

UNIVERSITY OF WINNIPEG DEPARTMENT OF THEATRE AND FILM

**THFM-2801-001 & 002** (6 credit hours)

**THEATRICAL PRODUCTION I**  
Course Information

Fall/Winter 2014-15

Tue/Thu 2:30-5:15 pm

Section 001: Room 4C84 & 1T12 Section 002: Room 4C84 & 0T09

Note: Both Sections will meet in 0T09 for the first class: Thu, Sept 4 at 2:30 p.m.

Instructors:

Section 001: Aaron Frost

Office: 1T13 Phone: 786-9246

E-Mail: a.frost@uwinnipeg.ca

Office Hours: Mon 1:30-2:30 pm,

Wed 9:00-10:00 am and by appointment

Section 002: Tim Babcock

Office: 3T12 Phone: 786-9455

E-Mail: t.babcock@uwinnipeg.ca

Office Hours: Tue/Thu, 9:30-11:00 am

and by appointment

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**PREREQUISITE or CO-REQUISITE:** None. Either one of THFM-1001(6) or THFM-1002(6) is suggested.

The objective of this course is to offer an introduction to technical production in theatre through lectures, projects, and production work. Theatrical Production I is divided into two halves as follows:

1. Electricity in the Theatre, and
2. Stagecraft and Facilities.

Each half of the course is divided into lecture and lab sessions. During the scheduled lectures students will be exposed to principles of stagecraft, the handling of lighting and sound equipment, and the study of theatre facilities with an emphasis on the proscenium stage and the studio space. Considerations of safety in the handling of equipment and materials will be included throughout along with the introduction and use of the Workplace Hazardous Materials Information System.

Lab sessions will offer the student the opportunity of applying the principles acquired from lecture to hands-on projects and production work related to the departmental public exercises. In addition, in order to develop a broad experience in theatre, the student will be expected to participate in department activities beyond these supervised sessions.

**EVALUATION**

Grading is divided evenly between each half of the course.

Assignments distributed over the Stagecraft section (see schedule below)	15%
Scenic construction labs in the 2nd quarter of Stagecraft	20%
Lighting labs for the 2nd quarter of Electricity	20%
3 tests evenly distributed over the Electricity section	15%
Class participation (5% each term)	10%
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Term Work	80%
Final Exam (Apr 10, 1:30-4:30, location TBA)	
spring exam covers both Stagecraft and Electricity	20%
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<b>Total</b>	<b>100%</b>

Work not submitted will be graded as zero.

## **CONVERSION SCALE**

For the calculation of the final grade the following conversion table will be used:

A+	90 – 100%	GPA	4.5	C+	65 – 69.9%	GPA	2.5
A	85 – 89.9%	GPA	4.25	C	60 – 64.9%	GPA	2.0
A-	80 – 84.9%	GPA	4.0	D	50 – 59.9%	GPA	1.0
B+	75 – 79.9%	GPA	3.5	F	below 50%	GPA	0
B	70 – 74.9%	GPA	3.0				

## **POLICY ON LATE ASSIGNMENTS**

All project work and papers must be submitted on time. Late assignments will **not** be accepted and will be graded as zero unless prior arrangements have been made with the instructor concerned.

## **TEXTS**

*Scene Design and Stage Lighting* by R. Craig Wolf and Dick Block

In addition to the required text the student is directed to several other books and periodicals that are available as reference sources. These include:

1. *Theatrical Design and Production* by J. Michael Gillette; McGraw Hill.
2. *Scene Technology* by Richard L. Arnold; Prentice Hall, Inc., Englewood Cliffs, New Jersey.
3. *Scene Design, Stage Lighting, Sound, Costumes and Make-up* by W. P. Bellman; Harper and Row
4. *Scenery for the Theatre* by H. Burriss-Meyer and B. C. Cole; Little Brown and Company
5. *Stage Scenery, Its Construction and Rigging* by A. S. Gillette and J. M. Gillette; Harper and Row
6. *Backstage Handbook*, by Paul Carter Broadway Press, Louisville, Kentucky
7. *Theatre Crafts International*, a monthly periodical available in the library.

