



ECU[®]

SCHOOL OF THEATRE & DANCE

East Carolina University is an accredited institutional member of the
National Association of Schools of Theatre

Entertainment Design and Production and Stage Management Student Handbook

BFA, Theatre Arts Minors, Theatre Arts

We acknowledge the Tuscarora people, who are the traditional custodians of the land on which we work and live, and recognize their continuing connection to the land, water, and air that Greenville consumes. We pay respect to eight recognized tribes; Coharie, Eastern Band of Cherokee, Haliwa-Saponi, Lumbee, Meherrin, Occaneechi Band of Saponi, Sappony, and Waccamaw-Siouan, all Nations, and their elders past, present, and emerging.

Mission:

The School of Theatre and Dance is dedicated to providing undergraduate students with superior, professional training in theatre and dance. In our rigorous, conservatory-style training within a liberal art setting, students are taught and mentored by a diverse faculty of active professionals, who work to prepare them intellectually, artistically, and practically, to be leaders in their chosen profession.

The ECU School of Theatre and Dance is guided by the following core values:

Excellence

We strive to maintain a high standard of excellence in our classrooms, rehearsal halls and stage productions, celebrating the individual strengths, talents and dreams of our students while providing professional quality productions to Eastern North Carolina.

Professionalism

Through a nurturing yet demanding work environment, centered on adhering to performance industry standards, we seek to create graduates who are competitive in their chosen field and also fully prepared to transfer their skills to related fields.

Artistic Risk

The essence of making art is to take risks. We ask our students to challenge themselves and allow them the space to make both their successes and failures spectacular. We believe this is how new and innovative forms of creative expression are made.

Community

We recognize and value the impact artists and arts education can have on a community. We encourage our students to be artists, as well as fully engaged citizens, who understand the responsibility and eagerly accept the opportunity to make an impact in their field, our community, and the global community.

Section 1: *ESSENTIALS*

I. THE ROLE OF YOUR FACULTY MENTOR:

Each student will be assigned a faculty mentor. The role of the mentor is to help and support you throughout your ECU career. All academic advising issues will be handled by Kelly Reddick, academic advisor for the School of Theatre and Dance.

You should talk to your mentor:

- If you have concerns about adjusting to college life.
- If you have concerns about a crew assignment.
- If you have difficulty managing stress.
- Before the end of the 1st week of each semester to discuss any drop/adds for Foundations and major classes if you have problems managing your course load.
- During two mandatory meetings each semester.
- At the end of each semester to discuss your semester summary & evaluation.
- If you are considering accepting outside work (This includes URCA and other student works)
- What to expect for Juries and Portfolio review

II. THEA 1111- 4444 (PRODUCTION COURSES):

Each first year ED&P student will be assigned to various production crews. Assignments may change throughout the year depending on crew needs for each specific production. Any changes will be posted on canvas. Details on requirements will be included in the course syllabus. THEA 1111 requires a student to serve on one running crew per semester. Running crew includes, but is not limited to: backstage crew, lighting running crew, wardrobe crew, board ops, etc.

After the first year, students continuing in Entertainment Design and Production or Stage Management will take a sequence of 2222-4444 coursework, each level will build in complexity and responsibility of assignments. For minors this sequence will be slightly different.

The ED&P Handbook & Declarations

- The ED&P Handbook can be found on the ECU School of Theatre and Dance web page (<https://theatredance.ecu.edu/>). All THEA 1111 students must sign this “The *Essentials*” document no later than the Friday after Fall Break in the Fall semester. Failure to sign the *Essentials Declaration* by the deadline will result in a lower course grade. This document is good for one year. Students must sign the document every year of enrollment in the program.

