

Liberty University  
Department of Theatre Arts  
Production Handbook  
2021-2022



**LIBERTY**  
UNIVERSITY  
THEATRE ARTS

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## Production

The policies and guidelines laid out in the following sections are focused on the production and performance aspects (both on and off the stage) of the Department of Theatre Arts. Please refer to the Academic Handbooks for policies and guidelines pertaining to the academic aspects of the department.

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**Additional Contact Information**

**University Ticket Office**  
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**Production Guidelines**

- All students who participate in productions on-stage, or off-stage as stage manager, assistant stage manager, prop master, assistant prop manager, wardrobe manager, assistant wardrobe, hair and makeup, assistant hair and makeup, sound assistant, rigging operator, projections, light board operator, follow spot operator, running crew, deck chief or scenic assistant must register for THEA 300. Students will receive a grade for these courses.
- Students must attend all scheduled rehearsals on time and successfully complete all performances for a higher grade.
- Students may only miss rehearsals due to injury or severe illness. Missing rehearsals without an excuse will result in dismissal from the production.
- Students may not miss any performances unless it is a school sanctioned absence. Missing a performance is an automatic failing grade.
- If the University requires a student to be withdrawn from a production due to academic or disciplinary matters, the student will receive a grade based on the work completed up to that point, with added papers to make up for the missed performances.
- Sexual misconduct or use of alcohol and/or drugs will result in the student being removed from productions for the semester.
- Students are responsible for purchasing their own rehearsal/performance shoes, performance make-up, production journal, and portfolio.

## BACKSTAGE ETIQUETTE

- Always sign-in at the callboard upon arrival.
- Members of the opposite sex are not allowed in each other's dressing rooms unless helping with makeup. If students wish to socialize, they must do so in the greenroom, but not in the dressing spaces or backstage area.
- Once the house is open, actors are not allowed in the theater.
- No friends or guests are allowed backstage or in dressing rooms.
- No talking upon entering the backstage wings (off stage left and right).
- Never touch a prop or costume piece unless it is assigned (including weapons).
- Stay clear of entrances and exits if student is not making one.
- We follow the time table of the Director and Stage Manager and no one else. All changes in time schedule (such as mic checks, makeup, prop checks, etc.) must be approved by the Director. If a time is changed and approved by the director, the Stage Manager will inform the necessary people. Otherwise, it is not official.
- We often hire contractors from outside the university to come in and work specific jobs (such as sound, electrical work, set design, makeup, costuming , pianist, etc.). They have been hired to perform a specific job at a specific time and place, at our request. These outside contractors have no authority over the show or the students. They may not make changes regarding the show or the schedule without the knowledge of the Director or Stage Manager. Please understand that you only answer to the Director and Stage Manager, with regards to the production.
- Every actor helps with strike after the last performance. It is a part of the final grade.
- All students must maintain proper hygiene.

Note: For information regarding Shop Safety, please download the Scene Shop Safety Manual from the Policies and Procedure page of the Theatre Arts Department website.

## COSTUME & DRESSING ROOM GUIDELINES

**General requirements for actors- Unless otherwise specified, actors are asked to provide the following as a base layer:**

*Costumes (Men):* Please wear compression shorts and a white undershirt.

*Costumes (Women):* Please wear a nude leotard.

*Make-up (Men/Women):* Please provide a foundation, eyeliner, and blush.

**Actors, in order to respect and preserve the costumes, please adhere to the following guidelines:**

Please refrain from eating and drinking in costume unless a scene requires it (water is allowed in costumes).

Please wear deodorant whenever in costume.

Please refrain from using perfumes, colognes, or fabric fresheners on the costumes as these temporarily cover up smells while wearing deodorants prevent them.

Please report any damage to costumes to your respective wardrobe manager.

Please refrain from cleaning your costume. It is the wardrobe manager's responsibility to correctly maintain the costumes when not in use.

Please wear the correct undergarments as specified by your wardrobe manager or costumer.

**Dressing Rooms Guidelines:**

Actors, please help maintain the dressing rooms by keeping your designated station clean as well as hanging all costumes on clothes racks neatly in your tagged space, placing all costume accessories in your clothing bag or in the bin provided.

When department-supplied materials such as makeup or hair supplies run low, please notify your wardrobe manager.

Please do not bring food or drink into the dressing rooms. Water is the exception.

## PROPER MIC CARE

Your mic is vital to the success of the show! So we have to treat it with care like a delicate flower. The Sound Designer will have a specific way they want your mic placed. This differs from show to show so there will be a trained sound assistant there to help. It is really important that you understand the responsibility you have to take extra care and not do things that will damage the mic pack or element. Please read below for a list of helpful information.

Your mic and element will be on the “mic table” in your assigned square (Please remember your number)

When it is your turn, grab your mic belt from your space on the mic table and put it on.

Once your mic is on and secured by the sound assistant, go to stage for your mic check.

If possible, put your mic element on before your make-up. The sound designer will let you know when it is okay to do the opposite.

We use alcohol and sterilized pads/cotton balls to dry the skin where we plan to put the tape.

Please be respectful to your sound assistants.

Do not excessively bend, pull, or squeeze the mic element or element cable.

Do not make any changes to mic placement unless it is approved by the Sound Designer.

Physical Warm-ups should be done before you put your mic on.

After each show, it is YOUR responsibility to place your mic/mic belt/element back on the “mic table” in your assigned space.

## REHEARSAL DRESS CODE

### *Ladies*

- Ladies should dress modestly at all times.
- See-through pants and shirts are not permitted.
- Strapless/backless shirts are not permitted.
- Shirts that are overly revealing are not permitted.
- Tank tops may be worn with proper undergarments.
- Leotard tops and modest dance wear may be worn.
- All piercings and jewelry must be removed prior to beginning rehearsal.
- Athletic shorts may be worn.

### *Gentlemen*

- Men should dress modestly at all times.
- Athletic shorts may be worn.
- Sleeveless shirts and tank tops are permitted.
- Shirts that show midriff are not permitted.
- Earrings and nose rings may not be worn.

All students must wear appropriate shoes. Flip flops and open toe sandals are not permitted on stage. For classes meeting in the theatre rehearsal rooms, tennis shoes or appropriate theatre character or jazz shoes must be worn at all times.

Note: Please see *The Liberty Way* for Classroom Dress Code.