

# USC School of Dramatic Arts

THTR 131B

Advanced Theatrical Production  
Spring 2018  
Thursdays 8:00am-9:20am  
PED 114f

## Instructors:

**Scott Faris: Stage Management Office:** SDT M201 **Office Hours:** Thurs., Fri. 2-4PM by appointment **Contact:** [ecollins@usc.edu](mailto:ecollins@usc.edu) 213-821-4034

**Tina Haatainen-Jones: Assoc. Prof. of Costume Design Office:** PED 114E (Costume Shop) **Office Hours:** Tues., Thurs., 12-2PM by appointment  
**Contact:** [haataine@usc.edu](mailto:haataine@usc.edu) 213-740-6985

**Duncan Mahoney: Director of Technical Direction Office:** TTL 102 **Office Hours:** M-F 10-1 pm by appointment  
**Contact:** [dmahoney@usc.edu](mailto:dmahoney@usc.edu) 213-743-1968

**Takeshi Kata, Asst. Professor of Scenic Design Office:** JEF 200D **Office Hours:** Wed. 12-1PM, Thurs. 1-2PM by appointment  
**Contact:** [kata@usc.edu](mailto:kata@usc.edu) 213-740-4688

**Elizabeth Harper, Professor of Lighting Design Office:** **Office Hours:** TBD **Contact:** @usc.edu

**Philip G. Allen, Assoc. Prof. of Sound Design Office:** BIT 2 **Office Hours:** by appointment **Contact:** [philipga@usc.edu](mailto:philipga@usc.edu) 303-618-4688

## Course Description and Overview

Introduction to the non-performance areas of theatrical production (administrative, design, and technical fields) through hands-on participation in USC School of Dramatic Arts productions. Through lectures and related projects, the course will also provide an overview of the design process in the areas of Scenic, Lighting, Costume and Sound Design, as well as in the role of the

Stage Manager in a production. Material will be geared for the BFA & BA with emphasis in

Production students. **Learning Objectives:** Students will learn the basics of stage crew and shop operations through practical experience, readings, and research, and through lectures and hands-on projects; will be exposed to the creative process of all areas of theatrical design. Each THTR 131 student will participate in a variety of production practicum during the two semesters of the class. **Prerequisite(s):**

**Co-Requisite (s):** None **Concurrent Enrollment:** None **Recommended Preparation:** Attend the theatre! Acquire the reading materials and familiarize yourself with them. **Required Readings and Supplementary Materials**

(Gillette) Seventh Edition - Theatrical Design and Production, An Introduction to Scenic Design and Construction, Lighting, Sound, Costume, and Makeup by J. Michael Gillette

Stage Management Course Reader at Bookstore including: (Kelly) The Back Stage Guide to Stage Management, 2<sup>nd</sup> Edition, by Thomas A. Kelly; (Stern) Stage Management, 7<sup>th</sup> Edition by Lawrence Stern; Careers in Technical Theatre (Lawler)

(BH) Backstage Handbook, Paul Carter, Broadway Press;

(MW) The Complete Manual of Woodworking, Jackson, Day & Jennings

### **Description of Grading Criteria and Assessment of Assignments**

**Class Meetings:** All students will attend Thursday morning lectures headed by Production and Design Faculty. Students must attend every weekly lecture. The two semesters will be divided into five week segments covering all areas of theatrical production. There will be lectures by and about every design element employed in the theater. Makeup Quizzes will not be allowed. All scheduling, show assignments, changes, etc. will be made in class. **MISSING CLASS WILL NOT BE ACCEPTED AS AN EXCUSE FOR NOT FULFILLING AN ASSIGNMENT.**

**Quizzes will be given every class to assess understanding of the material covered in the reading.**

Required reading is due **on** the listed date: always bring your books to class for reference during discussions. There will be a quiz on the reading for that week or on the content covered in the previous week's lecture.

