I. MAINSTAGE (THEATRE):

All ECU/Loessin Playhouse shows scheduled in McGinnis Theatre take priority over all the following categories for purposes of resource allocation. All Mainstage performances receive full design and technical support within the constraints of the allotted production budget, time, and labor resources. Deviation in excess of initial resource allocations requires approval from the Production Manager and the Director of the School of Theatre and Dance.

II. MAINSTAGE (DANCE):

Mainstage Dance Concerts will receive full lighting and sound design support with repertory (shared) systems for all pieces. Principal guest artist will receive full costume and scenic support. Beyond the guest artist, D&P Faculty/Students will provide a maximum of 2 additional costume designs/builds and 2 scenic designs/builds. All other items must come from stock. Any deviations require approval of the Concert Coordinator, Production Manager, and the Director of the School of Theatre and Dance.

III. STORYBOOK THEATRE:

Storybook theatre productions are to be executed by the Theatre Ed and Theatre for Youth students. A D&P liaison will be assigned for each area of production needs. Any exception to this (such as the appointment of student designers) requires approval of the Production Manager, the appropriate Faculty Mentor, and the Director of the School of Theatre and Dance. The Storybook Theatre Coordinator is responsible for scheduling any necessary time for usage of SoTD Design & Production facilities for painting, construction, etc. with the Production Manager and the appropriate Faculty Shop Supervisor. Lighting and Sound support will be provided through the use of an external contractor and support staff in the various performance facilities Storybook productions travel to. Any SoTD equipment needed for the production must be approved by and signed out with the Production Manager and the appropriate shop head.
IV. **STUDIO SERIES (THEATRE):**

Studio Series theatre productions receive all the same support systems as mainstage theatre productions with reduced resources. Studio Series productions typically have smaller budgets, reduced shop time, smaller crews, and compressed tech schedules but will vary from production to production depending on content, venue, and available resources.

V. **STUDIO SERIES (DANCE):**

Studio Series dance productions receive student lighting and sound design and basic repertory systems support. They receive no official costume or scenic support.

VI. **WORKSHOPS:**

Workshop productions receive no dedicated D&P support. Facilities usage must follow published guidelines and be scheduled via the Production Manager unless otherwise indicated in the Space Usage Guidelines. Any access to stock scenery, props, costumes, or electrics equipment will only be provided at the discretion of the appropriate Faculty department heads and with the approval of the Production Manager.

VII. **OTHER:**

Any other SoTD events not being assigned one of these classifications must have its expected level of support from Design & Production students/faculty and requested space, time, materials, and labor resources spelled out clearly in writing by the producer of the event and signed off on by the production’s Faculty Advisor, the Production Manager, and the Director of the School of Theatre and Dance.

**PLEASE NOTE!**

All D&P Students must sign the Declaration List on blackboard by the Friday following Fall Break. 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**.