

**LAB THEATRE PRODUCTION SUBMISSION FORM**

**STUDENT PROPOSAL SUBMISSION:**

Fill in all information listed below. You may write on the back of this form, if necessary. Be as complete as possible with your information.

**Note:** For questions regarding the requirements of this form and your proposal, please see: Dr. Radhica Ganapathy. Please email radhica.ganapathy@mail.wvu.edu or call 304-293-6167

***You MUST include with this form either a script or a detailed proposal for the production beyond the synopsis section listed below.***

Selection of a Student Director is based on prior directing experience. Example: Directing for Lab, Directing Class, and/or Advanced Directing.

Upon approval, no major changes or escalation of production demands will be allowed. Scope of project must be kept to details outlined in this form. \*The Lab Committee reserves the right to suggest changes in script selection.

All productions are limited to three performances (Friday Evening, Saturday Matinee and Evening) in the VDM. Please note that your proposed play needs to be accommodated as per VDM space limitations. Please consider your play selections as per the given criteria.

1. Director \_\_\_\_\_
2. WVU Email \_\_\_\_\_
3. Check as appropriate:  
       \_\_\_\_\_ MFA        \_\_\_\_\_ BFA        \_\_\_\_\_ BA        \_\_\_\_\_ Non Major  
       \_\_\_\_\_ Graduate    \_\_\_\_\_ Senior    \_\_\_\_\_ Junior    \_\_\_\_\_ Sophomore    \_\_\_\_\_ Freshman
4. Directing Experience    \_\_\_\_\_ Advanced Directing    \_\_\_\_\_ Fundamentals of Directing
5. Previous LAB THEATRE Directing Experience  
       \_\_\_\_\_  
       \_\_\_\_\_  
       \_\_\_\_\_

**About the Proposed Play**

6. Title \_\_\_\_\_
7. Playwright \_\_\_\_\_  
       Student Stage Manager Name and Contact Email & Telephone  
       \_\_\_\_\_  
       \_\_\_\_\_
8. Others Involved (Capacity and Contact Info)  
       \_\_\_\_\_  
       \_\_\_\_\_

In a **WORD DOCUMENT** please provide a thorough response to the following questions, and attach with this form as a complete application packet:

9. A Brief Summary of the Play
10. Main Themes
11. Director's Vision/Statement (Why do you want to direct this play? What speaks to you about it?)
12. Rehearsal Schedule Breakdown (Number of days you intend to rehearse)
13. Character Breakdown
14. Set Description
15. Costume Breakdown
16. Props Breakdown
17. Lighting Requirements/Special Requests
18. Sound Requirement/Special Requests
19. Staging Challenges and Possible Solutions

Note: If you are not certain regarding various tech requirements and breakdowns, please make an attempt to describe and perhaps speak to a faculty mentor to help with this area of the proposal.

#### WVU LABORATORY THEATRE GUIDELINES

- 1) The LAB THEATRE will provide opportunities for student-produced productions within the School of Theatre and Dance with equal emphasis on performance, design and technical requirements. Productions can be full-length plays, one-acts, musical revues, one person shows or staged readings.
- 2) The LAB THEATRE will consist of 2 production slots per semester, scheduled in conjunction with the School's Main Stage Production calendar.
- 3) LAB THEATRE productions will involve WVU students, faculty and staff only (unless otherwise approved by the LAB THEATRE Committee). First-semester freshmen are not allowed to be a part of the fall Lab Theatre productions unless approved by faculty.
- 4) Students will submit written proposals for productions and the LAB THEATRE committee will make final selections (with input from other School faculty). Deadline dates for proposals will be set after the Main Stage Production calendar has been approved and the LAB THEATRE committee has selected production slots.
- 5) Selection will be determined by the size, scope, feasibility, equality in areas of emphasis (performance, design and tech), and educational value of a production.
- 6) Each production will have a production advisor assigned from within the LAB THEATRE committee.
- 7) In the specific areas of performance, design and tech, a secondary advisor from a student's area of emphasis may be required. This will provide a mentor in their emphasis as well as setting deadlines and requirements. The production advisor will determine which student would benefit from a secondary advisor and the student must then solicit faculty to fill that advising role.
- 8) The VDM and the SLAB will be the primary venues for LAB THEATRE productions. If a proposed production wishes to use another venue (e.g. the FALBO, the GLADYS, etc.), the LAB THEATRE Committee will check into any potential conflicts and determine the feasibility of the request.
- 9) LAB THEATRE productions will not be scheduled during Dead Week or Finals week.
- 10) Capstones, Advanced Directing Projects or MFA Thesis requirements can be fulfilled in conjunction with a LAB THEATRE production and should be included in the written proposal to the Committee. After production approval of a LAB THEATRE project, any curriculum-based requirements may be fulfilled with approval of all necessary advisors.
- 11) LAB THEATRE productions will have some access to the shops for technical requirements as well as scheduled rehearsal space. Access to shops and rehearsal space will be set by the faculty or staff and

will not conflict with any required shop work, Main Stage rehearsal time, or class work of the students.

- 12) There is a minimal budget for each LAB THEATRE production (amount fluctuates according to School's overall budgetary needs). Purchases must be made by a member of the LAB THEATRE committee or an academic advisor and receipts must be kept for the CAC Business Office.
- 13) Technical rehearsals for production can (usually barring any conflict with main stage rehearsals) begin the Sunday prior to opening night of a production.
- 14) The set design and seating plan must be approved by the production manager prior to beginning rehearsal. The seating capacity of every venue must be observed: VDM: 80 (including cast, crew and all room occupants) SLAB: 50 (including cast, crew and all room occupants)
- 15) Once LAB THEATRE performance dates are set, all rehearsal dates and times must be registered with the production manager. All Capstones, Advanced Directing Projects or other class-based performances requiring use of the School's venues must register their dates with the production manager to avoid potential conflicts. This will also allow for a more complete calendar of events for the entire School.