Weekly THTR 131A Labs will take place in TTL, Costume Shop and Bing Theatre. **The first five lab sessions in the Fall are critical to attend as they will address protocols for safety and how to use equipment in each of the shops/theatres. Training in each particular lab will only be offered from Tuesday to the following Monday. If you miss your regular lab session you need to attend another session that week to complete your training.** Following the first five weeks

of training, students will work an additional 12 hours in the lab of their choice during weeks 6-15 for a total of 27 hours of lab. In addition, each THTR 131A student will join a stage crew for one of the SDA productions. Students may be asked to supervise an area. Possible jobs include and are not limited to deck crew, properties, costume crew, fly system operator, follow-spot operator, light board operator, sound board operator, and assistant stage manager. These crew assignments begin during “tech week,” usually a full week prior to the opening of the show, and through the strike of the show. You will report to the stage manager, who will make specific assignments, supervise you, evaluate your work, and make grading recommendations. **Grading Criteria: All segments of each track must be completed before a grade will be assigned. Academic requirements – 40%**

Assignment	Points	% of Grade
Quizzes and Assignments	9	9
Designer Presentations	15 (5pts. Each)	15
Final	16	16
Totals	40	40

Grades for quizzes and exams are based on the percentage of questions answered correctly. The final letter grade is awarded based on the following percentages (A>94%>A->90%>B+>87%>B>84%>B->80%>C+>77%>C>74%>C->70%>D+>67%>D>64%>D->60%>F) The exams will be graded by each segment's professor. If you have specific questions about your grade, please consult first with the professor who gave you the quiz.

**Turn off all cell phones during class sessions and exams.**

If your phone is on during examinations, you will be asked to leave the room.

**The Final Exam will be administered in class on \_\_\_\_\_**

Please note that per University policy, the instructors are unable to schedule an alternative time for you to take the exam. If you have questions you can contact the USC Testing office at 213-740-7166.

### Running Crew Assignment Requirements – 35%

35% Satisfactory completion of Running Crew Practicum The following criteria will be considered in grading your crew participation:

Assignment	Points	% of Grade
Crew member on time?	10	10
Took Initiative in tasks?	10	10
Positive attitude toward SM/Designer/Director/Cast?	10	10
Devoted 100% attention	5	5
<b>TOTAL</b>	<b>35</b>	<b>35</b>

Points will be subtracted for lateness without a call to the SM

Points will be subtracted for not attending.

A doctor's note will be required for absences

If you are removed from a crew or the shop due to poor behavior, or if you do not complete your crew assignment, you will fail the course. The assessment of the performance of assigned tasks is based on your being there to perform those tasks at all scheduled rehearsals and performances. Absence from an entire rehearsal or performance will severely impact grading of the practicum portion of the class.

The use of any device to photograph or capture any portion of the rehearsal process is strictly prohibited with the exception of that which will facilitate production work as determined by the appropriate faculty.

Phones should be silenced when backstage.

When you are engaged in the crew assignment, the crew assignment must be given top

priority. This means that you should not be talking on your phone or texting or watching media on any your devices when your attentions are needed to execute presets or cues. **Shop Lab Requirements - 25%** 25% Satisfactory completion of Lab/Shop participation The following criteria will be considered in grading your shop participation:

Assignment	Points	% of Grade
Attended all Lab Trainings	13	13
Completed 15 Hours Labs of student's choice after training	12	12
<b>TOTAL</b>	25	25

**Lab Parity:** Because the requirements will vary from show to show, the lab crew assignments will vary from student to student. So, apart from each student putting in an equivalent amount of time during a given semester, parity of lab experience is not guaranteed. **Lab Etiquette:** Intentionally unsafe work practices and other such “horseplay” can result in serious injury to yourself and others. Such activities will not be tolerated and will be addressed by a penalty ranging from a reduction in the assigned grade to removal from the class. If you cause injury to another person through an intentional act, you may also be liable for criminal and civil penalties. **Proper attire is required for dress rehearsals and performances.** Long-sleeved black shirts, long black pants, dark socks and **sturdy closed toe and heel shoes** will be required for your dress rehearsals and performances. **Sturdy closed toe and heel shoes** should be worn and long hair should be pinned or tied back whenever you are in the shops or theatre. **Proper attire is required for lab sessions.** Safety glasses (ANSI Z87.1+) **must** be on at all times when power tools are in use, hearing protection should be used for noisy jobs, and dust masks are available for dusty jobs. **Sturdy closed toe and heel shoes and long pants/skirt must be worn.** Natural fiber clothing should be worn and long hair **must** be pinned or tied back. Lab assignments may involve paint, grease, and dust. **Do not wear clothes you want to keep clean and unstained.** You may wish to bring work clothes to change into.