III. REQUIRED EQUIPMENT:

Each course will require a different set of tools for you to be able to succeed in the class and professionally. All of these tools are essential to help build your toolbox as a well-rounded professional. **Failure to have the required equipment will constitute one unexcused absence per crew call.**

IV. CREW CALLS:

Be aware that the nature of work in the theatre can require crew calls during evening and weekend hours. While all efforts should be made to keep crew calls scheduled during normal business hours, that is not always possible. The first meeting of a crew will be posted a minimum of 24 hours in advance on the Canvas Announcements page for your perspective crew. Adjustments to posted crew calls will be determined and posted no later than the end of crew the previous day. It is your responsibility as a crew member to find out when your next crew call is. If you are not sure whether or not you are called for the next regularly scheduled crew, assume that you are, and show up. Be mindful that crew calls can change. It is expected that students check their emails no less than twice a day.

If you are late for crew two times, it will count as an absence. If you miss a crew call due to illness or an unforeseen emergency notify your crew supervisor to see if you can make it up. Otherwise, your absence will be considered unexcused. Any other absence or lateness from crew for any reason must be approved

at least 24 hours prior to absence by the crew supervisor or it will be treated as unexcused. Absence from any running crew will not be allowed.

V. MEETING DEGREE REQUIREMENTS:

Your Academic advisor and faculty mentors can help you to choose appropriate classes that meet the requirements for your degree program. For specific Degree Requirements refer to the undergraduate catalog. Courses in the ED&P and SM curriculums are carefully sequenced and designed to build upon one another, so it is imperative that the sequence is followed as closely as possible. Any deviations from the 4-year plan, or elective coursework require approval from your academic advisor and faculty mentor. The Undergraduate Academic Advisor is Kelly Reddick, she's located in the Old Cafeteria Building Room 2500, 252-328-5360 reddick14@ecu.edu.

VI. PROCEDURE FOR DROPPING OR ADDING A COURSE:

The procedure to drop or add any classes must be completed by the deadline listed in the academic calendar, typically the end of the first week of the term. The process for this requires the student to first receive permission from their academic advisor and, if needed, their faculty mentor. Once the add/drop is approved, the student may drop the course electronically unless it has passed the official date listed in the ECU Academic Calendar. If it is past the add/drop date, there will be a penalty. Please contact your advisor to ask about the penalty and other questions about this.

VII. HOW TO STAY IN THE PROGRAM / STANDARDS OF ACHIEVEMENT AND EVALUATION:

Students are retained based upon their demonstrated level of achievement and the faculty's estimation of their professional potential, class grades, production assignment, and a minimum overall 2.0 GPA. Students who fail to achieve this average by the end of their fourth semester may be placed on probation.

Probation and Letters of Warning:

Throughout matriculation, students are continually evaluated and advised regarding their progress and artistic development. At the end of each term, the faculty as a group discusses each individual student's strengths, weaknesses, needs and progress. That information is then shared with the student via his/her mentor. Students will be invited to continue annually only if they demonstrate substantial and continued growth toward artistic and academic excellence. Letters of Invitation are distributed after Jurys. If a student isn't doing well building their artist development, they will be put on probation. After 2 semesters on academic probation the student will not be able to continue their Major or Minor in Entertainment Design and Production.

Minimum Grade Requirements:

To remain in the undergraduate program, the student must maintain a cumulative 2.0 average in major courses through the first year, and in the following years, a cumulative average of 2.50 in major courses. Students who fail to maintain these levels for a given term are placed on Probation for the following term. Students are expected to maintain GPAs for the following term. Students who, in the judgment of the faculty, fail to demonstrate sufficient professional development in the arts will receive a Letter of Warning and may also be placed on Probation.

VIII. PORTFOLIO REVIEW:

The Portfolio Review is a time for the faculty at large to review student work and overall progress in the program. The faculty uses this presentation to further develop an understanding of the student's progress and steer the student's future in the program. Portfolio review is held in mid to late February, usually the week before SETC. Students should have previous years' work and current projects to display in all areas of Entertainment Design and Production/Stage Management. Refer to Handbook Section 2: General Info for specific guidelines and suggestions. In addition to your work and projects, all students are required to have three to five copies of your current resume available for faculty. In addition to the resume there should be a physical display of your portfolio, this can be digitally on a laptop or iPad, or be a physical portfolio in a binder. If a student needs help with their portfolio or resume, they should ask their mentor or other students for feedback. This is an opportunity for each student to show what they have learned so far and how to

present it professionally. Students should dress and present themselves as if they are interviewing for a job. If a student does not participate in Portfolio review, they will be placed on probation. Failure to present a portfolio more than once will result in removal from the program.