Furthermore, the purchase of season tickets to the Manitoba Theatre Centre (Mainstage) is suggested. Part of our programme includes the study of theatre facilities for which we will be using MTC and its operational techniques as teaching tools. It is important that you observe these techniques as a member of the audience. Special season ticket rates will be available to our students in early Sept.

## **MINIMUM WORKLOAD**

Lectures: 4.5 hrs/week plus  
Research/Readings: 1.0 hrs/week (estimated as a guideline)

In addition to the above, assignments and the production-related lab work may be estimated at not less than 35 hours for the year. This work is variable and will be dependant upon individual production schedules. The student will be advised of schedule details as they become available but should expect that such work will likely involve some evening and weekend time.

Students will be expected to have a 3-ring binder, a pencil, a geometry set, a 16ft. standard (Imperial) tape measure, and an Imperial measure (Architect's) scale ruler for every session.

## **TENTATIVE SCHEDULES**

There is no mid-term exam at the end of the Fall session and the final exam will be during the April exam period. The specific exam date and location will be posted by the University online. More detailed references to lecture schedule and readings, and activities will be posted on the departmental web site under Student Resources <http://theatre.uwinnipeg.ca/student.htm> and available through Nexus. **PLEASE NOTE:** because this course is dependent upon production work coordinated with other classes some activities on the following schedule may be subject to change.

**LIGHTING AND SOUND BOTH TERMS**  
**(Production Labs listed below are NOT optional unless noted)**

<b>Term 1 Dates</b>	<b>Term 2 Dates</b>	<b>Activity / Event</b>
Tue, Sept 30	Tue, Feb 3	Electricity Test
Thu, Oct 23	Tue, Mar 3	Lighting Test
Sun, Nov 16	Sun, Mar 22	Hang Lights for Show (at the Gas Station Theatre)
Mon-Tue, Nov 17-18	Mon-Tue Mar 23-24	Focus Lights for Show (at the GST)
Wed-Mon, Nov 19-24	Wed-Mon, Mar 25-30	Supplementary Lighting Calls (variable times. must attend 2 of 4)
Tue, Nov 25	Tue, Mar 31	Sound Test
Sat, Nov 29	Sat, Apr 4	Strike Lights after performance (at the GST)
	Fri, Apr 10, 1:30-4:30	Final Exam, location TBA

**STAGECRAFT BOTH TERMS**

<b>Term 1 Dates</b>	<b>Term 2 Dates</b>	<b>Activity / Event</b>
Thu, Sept 18	Thu, Jan 22	Simple Flat
Tue, Sept 23	Tue, Jan 27	Drawing Assignment
Thu, Sept 25	Thu, Jan 29	Door/ Window Flat
Thu, Oct 2	Thu, Feb 5	Stock Riser
Thu, Oct 9	Thu, Feb 12	Irregular Riser
Sun, Nov 16	Sun, Mar 22	Move and Set up the Scenery
Mon-Tue, Nov 17-18	Mon-Tue, Mar 23-24	Continue Set up.
Wed-Mon, Nov 19-24	Wed-Mon, Mar 25-30	Supplementary Carpenter Calls
Thu, Nov 27	Tue, Apr 2	Test
Sat, Nov 29	Sat, Apr 4	Strike Set after performance (at the GSAC)
	Fri, Apr 10, 1:30-4:30	Final Exam, location TBA

**DRESS REQUIREMENTS FOR PRODUCTION LABS**

A clean pair of sneakers or soft-soled shoes are recommended for work in lighting labs. Street shoes will not be permitted. High heeled-shoes, pumps, jewellery, and excessively baggy clothing are not permitted in the shop or in lighting labs.

**"THE REAL THING" LECTURE SERIES**

The Department of Theatre and Film is presenting a series of six lectures which will be held on Wednesdays during the free period (12:30-13:20) in Theatre 1T15. Please note the dates in your diary **NOW**: Sept 17, Oct 22, Nov 12, Jan 14, Feb 11, Mar 11. This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwriting, etc. These speakers will specifically address issues related to "the business of the business."