**Lab Session Scheduling:** There are 10 labs each week : 10:00am-1:00pm M-F, and 2:00pm-5:00pm M-F. Lab sessions are also available at the Bing Theatre with CB Borger and in the Costume shop with Charlotte Stratton. The number of lab students they will accept and how they will schedule those students is at their discretion. **Let Duncan know when and where you**

**will be attending lab, and turn in your lab slips promptly to TTL after the lab.**

**Lab Time Sheets:** These are how we track the labs you've attended. They are to be placed in the box in the Technical Theatre Lab, preferably at the end of the lab session. Write your name, the date and time, what you did, where you did it and for what show, all clearly and legibly, and have the lab sheet signed and graded by the staff member responsible for supervising your work. Time sheets are recorded weekly and the record is posted in TTL and on Blackboard; **it is your responsibility to monitor your progress so that any problems like a missing time sheet or poor attendance can be dealt with quickly**

**Crew Assignment Lab Sessions:** Upon completion of your Dossier, you will be assigned to a crew on one of the SDA Spring productions. You will attend the following times for your scheduled show. You will get more specific information from the stage manager of your show but the general schedule is as follows:

Thursday (1 week before opening) Friday Saturday Sunday

Monday Tuesday Wednesday

6:00PM-10:00PM Meet and Greet 6:00PM-10:00PM Lighting and Sound Tech 10:00AM-10:00PM Tech- 10 out of 12s 10:00AM-10:00PM Tech- 10 out of 12s 6:00-11:00PM Dress Rehearsal (Proper crew attire req.) 6:00-11:00PM Dress Rehearsal (Proper crew attire req.) 6:00-11:00PM Final/Photo Dress (Proper crew attire req.)

6:00PM Call for 7:00PM Perf. (Proper crew attire req.) 6:00PM Call for 7:00PM Perf. (Proper crew attire req.) 1:00PM Call for 2:30PM Perf. (Proper crew attire req.) 6:30PM Call for 8:00PM Perf. (Proper crew attire req.) 1:00PM Call for 2:30PM Perf. (Proper crew attire req.) 5:00PM - 10PM Strike

Please note that per University policy, the instructors are unable to schedule an alternative time for you to take the exam. If you have questions you can contact the USC Testing office at 213-740-7166. Please note it is your responsibility to contact the testing office if you have multiple exams on one day in advance to ensure you can take your final exam.

Thursday (opening) Friday Saturday Sunday

### **Course Schedule: A Weekly Breakdown Crew Track Syllabus**

#### **Week 1 1/11/18**

Tina Haatainen-Jones Costume Design - Lecture 1 - The Creative Process

Introduction to the semester.

How to read a script. Methods of research and ways to organize your ideas. Communicating your inspirations and designs clearly through sketches and other means.

**Assignment:** Research a professional Costume Designer assigned to you. Prepare a 5-7 minute presentation about the designer - include photos/drawings of their work and background as to how they achieved their success as a designer.

**Reading Assignment:** (Gillette) Ch. 18 Pg. 450-472.

**Assignment:** Contact your family scheduler for things you have to do. Complete your Dossier to turn in **by January 11, 2018 either in class or you may drop them off in Els Collins' mailbox at DRC 116. If you do not get your dossier in by this time, there is a high chance you may be assigned to a show you did not select.**

Crew assignments will be posted on Friday, January 12, 2018 by 2:00PM. Check the callboard at the DRC for Crew Assignments or Blackboard for Posted Crew List. It is **mandatory** that you check the callboard and inquire if you do not find your name on the crew assignments.

**Lab: You will report to a lab for 3 hours.**

**Lab: Each of the three lab areas will conduct a safety review during all lab sessions this week**

You should pick a different lab than you did last semester to broaden the scope of your practical skills. There may be some brush up needed in the labs this week

## **Week 2 1/18/18**

Tak Kata Set Design - Lecture 1 – Creative Process 1

Understanding Spaces – Types of Theatre and Basic Terminology. Reading a play for Scenery – Creating a Scene breakdown. Character of Space – Composition, Color and Texture. Different Types of Set—Single Set, Multi Set and Unit Sets.

