keeping the dressing rooms free of clutter and throwing away their trash in appropriate receptacles.
- Performers may be asked to provide their own character shoes for rehearsal and production. All actors and dancers must provide their own dance belt for use as an

undergarment. The costume shop will provide dance belts only when they are used as a “costume.” Modern bras must be provided by the performer.

- The Costume Shop Supervisor will train the wardrobe crew prior to the First Dress Rehearsal.
- Costumes will be available for the first dress/tech rehearsal, unless otherwise arranged in advance.
- For security purposes, the Dressing Rooms will be locked after all performers have been called to the stage. If there are costume changes that take place in the dressing room, a wardrobe crew person with keys will escort the performer to the dressing room and lock the room when the change is complete.
- Each performer must provide his or her own makeup, including appropriate tattoo cover if requested. The Costume Shop will provide any specialty items. In some instances, makeup kits can be ordered through the makeup class supplier.
- A Makeup and/or Quick Change session may be held on the morning of the Saturday of the First Technical Rehearsal, or on a day prior to tech week.
- Hairstyles/wigs and Makeup are usually added at the First Dress Rehearsal. Complicated or elaborate make up or hair styling may also affect the call time of performers.
- If the production has one or more quick changes, a Quick Change Rehearsal may be scheduled. Additional Quick Change Rehearsals may take place as a part of the Second Technical Rehearsal but need to be scheduled separately.
- Dressing Room assignments are made by the Stage Manager in consultation with the performers and the Costume Shop Supervisor. The Costume Shop Supervisor will make station assignments.
- The Stage Manager should make sure that quick change areas are set up and properly illuminated with running lights.
- The cast must be informed that they should leave all valuables at home. Valuables are not collected by Stage Management since the Dressing Rooms are locked by the Wardrobe Supervisor after all performers have been called to the stage. Neither the Costume Shop, Wardrobe Supervisor, or any member of the Wardrobe Crew is responsible for any loss of personal property.

Purchasing Policies

The purchase of equipment and supplies is governed by State of Ohio and University policies, procedures, and laws. Always ask before you purchase. Contact Administrative Assistant prior to making any purchase. Alcohol purchases are prohibited.

Appendices:

[Intimacy Guidelines \(separate doc\)](#)

[Faculty and Staff Production Positions \(separate doc\)](#)

[Production Team Job Descriptions \(separate doc\)](#)

[Emergency procedures \(separate doc\)](#)