

The Department of Theatre
University Theatre

Rehearsal Scheduling Procedures
For Main Stage and Inge Productions
Rev. August 2012

The typical rehearsal schedule established for UT productions is a continuous 6-week period (8-week period for musicals) from 7:00 to 10:00 p.m., Monday through Friday, plus Saturday and Sunday during the final tech week. Unless special rehearsal requirements are outlined in the initial proposal, this schedule will be reflected in the University Theatre Production Calendar.

If you need additional rehearsal time or would like to have your rehearsals scheduled at a different time, please make sure you inform the Artistic Director and the front office staff so that reservation can be made for you.

Classrooms 354, 341, 235, 209 are booked with classes through 5:30 p.m., Monday through Friday. The outside doors of the building are locked by midnight. Rehearsals in progress may continue, but once people leave they will be unable to return.

The show most imminently performing in the Inge or the Crafton-Preyer gets first priority for rehearsal on that particular stage. The show next in line for the Crafton-Preyer usually rehearses in 354 or 209 Murphy. The show next in line for the Inge rehearses in 209 or 235 Murphy. The Artistic Director in consultation with the Technical Director, reserves the right to “bump” any rehearsal (with reasonable notice) in favor of other needs. If this should happen on the stage, shows are bumped back to their “feeder” room, and the lower priority show will need to make other arrangements for rehearsal.

“Studio 354” and 209 and other rooms used for show rehearsals must be kept clean and clear of props, platforms, etc. for classes being held there. Please store all props and restore the space after each rehearsal. Please take care to protect the pianos in these rooms.

201 Murphy (the Design Room) is NOT to be used as a rehearsal space, nor are any of the lobby areas of Murphy Hall. Lobby and hallway furniture are NOT to be moved or used as rehearsal furniture NOR can furniture from classrooms be moved into the hallway. This is a fire code violation.

All rehearsal space usage is scheduled in the front office, 317 Murphy. Unless you are directing a UT production using the regular rehearsal schedule you should check with the UT front office staff to make sure the information is recorded correctly. Rehearsal space in Murphy Hall is at a premium, and the five available spaces are often tightly booked. Please don't assume that rooms are available; schedule them officially.

Once a rehearsal plan is established and a “first day of rehearsal” is assigned, it is important that you NOT begin any earlier. This could interfere with many people's schedules.

The Inge, the Crafton-Preyer, and 354 are locked. Keys to these rehearsal spaces are checked out to the Assistant Director and/or Stage Manager. 209, 235, and 341 are not usually locked. Chairs in 235 and 341 should be restored to a “classroom” format after each evening rehearsal.

Rehearsal Scheduling Procedures (continued)

All rehearsals should be assumed to be “closed” to observers unless specific permission is granted by the Director of the Production. Once tech week begins, many individuals will be in attendance, namely:

Student Crew Members
Technical Crew
Faculty and Staff Members
University Photographer
Departmental Videotaping Crew
Members of the Media
Orchestra Members (if applicable)

TECH WEEK (typical schedule. Deviations from this schedule should be avoided and must be planned in advance of season scheduling with the permission of the Artistic Director):

Seven days prior to opening:	final run through (FRT)	7:00 p.m.
Six days prior to opening:	dry tech (DRY)	7:00 p.m.
Five days prior to opening:	first tech (1 TEK)	7:00 p.m.
Four days prior to opening:	first dress (1 DRS)	7:30 p.m.
Three days prior to opening:	second dress (2 DRS)	7:30 p.m.
Two days prior to opening:	third dress (3 DRS)	7:30 p.m.
One day prior to opening:	fourth dress (4 DRS)	7:30 p.m.

It is important to note that this schedule is published months in advance, and the information is disseminated to many people. Do not change any dates or starting times without consultation with the Artistic Director and Technical Director.

Any rehearsal space problems or inadequacies should be reported to the Artistic Director immediately.