**Assignment:** Research a professional Scenic Designer assigned to you. Prepare a 5-7 minute presentation about the designer - include photos/drawings of their work and background as to how they achieved their success as a designer.

**Assignment:** Next week, the SDA Stage Managers will meet with crew members in THTR 130 who are assigned to *all Spring Productions*. It is **MANDATORY** that you attend Tuesday, January 23, 2018 at 8:00am to meet with your team. The Stage Managers will provide you with printed versions of:

1. The Tech Schedule including Meet and Greet, Tech, 10 out of 12s, Costume Crew Schedules, Dress Rehearsals and Performances.
2. Review expectations of crew members – attire, behavior, checking in and out with SMs, what each area may be asked to do; i.e., mopping, dimmer check, sound check, props preset, laundry and mandatory participation in strike.
3. SMs will ask crew to sign off on the correct spelling of names for the programs and will get contact phones, emails. Put your SM's phone number into your phone!

Crew Assignments were posted on Friday, January 12, 2018 by 2:00PM. Check the callboard at the DRC for Crew Assignments as well as Blackboard. You must check the callboard and bring it to Els Collins' attention if your name does not appear.

**Practicum:**

**MFA Rep Play 2 BUENAZA/CABRON (MFA REP) SCENE DOCK**

**Meet and Greet Thurs., 1/18/18 6-10PM; Tech begins Mon., 1/22/18 6-10PM**

**Tech Mon., Tues., Wed. 1/22/18-1/24/18 6-10PM**

**MFA REP PLAY 1 THE MATCHMAKER (MFA REP) SCENE DOCK**

**Meet and Greet Fri., 1/19/18 6-10PM**

**Week 3 1/25/18**

Elizabeth Harper Lighting Design - Lecture 1 – Creative Process

How to talk about light conceptually. Using the properties of light to communicate your ideas verbally and communicating visually through research and lighting renderings. Types of lights and their common uses.

**Assignment:** Research a professional Lighting Designer assigned to you. Prepare a 5-7 minute presentation about the designer - include photos/drawings of their work and background as to how they achieved their success as a designer.

**Reading Assignment:** Read Pg. 394-416 (The beginning of chapter 16 through the “Intelligent fixtures” section)

**Practicum:**

**MFA REP PLAY 2 BUENAZA/CABRON (MFA REP) SCENE DOCK**

**Dress Sun., 1/28/18 10:00AM-3:00PM**

**MFA REP PLAY 1 THE MATCHMAKER (MFA REP) SCENE DOCK**

**Tech Thurs., Fri. 1/25/18-1/26/18 6-10PM**

**Tech, Sat. 1/27/18 10:00AM-3:00PM**

**Dress, Sat., 1/27/18 5:00PM-10:00PM**

**Dress, Sun. 1/28/18 5:00-10:00PM**

**Photo Dress Wed. 1/31/18 6:00-11:00PM**

**Week 4 2/1/18**

Tina Haatainen-Jones Costume Design - Lecture 2 - Paperwork

Breakdowns and Bibles. How they're used; what to include and how to organize for shops, directors, stage management, running crews, actors, and for your own use.

**Reading Assignment:** Read Ch.19 - Costume Construction Pg. 473-501

**Practicum:**

**MFA REP PLAY 1 THE MATCHMAKER (MFA REP) SCENE DOCK**

**Perfs. Fri., 2/2/18 7:30PM**

**Sat., 2/3/18 2:30PM**

**Call times are at least 90 minutes before curtain times.**

**MFA REP PLAY 2 BUENAZA/CABRON (MFA REP) SCENE DOCK**

**Photo Dress Thurs. 2/1/18 6:00-11:00PM**



Perfs. Sat., 2/3/18 8:00PM  
Sun., 2/4/18 2:30PM

Call times are at least 90 minutes before curtain times.

## **Week 5 2/8/18**

Tina Haatainen-Jones Costume Design - Lecture 3 - Terminology and Communication  
How to clearly communicate with the shops; how to write alteration and construction notes.  
Shop hierarchy – job descriptions of each position and how to communicate to each area.  
Timelines. Budgets – both monetary and time limitations.