Attendance for potential Theatre Honours/majors and for Film majors is optional but highly recommended.

**2014 ORIENTATION ASSEMBLY**

Each year in September we hold an *Orientation Assembly* to introduce our new students to faculty and other students; to provide information about the department, its various activities and those of its professors; and to provide news about what's coming up. This year our *Orientation Assembly* will be held on **Wednesday, September 10, 2014, 12:30-13:20 in Theatre, 1T15. ATTENDANCE IS COMPULSORY** for all Majors and Honours students. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged to attend.

## **BUILDING SECURITY**

The Asper Centre for Theatre and Film (which houses the Department of Theatre and Film) is open from 8:00 am-5:30 pm weekdays. Students are permitted to be in the building between 8:00 am and 10:00 pm seven days per week (except statutory holidays when the University is closed) **BUT PLEASE NOTE:** outside of regular building hours, it is **MANDATORY** that everyone in the building **EITHER** carry an access card **OR** have a booking confirmation form in their possession (hard copy or electronic). **ALL EVENING STUDENTS in the building for classes MUST have an access card.** If a Security Guard checks and you do not have proper accreditation, **you may be evicted.**

These rules are in place to protect our students and our equipment; please respect them.

## **ELECTRONIC COURSE OUTLINE ADDENDA**

Students must check our website at <http://theatre.uwinnipeg.ca/tbooking.htm> and read the menu items called *Fire Safety Instructions in the Asper Centre for Theatre and Film*, *Access Card/Building Use Policy* **AND** *Room Booking Instructions*. The link to the electronic *Online Room Booking Form* is also found at this location. Please read and note all instructions carefully.

## **GENERAL NOTES**

This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or [accessibilityservices@uwinnipeg.ca](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the UHREB before commencing data collection. Exceptions are research activities in class as a learning exercise. See <http://www.uwinnipeg.ca/index/research-human-ethics> for submission requirements and deadlines."

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at [www.uwinnipeg.ca/respect](http://www.uwinnipeg.ca/respect).

UWinnipeg promotes a scent-free environment. Please be respectful of the needs of classmates and the instructor by avoiding the use of scented products while attending lectures. Exposure to perfumes and other scented products (such as lotion) can trigger serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities.

Archival records such as videotapes, sound recordings, and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional, and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, s/he should withdraw from this course immediately.

Cellular phones **MUST** be turned off during classes and examinations; texting is **NOT** permitted in class.

Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.

It is the student's responsibility to retain a photocopy or computer disk copy of **ALL** assignments submitted for

grading; in the event of loss or theft, a duplicate copy is required.

Students are strongly advised to read the section of the *University of Winnipeg Calendar* (found on-line at <http://www.uwinnipeg.ca/index/cms-filesystem-action/pdfs/calendar/RegulationsandPolicies.pdf>) for information on Registration, Grading, Academic Misconduct including plagiarism, and Appeals.

**WEDNESDAY, JANUARY 21, 2015** is the final date to withdraw without academic penalty from courses which begin in September 2014 and end in April 2015 (2014/15 Fall/Winter Term).

### **STUDENT PARTICIPATION POLICY**

Theatre is a communal art form in which a number of interdependent artists and crafts people co-operate to create a work of art. This fact is necessarily transferred to the learning situation, and is reflected in many of the Department's courses. Consequently, it is the Department's policy that students are required to: complete homework such as reading, line-learning, script analysis, prop lists, design drawings, etc.; attend classes; attend rehearsals both within and outside of class times; and, in short, to exhibit commitment towards the inevitably shared endeavours of our field of study.

Any student failing to fulfil these requirements is harmful to the progress of dedicated students and may, after due warning, be asked to withdraw from any individual Departmental course.

### **COURSE CONTENT NOTE**

Dramatic Literature depicts a wide variety of human action, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. The Department of Theatre and Film will not undertake to censor the subject matter of dramatic works.

Students who have concerns about dealing with the full range of content and style in drama/film are urged to discuss these concerns with the course instructor.