PLEASE NOTE: Having read and understood this “*The Essentials*” document, all first-year undergraduate students must sign the *Essentials Declaration* by Friday following Fall Break. Failure to sign the *Essentials Declaration* by the deadline will result in a lower grade in *THEA 1111*.

Section 2: GENERAL INFO

GENERAL RULES AND POLICIES:

I. ACCIDENTS IN SCHOOL FACILITIES:

If you have an accident in a school facility, follow any immediate first aid required. As soon as possible report the accident to the faculty member or student staff on call. For potentially life-threatening injuries call 911 immediately. An accident report needs to be filed with SoTD within 24 hours of the accident if student sought medical treatment. [Student Statement of Injury Form](#)

During office hours you should get medical attention for all but life-threatening injuries from Student Health Services. If your injuries occur while the Student Health Center is open, you should seek their assistance and recommendations first. If your injuries occur when the Student Health Center is closed, you should seek medical attention at the nearest facility available to you. If it is an emergency, dial 911 or seek care at the ECU Health Medical Center emergency department.

To facilitate any medical treatment you may require, carry your medical insurance cards with you at all times. **REMEMBER:** The school does not pay medical bills if you are hurt. All expenses you incur must be covered by your personal insurance. If you are on the Student Health Insurance Program (SHIP) you must be referred by Health Services or request a walkout form to submit your own claim. ECU only submits insurance claims for costs incurred at Student Health Services.

Workers' Compensation Information

Student shop assistants funded by self-help funds are considered temporary student employees and are covered by Worker's Comp for injuries on the job. Here is the link to the website with instructions on how to proceed: <http://www.ecu.edu/cs-admin/oehs/Workers-Compensation.cfm>

The Workers' Compensation Program for East Carolina University is administered by the Office of Environmental Health and Safety. Workers' Compensation benefits are available to any full-time, part-time, or temporary employee, including student workers, that suffer an accidental injury or contracts an occupational disease within the definitions of the Worker's Compensation Act. If a student is injured while conducting assignments or other general duties on campus (classroom, laboratory, etc) then the student should contact Student Health for medical attention or 911 if life-threatening injury. They should also complete the [Student Statement of Injury Form](#) to ensure documentation of the incident and submit it to Thad Aley, SoTD Administrative Support Associate.

II. BICYCLES:

Bicycles may not be parked or brought into the theatre buildings, shops, classrooms, studios, etc. A bicycle rack is located outside the breezeway between the studio theatre and the main Messick building. Please lock your bicycles in the rack. Be sure your bicycles are registered with campus police. Information can be found at <https://parking.ecu.edu/bike-permits-impounds/>

III. CLASSES:

The individual instructors establish attendance policies for ED&P/SM classes. Be sure you know these policies for the classes you are taking. Students may not use production work as an excuse for missed classes or late class work. Penalties for such occurrences are at the discretion of the class instructor. School of Theatre and Dance policy states that if a student misses 20% of their classes (excused or unexcused), they will automatically fail the course. Please refer to the class syllabus for the exact number of classes you can miss. Leaving early to catch a flight or other means of transportation does not count as an excused absence. Further, all absences (excused or unexcused) count as absences unless in extreme situations requiring documentation from the Dean of Students office.