**Reading Assignment:** Read Ch. 20 - Makeup Pg. 502-522

**Practicum: MFA REP PLAY 3 A BRIGHT ROOM CALLED DAY (MFA REP) SCENE DOCK**

Dress Thurs. & Fri. 2/8/18-2/9/18 6:00-11:00PM

Photo Dress Sat., 2/10/18 12:00-5:00PM

Perfs. Sat., 2/10/18 8:00PM

Sun., 2/11/18 2:30PM

Call times are at least 90 minutes before curtain times.

**NB: MFA REP PLAY 2 BUENAZA/CABRON and MFA REP PLAY 1 THE MATCHMAKER ARE ON HIATUS THIS WEEK BUT WILL RETURN NEXT WEEK!**

## **Week 6 2/15/18**

Tak Kata Set Design - Lecture 2 – Creative Process 2

Process Tools - Scene Breakdown, Research, Rough and Finished Sketches, Rough and Preliminary Drafting, Image Boards, Collages, Sketch Model, White Model and Color Model.  
Crafting a creative process for the show. \_\_\_\_\_

**Practicum: MFA Y2 MACBETH– BING THEATRE**

Meet and Greet Thurs., 2/15/18 6-10PM

Tech Fri., 2/16/18 6-10PM,

Tech Sat. 2/17/18 10:00AM-10:00PM;

Tech Sun. 2/18/18 10:00AM-10:00PM

\*\*\*\*\* Dress Rehearsal: Sun., 2/18/18 5:00-10:00PM\*\*\* Due to President's Day Holiday on Monday, 2/19/18

Dress: Tues.-Wed., 2/20/18-2/21/17 6-11PM

There will be no Monday Dress due to President's Day Holiday

**MFA REP PLAY 2 BUENAZA/CABRON (MFA REP) SCENE DOCK**

Perfs. Wed., 2/14/18 7:30PM

Thurs., 2/15/18 7:30PM

Call times are at least 90 minutes before curtain times.

**MFA REP PLAY 3 A BRIGHT ROOM CALLED DAY (MFA REP) SCENE DOCK**

Perfs. Fri., 2/16/18 7:30PM

**Sat., 2/17/18 2:30PM**

**Call times are at least 90 minutes before curtain times.**

**MFA REP PLAY 1 THE MATCHMAKER (MFA REP) SCENE DOCK**

**Perfs. Sat., 2/17/18 8:00PM**

**Sun., 2/18/18 2:30PM**

**Call times are at least 90 minutes before curtain times.**

**MFA REP PLAY 3 A BRIGHT ROOM CALLED DAY (MFA REP) SCENE DOCK**

**Perfs. Wed., 2/21/18 7:30PM**

**Call times are at least 90 minutes before curtain times.**

**Lab: This week students can report to the lab they have chosen to do 3 hours of work. (You have 12 hours in a lab to complete by the end of the semester)**

### **Week 7 2/22/18**

Tak Kata Set Design - Lecture 3 – Terminology and Communication

Ideas to execution. Shop Personnel. Final Drafting Package, Paint Elevation and Props Package and working with various shops. Technical Building blocks of set design. Flats, Platforms and Drops. Moving parts—Tracking, Flying, Hinging and Rotating. Design Folder and Package show and tell.

**Lab: This week students will report to the lab they have chosen to do 3 hours of work. (You have 12 hours in a lab to complete by the end of the semester)**

