

**THE UNIVERSITY OF KENTUCKY DEPARTMENT OF THEATRE ARTS**

**DIRECTING STUDIO**

**-Contract-**

Name \_\_\_\_\_ S.S.# \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

Class Year \_\_\_\_\_ Major \_\_\_\_\_ GPA in Major \_\_\_\_\_

Last Directing Class TA \_\_\_\_\_ Present Directing Class TA \_\_\_\_\_

Title of Project/Script \_\_\_\_\_ # of  
Characters \_\_\_\_\_

Playwright \_\_\_\_\_ Publisher \_\_\_\_\_

Production Space \_\_\_\_\_ Production Dates \_\_\_\_\_

As director of a studio project, I ensure that I understand and will meet the following guidelines:

1. Sign-up for TA 591 practicum credit in order to undertake the Studio and reserve rehearsal space.  
(The studio practicum is for Full Letter Grade only.)
2. In order ensure the proper maintenance and care of the theatre space, I will provide a refundable \$25.00 (cash) Room Use Deposit Fee. This fee will be returned at the end of the completed project, pending an - **Exit Room Review**.
3. All Departmental shops will be off limits. There will be no lending and no borrowing and therefore, I will not ask to use or borrow any item from the department shops or storage.
4. There will be no non-production (script required) use of Smoking, Food and Drink in the theatre or the theatre's rehearsal spaces, either during rehearsals or performances.
5. There will be no storage facilities available in any theatre space. Nothing will be left in either the rehearsal or performance space. I will be responsible for removing any and all rehearsal related props, papers, and furniture at the end of every single rehearsal and/or performance.
6. I will leave the space in better condition then found: Floors will be swept, chairs stacked, platforms returned to holding locations, all trash disposed of, and the rehearsal and/or performance space returned to its original operating diagram at the end of each use period.
7. I will hold open auditions for all roles in this show and understand that pre-casting is strictly forbidden. Audition and Casting notices will be posted in accordance with building decorum. Further, no actor already committed to a production may be cast without the written permission of the Faculty director, (or the studio director for that matter, ) **and** the Directing Studio Advisor.
8. All advertising or audition notices will be placed on existing bulletin boards. No advertising of this production will be place on entrance or exits doors, or outside of the Fine Arts Building

9. All means of egress (entrance and exit) will only be from existing theatre doors. Absolutely no egress will be made from any windows, or non-code authorized entrances or exits.
11. As a director, I will provide a completed prompt book as described in the Operandi. (Non directors will follow agreed criteria.) Along with the prompt book, I will follow all outlined criteria for directors, and write a process response as outlined in the Operandi, prior to the 'closure review.'
12. As a representative of the department and acting under the guidelines of the Directing Studio Advisor, I will carry out all rehearsals, castings, meetings, and all other actions related to their production in a courteous and professional manner. I will be conscientious of people's time and maintain a great sense of humanity. Likewise, as with my actors, all production and rehearsal spaces will be left in better condition than they are found. I will accept responsibility for **and** accommodate (problem solve) everything that has to do with this production.
13. Failure to meet any one or all of the above established requirements will result in the immediate cancellation of my studio production, the loss of my deposit, and the failure to gain my practicum credit- leaving the mark of 'E' on my transcript neatly placed across from the practicum slot.

As Director of the above studio project, I have thoroughly read both the re-cap above and Part I of the Directing Studio Modus Operandi and in being approved, I intend to follow and abide by the guidelines and procedures set forth within it.

Student's Signature \_\_\_\_\_ Date\_\_\_\_\_

Artistic Advisor's Signature \_\_\_\_\_ Date\_\_\_\_\_

Approved\_\_\_\_\_ Denied\_\_\_\_\_

Directing Studio Advisor's Signature\_\_\_\_\_
   
Date\_\_\_\_\_

Deposit Received \_\_\_\_\_ Date \_\_\_\_\_

Directing Studio Advisor's Signature\_\_\_\_\_
   
Date\_\_\_\_\_