IV. CREWS:

As referenced in section 1: *"The first meeting of a crew must be posted a minimum of 24 hours in advance on the Canvas Announcement Page. Adjustments to posted crew schedules will be determined and posted no later than the end of crew the previous day. It is your responsibility as a crew member to find out when your next crew call is - it is not the crew head's responsibility to seek you out and tell you. If you are not sure whether or not you are called for the next regularly scheduled crew, assume that you are, and show up. Be mindful that crew calls can change. It is expected that students check their email and Canvas Announcements/due dates less than twice a day."*

If you are late for crew two times, it will count as an absence. If you miss a crew, call due to illness or an unforeseen emergency notify your crew supervisor to see if you can make it up. Otherwise, your absence will be considered unexcused. Any other absence or lateness from crew for any reason must be approved at least 24 hours prior to absence by the crew supervisor or it will be treated as unexcused. Absence from any running crew will not be allowed.

A student crew supervisor may not call crew, "voluntary" or otherwise, outside of the regularly scheduled hours of East Carolina University without first obtaining written permission from their faculty show advisor and from the shop's faculty supervisor. These extra or extended hours must be approved by the faculty show advisor and posted at least 24 hours in advance.

Under no circumstances will there be crew calls during class hours without the prior approval of the Director of the School of Theatre and Dance. If you are required to attend a call that interferes with the meeting of a class, alert an appropriate faculty member or the Director of the School immediately.

At least one Faculty or Staff member must be present during all crew calls. This includes class crew, special projects, URCA grants, Productions, etc.

Any student injured in the shops as a result of their own negligence or carelessness while on crew may be removed from the crew call until it is determined by the supervisor that the student is no longer a danger to themselves or others. Any hours missed will be the student's responsibility to make up at the discretion of the faculty.

Anyone reporting to class or crew under the influence of alcohol or drugs (or suspected of being under the influence) will be dealt with in accordance with the UNC Drug Policy and the *ECU Student Handbook*. Crewmembers will be dismissed from crew and will be charged with one unexcused absence. A second offense will put the student in jeopardy of not being invited to return to the program and/or placed on Probation.

Students may occasionally be assigned to overlapping or conflicting crew assignments. You will not be expected to begin a new crew assignment until you have been released from the first one by the faculty crew supervisor. Discuss such conflicts as soon as possible with your faculty mentor.

Students who feel they are not ready to undertake a production assignment are encouraged to discuss their concerns with their faculty mentor.

V. SCHOOL COMMUNICATIONS:

The SoTD will use e-mail and the Canvas Announcement page as the primary form of communication.

Each student is assigned a school e-mail address and it is the responsibility of the student to check their e-mail and Canvas Announcements page **several times a day**.

VI. SCHOOL OFFICE:

Do NOT operate any of the office equipment in Messick 107 (main office), including the computers, fax, copiers and laminating machines without permission from the administrative assistant or your faculty mentor.

VII. KEYS:

- Only Stage managers and Wardrobe crew chiefs are granted the privilege of getting a Key during a production.
 - Anyone given access to keys will not be allowed to share their keys with anyone or let anyone in the building without permission.
 - The key is signed out and must be turned in no later than the day after the show closes.
 - Students who fail to return their keys will be charged a \$350 fee per key and will have their grades and any future show assignments withheld.
 - Students who are given keys will be accountable that no students may be in School of Theatre and Dance shops or performance spaces, without a member of the Entertainment Design and Production/Stage Management faculty or staff present.
 - No work involving potentially dangerous tools or at heights (ladders, personnel lifts, etc.) may be performed alone. No student should work alone after regular daytime business hours.
 - If you are coming in to work at a time that is not normally a shop time, it is your responsibility to make sure that there is an Entertainment Design and Production/Stage Management faculty or staff member on campus. You must communicate to your crew supervisor your desire to do so.

VIII. KNIVES:

The Entertainment Design and Production faculty and the Campus Police recognize the necessity for many students to carry knives and similarly dangerous tools when they are in the process of production. Therefore, students working on production in the shops or theatres can have such items on themselves. However, students must observe and abide by the campus prohibition on knives and weapons at all other times and in all other locations, as stipulated in the *ECU Student Handbook*. An excerpt is here: "2.2. With only limited, expressly stated exceptions, the statute makes it a misdemeanor "for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework or any sharp pointed or edged instrument except instructional supplies, unaltered nail files, and clips and tools used solely for the preparation of food, instruction, and maintenance on educational property."

