

ALT PROPOSAL DUE DATES, REHEASAL AND PERFORMANCE DATES

Collin Theatre Center 2017-2018

Please note, rehearsal days/times subject to change pending departmental need/mainstage rehearsal times

24 Hour Play Festival *Sign up sheet will be available throughout September on the Callboard in the Back theatre Hallway

ALT SLOT 1: Rehearsals starting October 20, Performances running Thursday November 9-Sunday November 12, 2017:

Submission application due date: Wednesday, September 27: turn in hard copy to K102 (Fine Arts Division Office)—ask Cindy to place this in Dusty's mailbox.

The following dates for this slot are as follows. When completing your paperwork, please take this into consideration. These are the dates. They will NOT be altered in any way. If you cannot do these dates, please consider submitting for another slot.

- ALT defense and decision, TBA
- Auditions: Wednesday, October 18, 6-9
- Callbacks: Thursday, October 19, 6-9pm
- Rehearsals: TBA pending mainstage rehearsals
- Tech rehearsal: you may only use the UIL set pieces, standard lighting plot, and jam box for your designs. No further design beyond these standards will be accepted.
- **Performances:** Thursday, November 9-Sunday, November 12 (Thursday, Friday, Saturday 8pm, Saturday and Sunday 2:15pm)
- Strike: Sunday, November 12, immediately following the closing production (no photo call will be allowed on this day)

ALT SLOT 2: Rehearsals starting Sunday, January 21st, Performances running Thursday February 15-Sunday, February 18th, 2018:

Submission application due date: Friday, December 1st: turn in hard copy to K102 (Fine Arts Division Office)—ask Cindy to place this in Dusty's mailbox.

The following dates for this slot are as follows. When completing your paperwork, please take this into consideration. These are the dates. They will NOT be altered in any way. If you cannot do these dates, please consider submitting for another slot.

- ALT defense and decision, TBA
- Auditions: Thursday, January 18th, 6-9pm
- Callbacks: Friday, January 19th, 6-9pm
- Rehearsals: TBA pending mainstage rehearsals
- Tech rehearsal: you may only use the UIL set pieces, standard lighting plot, and jam box for your designs. No further design beyond these standards will be accepted.
- **Performances:** Thursday, February 15-Sunday, February 18th (Thursday, Friday, Saturday 8pm, Saturday and Sunday 2:15pm)
- Strike: Sunday, February 18th, immediately following the closing production (no photo call will be allowed on this day)

ALT SLOT 3: Rehearsals starting Wednesday, March 21, Performances running April 12-15, 2018:

Submission application due date: Wednesday, February 21, 4:30pm: turn in hard copy to K102 (Fine Arts Division Office)—ask Cindy to place this in Dusty's mailbox.

The following dates for this slot are as follows. When completing your paperwork, please take this into consideration. These are the dates. They will NOT be altered in any way. If you cannot do these dates, please consider submitting for another slot:

- ALT defense and decision, TBA
- Auditions: Monday, March 19, 6-9pm
- Callbacks: Tuesday, March 20, 6-9pm
- Rehearsals: TBA pending mainstage rehearsals
- Tech rehearsal: you may only use the UIL set pieces, standard lighting plot, and jam box for your designs. No further design beyond these standards will be accepted.
- Performances: Thursday, April 12-Sunday, April 15 (Thursday, Friday, Saturday 8pm, Saturday and Sunday 2:15pm)
- Strike: Sunday, April 15, immediately following the closing production (no photo call will be allowed on this day)



ALT LAB APPLICATION CHECKLIST

EACH ITEM MUST BE COMPLETE BEFORE YOUR APPLICATION WILL BE ACCEPTED

Note: although tech has been simplified, we are still interested in how you imagine using the basic components allowed.

1. ____ Read and understand the information sheet. Ask questions if you don't understand.
2. ____ Complete the application and attach your resume.
3. ____ Create an audition announcement using the sample provided as a guideline.
4. ____ Complete the ALT LAB costume information sheet.
5. ____ Complete the ALT LAB lighting information sheet.
6. ____ Use the diagram to create a layout for your set design.
7. ____ Complete the ALT LAB scenery information sheet.
8. ____ Complete the ALT LAB sound information sheet.
9. ____ Use the provided calendar to list all rehearsal dates and times. This is very important so we know when you will be using the space.