**Practicum: MFA Y2 MACBETH – BING THEATRE**

**Perfs. Thurs.-Fri., 2/22/18-2/23/18 7:30PM,**

**Sat. 2/24/18 2:30 & 8:00PM;**

**Sun., 2/25/18 2:30 PM followed by mandatory strike.**

**Call times are at least 90 minutes before curtain times.**

**BFA JR GREAT EXPECTATIONS– MCC**

**Meet and Greet:Thurs., 2/22/18 6-10PM**

**Tech: Fri., 2/23/18 6-10PM**

**Tech: Sat., 2/24/18 10AM-10PM**

**Tech: Sun., 2/25/18 10AM-10PM**

**MFA REP PLAY 3 A BRIGHT ROOM CALLED DAY (MFA REP) SCENE DOCK**

**Perfs. Thurs., 2/22/18 7:30PM**

**Call times are at least 90 minutes before curtain times.**

**MFA REP PLAY 1 THE MATCHMAKER (MFA REP) SCENE DOCK**

**Perfs. Fri., 2/23/18 7:30PM**

**Sat., 2/24/18 2:30PM**

**Call times are at least 90 minutes before curtain times.**

**MFA REP PLAY 2 BUENAZA/CABRON (MFA REP) SCENE DOCK**

**Perfs. Sat., 2/24/18 8:00PM**

**Sun., 2/25/18 2:30PM**

**Call times are at least 90 minutes before curtain time**

## **Week 8 3/1/18**

Elizabeth Harper Lighting Design - Lecture 2 – Technical Process

How to select a light using basic photometrics. A look at color and its technical and artistic implications.

**Reading Assignment:** To be assigned in class

### **Practicum: BFA JR GREAT EXPECTATIONS**

Perf. Thurs., 3/1/18; Fri., 3/2/18 7:30PM

Sat. 3/3/18 2:30 PM

Sat., 3/3/18 8:00 PM

Sun., 3/4/18 2:30PM followed by mandatory strike

Call times are at least 90 minutes before curtain times.

**MFA REP PLAY 1 THE MATCHMAKER (MFA REP) SCENE DOCK**

Perfs. Thurs., 3/1/18 7:30PM

Call times are at least 90 minutes before curtain times.

**MFA REP PLAY 2 BUENAZA/CABRON (MFA REP) SCENE DOCK**

Perfs. Fri., 3/2/18 7:30PM

Sat., 3/3/18 2:30PM

Call times are at least 90 minutes before curtain times.

**MFA REP PLAY 3 A BRIGHT ROOM CALLED DAY (MFA REP) SCENE DOCK**

Perfs. Sat., 3/3/18 8:00PM

Sun., 3/4/18 2:30PM

Call times are at least 90 minutes before curtain times.

**PROPS AND COSTUMES STRIKE WILL FOLLOW AT 5:00PM ON SUNDAY, MAR. 4, 2018.**

**ANY UNDERGRADUATE ACTORS AND 130 CREW MEMBERS AND MFA Y1 ACTORS/CREW WILL BE INCLUDED IN THE STRIKE ON SUNDAY, MAR. 4, 2018.**

**SCENIC AND LIGHTING STRIKE WILL TAKE PLACE ON MONDAY, MAR 5, 2018 at 10:00AM.**

## **Week 9 3/8/18**

Elizabeth Harper Lighting Design - Lecture 3 – Terminology and Communication

What goes into a light plot. An overview of other lighting drawings and their purposes: Deck plot, elevations, detail drawings, and sections. How to write a shop order. How does paperwork communicate the details of a design to the electricians team.

## **3/15/18 SPRING BREAK**

### **Practicum: WEST SIDE STORY BING THEATRE**

Meet and Greet Tues., 3/20/18 6-10PM

Tech. Wed., 3/21/18 6-10PM,

## **Week 10 3/22/18**

Tak Kata Set Design - Lecture 4 - Putting it all Together

Production Etiquette – Working with directors, other designers and shops. Examples through 2 shows from start to finish.

**Practicum: BA ONLY THE LABYRINTH OF DESIRE SCENE DOCK**

**Meet and Greet Thurs., 3/22/18 6-10PM**

**Techs. Fri., 3/23/18 6-10PM**

**Sat., 3/24/18 10:00AM-10:00PM**

**Sun., 3/25/18 10:00AM-10:00PM**

**Dress. Mon.-Wed., 3/26/18-3/28/18 6-11PM**

**WEST SIDE STORY TECH BING THEATRE**

**Techs. Thurs., 3/22/18 6-10PM**

**Fri., 3/23/18 6-10PM**

**Sat. 3/24/18 10:00AM-10:00PM**

**Sun., 3/25/18 10:00AM-10:00PM**

**Dress. Mon.-Wed., 3/26/18-3/28/18 6-11PM**

**\*Please note this Tuesday Meet and Greet and Wednesday Tech which are outside the standard schedule. Reminder that those working on the Musical get a grade bump.**