IX. PERSONAL INFORMATION:

All students should keep addresses, phone numbers, emergency contacts, and e-mail addresses up-to-date with the Registrar's Office and the Production Manager. If you move or change contact information, please notify the Registrar's Office and Production Manager as soon as possible.

X. ROOM RESERVATIONS:

There may be occasions when faculty, staff, or students need to reserve space in classrooms for meetings or special events. Please contact Kate Bukoskis, Interim SoTD Director for permission and copy Amanda Hudson, and Courtney Rasor in the email to request permission to reserve space. Student requests for space reservations require the Director's approval. One-week advance notice is required to reserve any SoTD space.

XI. ROOM TEMPERATURES AND THERMOSTATS:

The HVAC (Heating, Ventilating and Air Conditioning) system in the ED&P building is a highly complex and sophisticated system, the workings of which are known to a mere handful of mortals. Never attempt to modify any thermostats under any circumstance. Report temperature related concerns to your faculty supervisor who will work with the Administrative Support Specialist to put in a work order. This includes all theatre spaces, shops, dance studios, and Messick 205, 206, 114, 110, 104.

XV. OUTSIDE WORK:

Things to consider before taking on outside work/projects

- These projects and shows are considered volunteer activities and you will not get credit for the additional projects
- You must consider ALL of the duties and responsibilities you are taking under your wing and must get it approved with your mentor.
- Your crew assignments (THEA 2011, 2012, 1111, 2222, 3333 and 4444 and other crews associated with a course you are registered for) take priority over any outside projects, you will not be excused from your crew assignments to work on outside projects.
- You also are not allowed to use the shops or shop equipment on outside projects.

Outside work includes the following

- Any jobs that you pick up in addition to your class and crew assignments
- Any student or professional projects off and on campus
 - Examples include, but are not limited to, Senior Choreography, Contemporary Concert
- URCA and other Grant projects
- 5th street players
- Film work
- Holiday events including and not limited to – Halloween, Cosplay, Christmas, LARPing

Students may not miss class for outside work unless your instructors pre-approve it. (Remember that “crew” is a required class for which you are registered.) You are still responsible for all class work and assignments missed even if you are granted an approved absence.

We understand that an outside job is sometimes a necessity for rent or food, but it's important to speak with your faculty mentor and choose a job that allows you flexible hours. As a student your focus should be on your education within the Entertainment Design and Production/Stage Management area. Missing crew calls and class due to a poorly scheduled outside job will greatly affect your progression in the department.

Many ECU SoTD productions and projects are done on campus (i.e., Directing Projects, Film projects, 5th Street Players, URCA Grants, etc.) that are not officially supported by Entertainment Design and Production/Stage Management. Please consider your own participation in such activities carefully. Under no circumstances can your main stage crew requirements be adversely affected by outside work.

XII. SHOPS:

Individual shops will establish and announce their specific hours of operation. Some shops may be open for additional hours to allow students to execute class projects. See individual shop rules for specifics or contact the faculty member(s) responsible for the areas in question.

All of the ED&P Shops are maintained for educational purposes and to support ECU SoTD productions. The shop facilities may not be used for personal projects by any ECU SoTD faculty, staff or student without the expressed prior approval of the faculty member responsible for the supervision of that facility.

For your safety, the use of cell phones, i-pods, and other audio devices are prohibited.

At the end of any crew call, shops and theatres should be thoroughly cleaned and all tools, hardware, and other equipment should be returned to their designated storage locations. No crew member should be dismissed until the student crew head or faculty supervisor has approved the clean-up. Student crew heads dismissing crew before satisfactory clean up and shutdown procedures have been completed will be held accountable for performing all incomplete tasks.

Any use of the SoTD facilities, equipment or shops for production work outside of SoTD by any entity, whether for hire, contract or by other divisions of the school for any events may only take place with the written authorization of the Director of the School of Theatre and Dance. If the activity is for hire, appropriate contracts must be on file.

