Duties of: THE DIRECTOR

1. Choose and direct a 7-10 minute scene from the play you’ve been assigned.
   - Casting
   - Blocking
   - Coaching the actors
2. Create a directorial concept for the show to be communicated to the rest of your team.
3. Guide the designers through the design process.
4. Write a director’s note for the program. Usually 250-300 words but check with your PR person for exact length. This is your chance to brief the audience about your concept for the show.
5. Be present at all rehearsals, in or outside of class time.
6. Present your concept to the rest of the class on the day of the final.

Duties of: THE STAGE MANAGER

1. Run the rehearsals
   - Record blocking in your “book”
   - Keep notes of things needed (Cues, props, etc.)
   - Generate a contact list for all involved to be kept in the “book.”
2. Keep and create the stage manager’s book (Will discuss this with you)
3. Generate and distribute rehearsal reports
   - Make note of who was present and who was absent
   - Record what was accomplished in rehearsal
   - Make note of things needed
   - Make note of deadlines set
   - Distribute via email to your production team AND cc Professor McGinnis
   - Print a copy to keep in your “book”
4. Run any cues during the performance.
5. Be present at all rehearsals, in or outside of class time.
6. Present your book to the class on the day of the final.

Duties of: THE DRAMATURG

1. Research, research, research!
   - Be armed with facts about the time period, author, previous productions, etc.
   - You are the go to source for information. Be prepared.
   - If questions arise that you do not know the answers to, find the answers and present them at the next scheduled rehearsal.
2. Write a dramaturg’s note for the program. Usually 250-300 words but check with your PR person for exact length. This is your chance to brief the audience regarding the history of your show.
3. Be present at all rehearsals, in or outside of class time.
4. Present your research to the class on the day of the final.
**Duties of: MARKETING DIRECTOR**

1. Brand your “production”
   - Create a poster design for the show. Must include information about the show and some eye catching graphics.
   - Keep the graphics and fonts consistent from the poster to the program.
   - Must turn in a copy on the day of the final.
2. Create the playbill/program for the “production”
   - Include a cast/crew list, bios (photos, too if you feel like it), director’s note, dramaturg’s note
   - Include the Poster Design on the cover.
   - Must turn in a copy on the day of the final.
3. Come up with a concept for the lobby. Often, productions concoct some sort of lobby display to extend the environment outside of the theatre.
4. Consider how you would market the event aside from the posters. Any interesting ideas?
5. Be present at all in class rehearsals. Outside rehearsals only if asked by the director or stage manager.
6. Present your Marketing plan (all of the above) to the class on the day of the final.

**Duties of: SET DESIGNER**

1. Design a set for your production based on the director’s concept and keeping in mind the needs of the production.
2. Create a rendering or model of your set.
3. Provide a blueprint to the director. (Bird’s eye view)
4. Be present at all in class rehearsals. Outside rehearsals only if asked by the director or stage manager.
5. Present your design to the class on the day of the final.

**Duties of: COSTUME DESIGNER**

1. Design costumes for the two characters in your production. You need only design costumes for the scene being produced.
2. Create a rendering for each character. Collage or drawn. If you need a template, ask me. Note what kind of fabric, color of fabric, and weight of fabric. Don’t forget accessories and hair.
3. Be present at all in class rehearsals. Outside rehearsals only if asked by the director or stage manager.
4. Present your design to the class on the day of the final.
**Duties of: ACTORS**

1. Rehearse and Perform in the 7-10 minute scene.
   - Memorization will be determined by your director. If they say you must be memorized. You must be memorized.
2. Complete a character analysis. (Uta’s Questions)
3. Be present at all rehearsals, in or outside of class time.
4. Perform your scene on the day of the final and talk about your character analysis.

**GENERAL NOTES:**

Each group will have 35-40 minutes for their presentation.

BE ON TIME! Points will be deducted for tardiness.

Everyone must present their part of the project. The director will decide how much time each person has. The director will also be in charge of the presentation. (Keeping everyone on track, the order of presenters, keeping track of the time, etc.)

You are grading each other. My score is only one of 8. Do your part. This project is about the process. A bad process can create a decent product, but a great process produces a phenomenal product!

**FINAL PROJECT: (Day of the Final)**

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<tr>
<th>Friday</th>
<th>December 7</th>
<th>8:00am - 10:00am</th>
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