**Week 11 3/29/18**

Tak Kata Set Design - Lecture 5 - Scenic Designer Presentations

**Practicum: BA ONLY THE LABYRINTH OF DESIRE SCENE DOCK**

**Perf. Thurs.-Fri., 3/29/18-3/30/18 7:30PM**

**Sat., 3/31/18 2:30PM & 8:00PM**

**Sun., 4/1/18 2:30PM followed by mandatory strike.**

**Call times are at least 90 minutes before curtain times.**

**WEST SIDE STORY BING THEATRE**

**Perf. Thurs.-Fri., 3/29/18-3/30/18 7:30PM**

**Sat., 3/31/18 2:30PM & 8:00PM**

**Sun., 4/1/18 2:30PM**

**Call times are at least 90 minutes before curtain times.**

**Week 12 4/5/18**

Tina Haatainen-Jones Costume Design - Lecture 4 - Putting it all Together

Production Etiquette – in: fittings; rehearsals; with crew; with collaborators.

Fitting photography – How to best show your choices.

How to talk to actors about their characters and your choices.

Fast change preparation and choreography. Making adjustments in tech/dress.

What to bring up in Production Meetings – ex: What types of mics are being used on actors?;

Hats and Lighting; Colors of set and lights and how they effect the costumes.

Working with wardrobe crew.

Photographing the production.

**Practicum: MFA NWF Y2 PLAY 2 TUNNELS MASSMAN THEATRE**  
 Meet and Greet Mon., 4/9/18 6:00-10:00PM  
 Techs. Tues.-Wed., 4/10/18-4/11/18 6:00-11:00PM

**BFA SOPH LOVE'S LABOR'S LOST MCC Theatre**  
 Meet and Greet Thurs., 4/12/18 6:00-10:00PM  
 Tech. Fri., 4/13/18 6:00-10:00PM  
 Sat., 4/14/18 10:00AM-10:00PM  
 Sun., 4/15/18 10:00AM-10:00PM  
 Dress Mon., 4/16/18 6:00-11:00PM  
 Tues., 4/17/18 6:00-11:00PM  
 Wed., 4/18/18 6:00-11:00PM

**BA ONLY DON'T GO/SOJOURN SCENE DOCK THEATRE**  
 Meet & Greet Thurs., 4/12/18 6:00-10:00PM  
 Tech. Fri., 4/13/18 6:00-10:00PM  
 Sat., 4/14/18 10:00AM-10:00PM  
 Sun., 4/15/18 10:00AM-10:00PM

**Week 13 4/12/18**

Tina Haatainen-Jones Costume Design - Lecture 5 - Costume Designer Presentations

**Practicum: MFA NWF Y2 PLAY 2 TUNNELS MASSMAN THEATRE**  
 Dress Reh/Photo Thurs., 4/12/18 6:00-11:00PM  
 Perf. Fri., 4/13/18 7:30PM  
 Sat., 4/14/18 2:30PM & 8:00PM  
 Sun., 4/15/18 2:30PM, followed by mandatory strike.  
 Call times are at least 90 minutes before curtain times

**BFA SOPH LOVE'S LABOR'S LOST MCC Theatre**  
 Meet & Greet Thurs., 4/12/18 6:00-10:00PM  
 Techs. Fri., 4/13/18 6:00-10:00PM  
 Sat., 4/14/18 10:00AM-10:00PM  
 Sun., 4/15/18 10:00AM-10:00PM  
 Dress Mon., 4/16/18 6:00-11:00PM  
 Tues., 4/17/18 6:00-11:00PM  
 Wed., 4/18/18 6:00-11:00PM

**BA ONLY DON'T GO/SOJOURN SCENE DOCK THEATRE**  
 Meet & Greet Thurs., 4/12/18 6:00-10:00PM  
 Techs. Fri., 4/13/18 6:00-10:00PM  
 Sat., 4/14/18 10:00AM-10:00PM  
 Sun., 4/15/18 10:00AM-10:00PM  
 Dress Mon.-Wed. 4/16/18-4/18/18 6:00PM-11:00PM

**MFA NWF Y2 PLAY 3 COUNTING MASSMAN THEATRE**  
 Meet&Greet Mon., 4/16/18 6:00-10:00PM

**Techs. Tues.-Wed., 4/17/18-4/18/18 6:00-11:00PM**

**Week 14 4/19/18**

Elizabeth Harper Lighting Design - Lecture 4 - Putting it all Together  
Cuing and control of the lighting equipment. How to focus a show. Tech schedules, electrics and lighting hierarchy, tech etiquette and how to get through it all when it feels like everyone is watching you cue.