XII. TOBACCO AND VAPING USE POLICY:

SoTD facilities comply with the *ECU Tobacco and Vaping Use Policy*. Smoking and vaping are restricted to those areas designated as smoking areas. There is to be no smoking or vaping in the classrooms, shops, hallways, lounges, or studios unless signs permitting smoking have been posted by school authorities. **No smoking is allowed within 100 linear feet of any entry way or air intake into the building. This includes the McGinnis Breezeway between the Scene Shop and the Theatre.**

XIII. STAFF AND STUDENT INFORMATION WEB PAGE:

Entertainment Design and Production faculty, staff and students can find frequently used forms, handbooks and links at: <https://theatredance.ecu.edu/>

XIV. VACATING SHOPS, THEATRES, AND CLASSROOMS:

All spaces must be COMPLETELY vacated by all students by the last Friday before Commencement.

XV. GUIDELINES FOR END OF SEMESTER REVIEWS AND PORTFOLIO REVIEW

End of semester reviews are individual evaluations that happen at the end of every semester between each individual student and the ED&P Faculty. This is a way for the faculty to give feedback, on recent progression and work ethic, to each student. The student should take this seriously and understand this is part of the process of learning how to celebrate success and overcome challenges from the most recent semester.

ANNUAL PORTFOLIO REVIEW

Portfolio Review is a group evaluation of each student's resume and portfolio (a collection of images, paperwork, & physical examples of the work you have done). All ED&P and SM students will be present as each student is individually evaluated by the ED&P Faculty & Staff. This process is designed to help students prepare for professional interviews and job applications. Reviews are held during the Spring Semester and all students are required to participate. Senior Stage Managers and ED&P students (majors and minors) are responsible for coordinating the review, setting it up, and striking it.

The Portfolio Review is a time for the faculty to review your work and overall progress in the program. You should have previous years' work and current projects to display in all areas of Entertainment Design and Production and Stage Management. You should judiciously choose work to include in your portfolio that best represents your abilities. Crop your images (either physical or digital) and display them with explanatory text to best showcase your talents and abilities. You should come prepared to discuss your work/portfolio with faculty. **When included in your portfolio, all photographs should be labeled with show, act, scene, and when possible, photographer credit. Each show entry should include other principal artistic staff.**

What to prepare if you are a Stage Management Major or Minor:

- **Freshmen**
 - Three to five copies of your resume with all your current ECU credits and past high school credits (don't worry if you don't have many credits, that's what you're here for!)
 - Optional: Pick one of two options-- Either a complete show prompt book that shows your work on a show from beginning to end OR a "best of the best" portfolio of your best paperwork
- **Sophomores**
 - Three to five copies of your updated resume with all of your current ECU credits and past high school credits if needed.
 - Pick one of two options: Either a complete show prompt book that shows your work on a show from beginning to end OR a "best of the best" portfolio of your best paperwork
- **Juniors**
 - Three to five copies of your updated resume with all of your current ECU credits.

- By this point, you should have an updated “best of the best” portfolio (Updated from last portfolio review). This is what hiring managers at places like SETC prefer to see if possible. In lieu of this, bring a full prompt book.
- A website is recommended but not required.
- **Seniors**
 - THEA 4099, Design and Production Portfolio is required in your final semester (Fall or Spring). You must present your portfolio in its final iteration as it will be graded.
 - An updated resume with all of your current ECU credits.
 - By this point, you should have a “best of the best” portfolio (Updated from last portfolio review). This is what hiring managers at places like SETC prefer to see if possible. In lieu of this, bring a full prompt book.
 - An updated website that showcases your work, including anything that no longer fits on your resume.