ALT Series Application INFORMATION SHEET

APPLICATION/INTERVIEW PROCESS:

- Please read all of the documents that are a part of this ALT Proposals.
- Please review the attached calendar and plan your project based on the dates available. This includes auditions, call backs, rehearsals, tech, dress rehearsal and performances. Only pre-requested dates and times will be honored if your project is accepted.
- Fill out all required components—typed and printed is the ideal way to fill out all required forms.
- Turn in all materials on time (see Due Dates form for specific dates for each slot).
- Applicants for an ALT Series show will have to go through an interview process with the faculty/staff. Please prepare yourself for an “audition” to direct your project. Your presentation/defense of your project will directly influence the panel’s choice.

TECH COMPONENTS: NEW PLEASE READ AND UNDERSTAND SIMPLIFIED TECH ASPECTS

- You will only be allowed to use the UIL set pieces in your project—the gray painted pieces—no other furniture will be allowed.
- You will only be allowed to use the standard ALT lighting plot—there will be no other adjustments to lighting beyond what you are able to do with this fixed plot.
- As a result, you will only be allowed to use the ALT in its standard configuration as this relates to lighting the space.
- You will only be allowed access to the larger ALT closet. You will not be allowed access to the smaller ALT closet. Please plan accordingly.
- *NOTE: although you will have minimal tech components, you are still required to put on the calendar when you are holding your tech rehearsals.*

REQUIRED MEETINGS WITH FACULTY SPONSOR:

- Schedule times to meet with your Faculty/Staff Sponsor. Your sponsor is there to help you through this learning process. Plan to visit with your sponsor at least once a week. Plan for your sponsor to visit your rehearsal at least once a week. *Communication is the key to this process.*

PROGRAMS FOR PERFORMANCE:

- All programs MUST be brought to Dusty Miles no later than one week before the show opens. A format for the program will be given to you. You will only be allowed to use this format. As a classroom project, very specific information must be included in your program. See Dusty for details.

GUIDELINES FOR ADVERTISING:

- **Outside advertising of the ALT Series project is NOT allowed.** Do not put signs up in the community, post on the internet, send articles to the paper, etc. YES, this includes FACEBOOK! You may only advertise “in-house”. On show days, signs may be posted in the hallway to aid audience members in finding the ALT. Posters must be removed after each performance. Please make sure you have approval, in writing, for any advertising.

PERFORMANCES:

- ALT series shows will run for a maximum of 5 performances. The shows will open on a Thursday night, with a Friday and Saturday evening show and a Saturday and Sunday matinee.

STRIKE and PHOTO CALL:

- Strike will happen following the Sunday matinee performance. (If you opt for a photo call, this must be done on a date PRIOR to strike day).

RESPECT THE SPACE and KEEP IT CLEAN AND ORGANIZED:

- As the ALT is also used as a classroom, the room must be kept clean at all times! All seating, set, props, etc. must be moved out of the way for classes.

OTHER CONSIDERATIONS:

- The ALT Series is a zero budget show. Do not spend any money on the production.
- There is a history of items being stolen from the theatre spaces. If you want to use any personal items in your show and you will miss it if it disappears, do not bring it. Collin Theatre is not responsible for any lost or stolen personal property.
- ***ONLY Collin Students may work on an ALT project. You may not include anyone who is not a Collin Student.***
- And finally, if you break it, you buy it. So, if you borrow *anything* from the Collin Theatre Department and it gets damaged, you will pay for it. Failure to pay for the damaged item(s) – including the space - will result in a “Hold” being placed on your school account which will prevent you from registering, transferring, etc. Damage incidents will be reported to Campus police and criminal charges may be involved.

Application for ALT Directing Project *(type or print neatly)*

Name of the Director: _____

Title of Script: _____

Author of Script: _____

Genre (comedy, drama, etc.): _____

Faculty Sponsor: _____

Designers/Crew Members: _____

Stage Manager: _____

Cast Size and Character Breakdown:

Technical Demands/Location of the Play/Use of Simplified Set/Costumes, etc. (In other words, convince us that you can direct this play with minimal set, props, light, sound, costumes and make-up.)

Brief Plot Synopsis:

ALT LAB REHEARSALS AND PERFORMANCE PROCEDURES
2017-2018 Season
Collin Theatre Center

Collin College Mission: Collin County Community College District is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

Collin College Core Values: Learning, Service and Involvement, Creativity and Innovation, Academic Excellence, Dignity and Respect, and Integrity.