**Practicum: BFA SOPH LOVE'S LABOR'S LOST MCC THEATRE**

Perf. Thurs., 4/19/18 7:30PM

Fri., 4/20/18 7:30PM

Sat., 4/21/18 2:30PM and 8:00PM

Sun., 4/22/18 2:30PM, followed by mandatory strike.

Call times are at least 90 minutes before curtain times

**MFA NWF Y2 PLAY 3 COUNTING MASSMAN THEATRE**

Dress Reh/Photo Call Thurs., 4/19/18 6:00-11:00PM

Perf. Fri., 4/20/18 7:30PM

Sat., 4/21/18 2:30PM & 8:00PM

Sun., 4/22/18 2:30PM, followed by mandatory strike.

Call times are at least 90 minutes before curtain times

**BA ONLY DON'T GO/SOJOURN SCENE DOCK THEATRE**

Perf. Thurs.-Fri., 4/19/18-4/20/18 7:30PM

Sat., 4/21/18 2:30PM & 8:00PM

Sun., 4/22/18 2:30PM followed by mandatory strike.

Call times are at least 90 minutes before curtain times.

**Week 15 4/26/18**

Elizabeth Harper Lighting Design - Lecture 5 - Lighting Designer Presentations

**Week 16 STOP DAYS – NO CLASS MEETING**

**Assignment:** Review for final. Final may cover material in the reading, material covered in lectures and practical knowledge gained in the course of your crew assignment.

**Final Examination Date: Wed. May 9, 8:00am-10:00am.**

Please note that per University policy, the instructors are unable to schedule an alternative time for you to take the exam. If you have questions you can contact the USC Testing office at 213-740-7166. Please note it is your responsibility to contact the testing office if you have multiple exams on one day in advance to ensure you can take your final exam.

**Statement for Students with Disabilities**

Any student requesting academic accommodations based on a disability is required to register

with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me (or to TA) as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m.–5:00 p.m., Monday through Friday. Website and contact information for DSP: [http://sait.usc.edu/academicsupport/centerprograms/dsp/home\\_index.html](http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html), (213) 740-0776 (Phone), (213) 740-6948 (TDD only), (213) 740-8216 (FAX) [ability@usc.edu](mailto:ability@usc.edu).

### **Academic Conduct**

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Section 11, *Behavior Violating University Standards* <https://scampus.usc.edu/1100-behavior-violating-university-standards-and-appropriate-sanctions/>. Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct/>.

Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to the *Office of Equity and Diversity* <http://equity.usc.edu/> or to the *Department of Public Safety* <http://capsnet.usc.edu/department/department-public-safety/online-forms/contact-us>. This is important for the safety whole USC community. Another member of the university community – such as a friend, classmate, advisor, or faculty member – can help initiate the report, or can initiate the report on behalf of another person. *The Center for Women and Men* <http://www.usc.edu/student-affairs/cwm/> provides 24/7 confidential support, and the sexual assault resource center webpage [sarc@usc.edu](http://sarc@usc.edu) describes reporting options and other resources.

### **Support Systems**

A number of USC’s schools provide support for students who need help with scholarly writing. Check with your advisor or program staff to find out more. Students whose primary language is not English should check with the *American Language Institute* <http://dornsife.usc.edu/ali>, which sponsors courses and workshops specifically for international graduate students. *The Office of Disability Services and Programs* [http://sait.usc.edu/academicsupport/centerprograms/dsp/home\\_index.html](http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html) provides certification for students with disabilities and helps arrange the relevant accommodations. If an officially declared emergency makes travel to campus infeasible, *USC Emergency Information* <http://emergency.usc.edu/> will provide safety and other updates, including ways in which instruction will be continued by means of blackboard, teleconferencing, and other technology.