What to prepare if you are an Entertainment Design & Production Major or Minor (please see below for information pertaining to your specific area)

- **Freshmen**
 - Three to five copies of your resume with all your current ECU credits and past high school credits (don't worry if you don't have many credits, that's what you're here for!)
 - Optional: Any portfolio info you have. We do not expect you to have a full, perfectly curated portfolio. Just put together photos of work that you've done so far.
- **Sophomores**
 - Three to five copies of your updated resume with all of your current ECU credits and past high school credits if needed.
 - A portfolio that showcases your work. It does not have to be specific to your area of focus. You can include all of your work here at ECU.
- **Juniors**
 - Three to five copies of your updated resume with all of your current ECU credits. An updated portfolio that showcases your work. It does not have to be specific to your area of focus. You can include all of your work here at ECU.
 - A started website is highly recommended
- **Seniors**
 - THEA 4099, Design and Production Portfolio is required in your final semester (Fall or Spring). You must present your portfolio in its final iteration as it will be graded.
 - Three to five copies of your updated resume with all of your current ECU credits.
 - An updated and finished portfolio that showcases your work. It should showcase your area(s) of focus more than anything, but other work can be included if needed.
 - An updated website that showcases your work, including anything that no longer fits on your resume.

The following are requirements pertaining to specific areas:

- **Costume Design/Technology**
 - Realized costumes or costume pieces can be displayed.
 - Wig and Make-up projects should include examples of construction, hair styling, and make-up
- **Scenic Construction**
 - Drafting's should be represented if appropriate.
 - Scenic Construction Production packages should be completely printed and bound.
- **Scenic Painting**
 - Scenic painting should be presented in originals when possible.
- **Scenic Design**
 - Upper-level Scene Designers should show complete packages including model, research, and drafting

- **Properties**
 - Prop Masters should include at least one complete package with pictures, drawings, time/cost estimate, along with pictures of their work, including progress shots in construction.
- **Sound Designers/Engineers**
 - Sound design projects should include paperwork and a method for listening to media.
 - Give PDF/photo examples of paperwork and really show the size of the show.
- **Lighting Designers/Electricians**
 - Lighting design projects should include drafting, paperwork, sketches, and research.

STUDENTS SHOULD NOTE: THE PORTFOLIO REVIEW IS AN IMPORTANT FACTOR IN THE FACULTY'S DECISION TO ALLOW YOU TO CONTINUE IN THE PROGRAM.

XVI. PERFORMANCE SPACES:

The specific policies regarding the use of SoTD performance spaces can be found in the SoTD Space Usage Guidelines available on the SoTD website: (<http://www.ecu.edu/cs-cfac/theatredance/>)

Students who use any SoTD spaces must become familiar with the rules and regulations which govern their use.

In addition to those published in the Space Usage Guidelines, the following guidelines apply to all student crews in SoTD spaces:

- ED & P student handbook guidelines must be appropriately followed while in any SoTD facility.
- SoTD Performance Facilities personnel must be notified about all activities in the facilities. Please notify SoTD personnel on duty upon arrival and departure.
- There is no eating or drinking in the facilities except for the following areas: Green Room, Tech Table, and Breezeway. Water in a closed container may be brought into rehearsal & theatre spaces. Students are expected to clean up all trash and food into appropriate receptacles.
- Do not place bookbags, food of any kind or water bottles on pianos/keyboards
- Do not wear shoes in the Studio Theatre
- Loading Docks/Breezeway are for loading and unloading scenery, equipment, and the like. Personal vehicles are not permitted in the Loading Dock.
- All construction and painting materials are to be brought into the theatre by way of the Breezeway. Never bring these materials through the lobby or house seating areas.
- In the event of a "Severe Weather Notification" or "Tornado Warning", direct all members of the cast, crew & public to a designated Safe Area until a person of authority issues an "ALL CLEAR".
- Any piece of equipment that is, or appears to be, in need of repair should be brought to the attention of the Shop Supervisor and/or Production Manager.
- All tools and/or loose objects must be secured to your person when going to the catwalks, loading rail, mid rail, or up any ladder, lift or scaffold.
- If the A/C or heat is uncomfortable, please do not attempt to change it. Contact the crew supervisor.
- The use of any motorized personnel lift (Genie Lift) is limited to members of the production staff trained in its use. No students are allowed to use personnel lifts without a trained faculty member present.
- Anything belonging to the facilities may not leave the building without being signed out and approved by the Production Manager.
- All work areas and dressing rooms are to be left clean, safe & presentable at the end of each work period. Please allow for clean-up time in all work calls. All trash is the responsibility of the production crew. Please put trash into the appropriate containers and empty into dumpsters on a regular basis.