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**Once your ALT proposal has been approved these are steps you will need to take throughout your process:**

- **You must adhere to all college policies and procedures found in the Collin College student Handbook.**
- **Communicate, communicate, and communicate some more with your faculty sponsor throughout your ENTIRE process.**
- Get **audition announcement** approved and posted through Dusty Miles [ddmiles@collin.edu](mailto:ddmiles@collin.edu)
- Get **program template** from Dusty Miles, create program, and send back to Dusty Miles as soon as you have cast your cast and crew for your production.
- Get your **poster** to Dusty Miles ASAP.
- **Publicizing your project:** If this is a student written project, you may publicize on Face Book, through email, etc. **BUT** if this is a **published play**, you, your cast, crew, etc **CANNOT IN ANY WAY, SHAPE OR FORM** publicize this through email, Face Book, or any social media, or other medium. If this happens, your ALT production will be shut down immediately. Please see Dusty Miles about what you will be allowed to do in the case of directing a published play for this classroom project.
- **Audition form needed:** Make sure that you have copies of an audition form for your project. A template can be obtained through your faculty sponsor. Please watch out for major conflicts listed by your actors. The department will NOT change rehearsal or performance dates to accommodate an actor. **Please make sure you have a stage manager to assist you during auditions.** If you do not have an official stage manager at the time of auditions, please find a trustworthy and helpful volunteer to help you with this process.
- **Faculty Sponsor meetings REQUIRED:** Set up times to meet with your sponsor AT LEAST once a week.
- **Faculty Sponsor to observe rehearsal process:** Set up times for your faculty sponsor to observe rehearsals throughout your process.
- **ALT space must be cleaned and restored after every rehearsal/performance:** The ALT is one of our classrooms. You are required to make sure to leave the space better than you found it.
  - The floor must be clean (detritus free),
  - chairs must be neatly placed in a line across the wall for classes the next day. If you stack chairs, please stack them at the very end of the row of chairs next to the whiteboard,
  - UIL set pieces must be placed neatly back under the stairwell
  - White board must be returned to its original position
  - The ALT closet must be free and clear for students to practice scenes during their classes throughout the week. Make sure all of your props/costumes are neatly organize and as out of the way as possible for maximum use of space.

- Stage Movement uses the four dimmers and attached lights during class. When teching, please leave the dimmers attached to the four corresponding Stage Movement lights and leave these four instruments focused how you find them (a student assistant, Craig Erickson, or Tom Hull will know how to do this). These lights cannot be used for your ALT production.
- **Tech Load in Day:** Decide on your tech load in with your faculty sponsor (who will coordinate with Craig Erickson and Tom Hull and confirm this with you). ***THIS MUST BE INCLUDED IN YOUR APPLICATION SUBMISSION CALENDAR.***
- **Student House Manager REQUIRED:** Line up a student House Manager (ideally two) to facilitate your audience entry and exit, and watch the doors/hallways during your production.
- **Rehearsal/Performance Reports:** Send rehearsal and performance reports nightly (or first thing the next morning) via your stage manager. In addition to this going to your designers and crew, you must include the following on our rehearsal reports:
  - your faculty sponsor,
  - Craig Erickson [cerickson@collin.edu](mailto:cerickson@collin.edu) (Technical Director),
  - Tom Hull [thull@collin.edu](mailto:thull@collin.edu) (Assistant Technical Director),
  - Dusty Miles [ddmiles@collin.edu](mailto:ddmiles@collin.edu) (Box Office Manager) and
  - Robin Armstrong [rarmstrong@collin.edu](mailto:rarmstrong@collin.edu) (Costume and Makeup Coordinator)
  - **IMPORTANT NOTE: PLEASE MAKE SURE TO INCLUDE EVERY IMPORTANT THING, ACCIDENT, INCIDENT, CAST CHANGE, STRANGE OCCURANCE, ODDITY, ETC, THAT HAPPENS IN YOUR REHEARSAL AND PERFORMANCE PROCESS. THIS WILL ENABLE EVERYONE IN THE DEPARTMENT TO BE IN THE LOOP (FACULTY SPONSOR, SHANNON, CRAIG, TOM, ROBIN, AND DUSTY).**
- **Strict adherence to the calendar and rehearsal days and times is required.**
- **Unlocking/locking the ALT:** For each ALT production, check with your faculty sponsor for a clear plan as to how the space will be unlocked and locked each evening. Depending on the director in for the main stage production rehearsing at the same time as you, this will be a different set of procedures. It is the student ALT director's responsibility to check ALL ALT doors to ensure they are locked each night (this is the stage manager's job, however, the director is the person who is in charge of every aspect of your overall project).
- **Student Apprentice Designers:** If you have an agreement to have a student apprentice working on your production, please see your faculty sponsor who will be the liaison between you and the faculty sponsor of the apprentice, until a different agreement regarding communication is made (i.e. if Gina asks you to communicate directly with her. In which case, all emails must be carbon copied (cced) to your faculty sponsor for all communications).
- **All performances are free and open to the public, no admission can be charged.** You may invite people to bring brand new stuffed animals as a Donation to Adam's Animals.
- **Strike:** You must strike all of your props, costumes, personal belongings from the ALT immediately following your Sunday performance.
- **Emergency contact procedures:**
  - **If there is a clear and immediate danger, contact Collin Police at 972-578-5555 FIRST,**
    - then contact your faculty sponsor,
    - the Evening Administrator at 972-881-5801,
    - and the faculty presence in the main stage production.
  - **If there is not an immediate danger, please see below:**
    - 1) Contact your Faculty Sponsor **immediately if something comes up that is strange**, not right, etc. during rehearsal or performance process. If you have any question in your mind regarding an experience in rehearsal or some outside presence (i.e. things were stolen by



