

**DEPARTMENT OF THEATRE ARTS  
UNIVERSITY OF TEXAS AT ARLINGTON  
Studio Theatre Productions**

**Responsibilities**

- Proposals for the studio must be submitted to the department chair 4 weeks prior to event.
- The studio season operates independently of the students' coursework. Rehearsals and performances must work around the course schedules and main stage production schedule of cast members, designers and technicians.
- The faculty/student that submits the proposal is responsible for securing stage and house management and any other support needed for their production.
- There are a limited number of studio slots available; proposals will be considered on a first come basis.
- Determine royalties; work with the Theatre Arts Department Administrative Assistant for further processing.
- Request number of scripts needed to be ordered.
- Conduct auditions with Stage Manager for your production.
- Post cast list.
- Create rehearsal times and space with your Stage Manager. Confirm that space is available and sign it out on the department website.
- A schedule with all information regarding audition/rehearsal times and locations must be submitted to the production manager and facilities manager.
  - This includes: times, locations, and production needs (lighting, sound, scenery storage, etc, etc...)
- Production manager and facilities manager must be made aware of any changes to the original schedule.
- Performance information must be posted in the Green Room and Faculty/Staff PO boxes 2 weeks prior to performance dates.

**Royalties**

All copy written works are subject to a royalty, payable whether the production is presented for an audience or not; thus, projects which require payment of large royalties are definitely discouraged. It is the director's responsibility to determine royalties prior to consideration of a project. The Department's production budget is the source of payment for approved royalties.

**Budget**

There is no budget specifically allotted for the studio productions. Any request for purchases must be made through the department production manager.

**Casting and Rehearsal**

The casting of the production can be done at the discretion of the director. Rehearsals should be held at times that does not interfere with the course work of the director, cast or technicians. There will be a curfew of 11pm for any rehearsals taking place in the Department of Theatre Arts theatre spaces.

**Technical Support**

There is limited technical support available. Students during practicum hours can be used at the discretion of the faculty production manager. Requests for assistance through the practicum course must be made in advance. There is a repertory light plot and sound system available for use in the studio theatre. The drapery and seating plots are not to be adjusted.

**Audience and Admission**

Seating is free and available on a first come first serve basis.