- Technical Director must arrange a meeting with the Production Manager prior to loading in their show.
- All rigging procedures must be approved by the faculty Technical Director and/or staff Shop Foreman.
- Strike is not complete until everything is out of the theatres, off the Breezeway, and out of the Freight Elevator. Any "rep hang" soft goods/drapery and/or lighting and audio equipment moved for the production must be restored by production staff to their original location during strike or placed at the discretion of SoTD Staff. The restore must be approved by the Production Manager.
- During the run of a show, the running lights (blue lights) are to remain on at all times. There is no turning off or covering of EXIT signs at any time. House lights should be on at the beginning, intermission(s), and end of each show.
- Regarding the fridges in the shops. You must ask permission if you can leave things in the fridges. Do not leave anything in the refrigerator in any of the shops for more than one week. Exceptions are food items needed for productions, and such items must be clearly labeled.
- Abuse of the facilities and/or their equipment will not be tolerated and will result in disciplinary action. Consistently unsafe work practices and/or unsafe or inappropriate operation of equipment may result in the loss of the privilege to use the facility, ED&P Probation, and/or discontinuation of invitation to the program.

XVII. WORK SPACE AND STUDIO USE GUIDELINES:

In order to keep the Workspaces and Studios functioning as both a classroom and a studio, please comply with the following guidelines:

- The studios for working are primarily for the use of students to work on their projects.
- When using any of the lighting labs you must treat equipment with respect and put away any gobos, gels, tools you were using. This also means restoring the light lab to its repertory position, so it is ready for the next student to use successfully.
- Since the tables are used by multiple classes, please do not leave your work taped to them overnight. If the table you are using is needed, your work will be removed.
- The security of your belongings and your work in the studio cannot be guaranteed. You should plan accordingly.
- Help keep the table surfaces clean in our classrooms. DO NOT cut, paint, paste, marker, crayon, or otherwise perform craft work directly on the table, use protective mats.
- Please remove all materials and debris from the table surfaces when you are done.
- Do not move the tables around or alter or "repair" equipment. These tables are old and well loved, but they are all we have. Report equipment problems to design class faculty.
- Please dispose of all your scrap paper, projects, and other debris. Housekeeping service in the studio is limited.
- Be courteous - if you are working in the studio while others are working, be considerate of their needs by using headphones for music and keeping socializing limited.
- If you eat in any of the Studios, you must clean up after yourself. All food trash must be put in a trash can outside the building. Please keep all beverages in spill proof containers and clean up any messes immediately. Abuse of these rules will result in a banning of food and drink from the Studio.

With everyone's cooperation, the Design Studios will remain clean and useful for everyone to use.

XVIII. MESSICK COMPUTER LAB (MESSICK 104):

- ALL LOCAL HARD DRIVES WILL BE WIPED NIGHTLY
Do not leave files on the local drives. Save to onedrive and/or to removable storage (thumbdrive).
- PLOTTING IS RESTRICTED
All plotting must be approved by faculty mentor.
- FOOD AND BEVERAGES ARE RESTRICTED (ECU ITCS RULE)
Any food and drink brought into 104 must be kept on the worktables and not on the computer counter. Beverages should be kept in spill-proof containers. No food or drink should be placed on computer tables. Clean up after yourself. All food trash must be put in a trash can outside the building. Please keep all

beverages in spill proof containers and clean up any messes immediately. Abuse of these rules will result in a banning of food and drink from the lab.

PLEASE NOTE!

All ED&P/SM Students must complete the handbook quiz in canvas no later than the end of the second week of classes. No student will receive a grade in *THEA 1111-4444* until this document has been signed, signifying that they have ***read and understand the current year's handbook***.