two unknown men during the run of an ALT production last year. A student had noticed them, but didn't report them to anyone) contact your faculty sponsor immediately.

- 2) If you cannot get in contact with your faculty sponsor and need immediate assistance, contact the Faculty director in the JAT/Black Box main stage production.
- 3) If you cannot get in contact with either of these two above, contact the Weekend Administrator at 972-881-5801.



## Audition Announcement

**Who:** The Collin Theatre Center.

**What:** *MY THREE ANGELS* by Sam and Bella Spewack. Directed by Robin Armstrong.

**Seeking:** 3 women, 7 men. Ages 20 - 50. Lots of "character" roles (accents & strange special skills are a plus!)

**When:** Monday, October 22 between 6:00-9:00 p.m. Callbacks will be Tuesday, October 23 at 7:00 p.m.

**Where:** The Black Box Theatre, on the campus of Collin County Community College, Jupiter Road, between Spring Creek Parkway and Parker Road. (I-75 N, exit Spring Creek Pkwy-East, R on Jupiter, L into campus.)

**Call:** Open Call. NO APPOINTMENTS TAKEN.

**Prepare:** (One 1-minute comedic monologue in the style of the play. Feel free to use material from *MY THREE ANGELS* or from other Spewack plays. It is strongly recommended that you read the play before auditioning.

**Rehearse:** Rehearsals begin immediately. Rehearsals will generally be Monday-Friday, 7:00-10:00 p.m. and Sunday, 2:00-6:00 p.m.

**Performances:** *MY THREE ANGELS* will be performed in the Black Box Theatre on the Plano campus of Collin College from November 29 - December 9, 2007. Evening performances are at 8 p.m. Weekend matinees are at 2:15 p.m.

**Plot:** *MY THREE ANGELS* is set in French Guiana, a region where on Christmas day the temperature has graciously dropped to 104 degrees. Three convicts are employed as roofers by a family whose roof is in desperate need of maintenance. On the way from France is an evil-minded cousin, eager to oust the father of the family from his business, and his cold-blooded nephew, who is jilting the father's daughter for an heiress. The three convicts—two of them murderers, the third a swindler—take the visitors on.

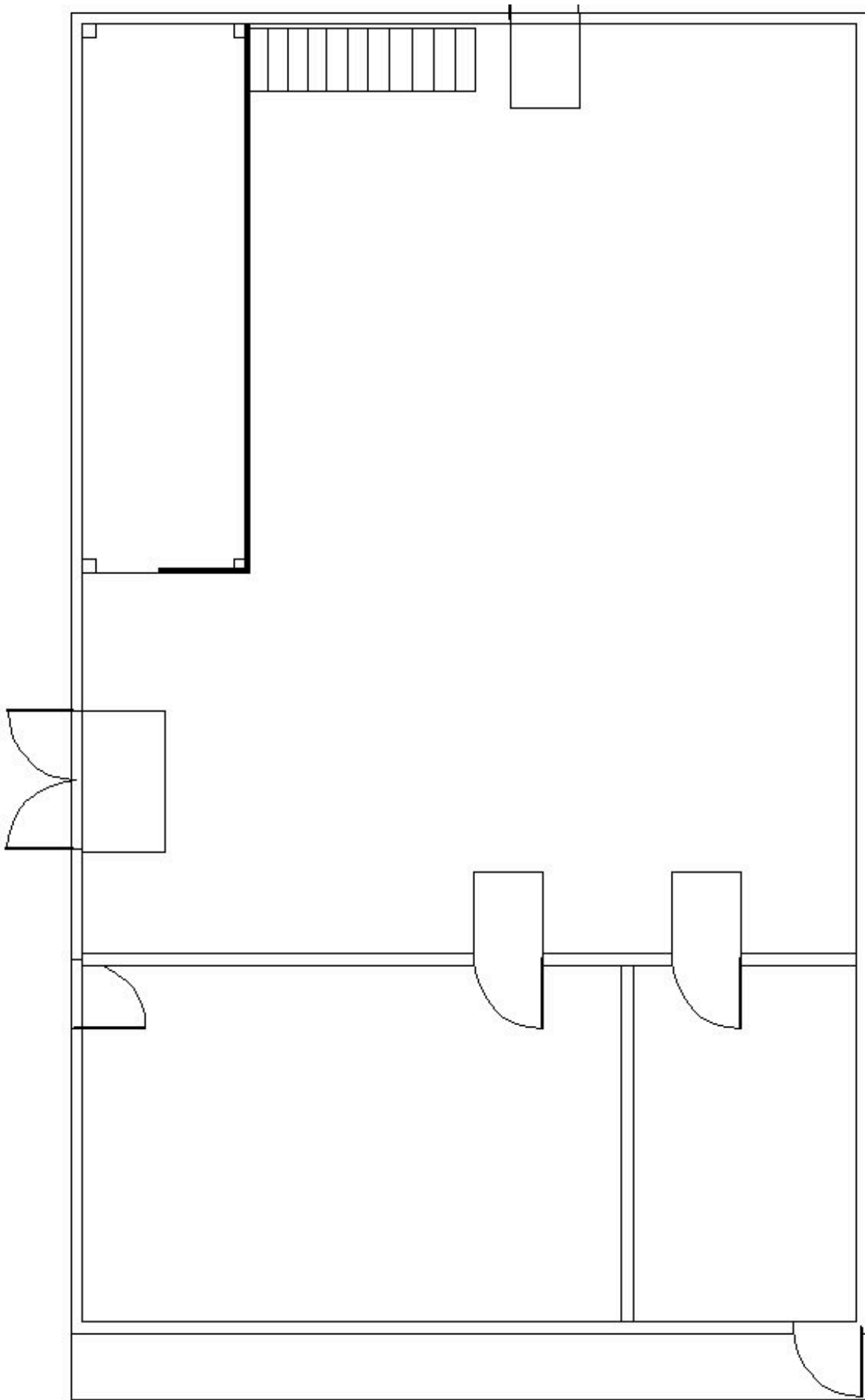
**Info:** Contact Robin Armstrong at (972) 578-5516 or email [rarmstrong@ccccd.edu](mailto:rarmstrong@ccccd.edu).

**Note:** *The Collin Theatre Center is an amateur production company and does not pay its performers. The Collin Theatre Center is committed to objective casting, and does not consider factors of race, gender or ethnicity in casting except when such factors are required by the playwright.*

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## ALT Scenery Information Request

|                                                                                 |                                 |                              |     |
|---------------------------------------------------------------------------------|---------------------------------|------------------------------|-----|
| Name of show                                                                    |                                 |                              |     |
| Performance Dates                                                               | Load in/ set up Dates and Times | Tech Dates/ Strike and Times |     |
| Designers and Running Crew                                                      |                                 |                              |     |
| Description of scenery you are requesting and the proposed use of that scenery. |                                 |                              | APV |
|                                                                                 |                                 |                              | OT  |
|                                                                                 |                                 |                              | IN  |
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| Your signature and date of request                                              |                                 | Contact Info                 |     |
| Approval signature, date and any conditions                                     |                                 |                              |     |

