CASTING AND PRODUCTION ASSIGNMENTS

The School of Theatre produces plays with two goals in mind: 1) to provide students with demanding rehearsal and performance challenges which integrate skills learned in studio classes and 2) to offer the public a window on the excellence of the training program. Play titles are selected far in advance of production. Each choice is judged in light of many criteria: cast size, characters, student abilities, design opportunities, budgetary constraints, resources, technical needs, the taste and skills of the director, and the manner in which each title fits with the rest of the season. Any member of the School is invited to submit a play title to the Director for consideration for next year’s season.

**Acting Majors**

BFA Acting majors are members of the casting pool starting in September and are required to audition for all productions that are published on the SOT production calendar, available at the beginning of each academic year. Auditions for the year will generally be held the first Wednesday of the fall semester (unless otherwise posted). Call backs are held after these auditions and periodically throughout the year.

Students are graded and receive credit (Rehearsal & Performance I and Rehearsal and Performance II) for these performances. Juniors must be cast and perform in a minimum of two productions during the fall semester (including The Shakespeare Project), and seniors must be cast and perform in a minimum of two productions per semester (fall and spring). Juniors and seniors may earn Rehearsal & Performance (R&P) credit in productions directed by a guest artist, faculty, graduate students, and advanced undergraduate directing students.

Sophomores will not audition for the SOT production season until the spring semester, with general auditions being held in early to mid November. Sophomores will receive credit for these productions through registration in the Theatre Practice (CFA DR 601) course. Students should first register for the “X1-Staff” section of DR 601 at 1.0 credit per quarter of casting. After the student has been cast, they will be re-sectioned to the appropriate faculty advisor in charge of grading for that project.

Members of the casting pool must audition for each semester’s productions according to the faculty’s guidelines, available prior to each round of audition and casting. Some productions may be cast by assignment (without auditions). Productions cast in this way will be announced in advance of the rehearsal period.

The R&P committee may take into consideration the input of production directors when making the final casting decision for productions. The committee makes every effort to cast each upperclassman in a variety of roles and performance experiences over the course of the final two years of training. Each casting choice is made in the hope of best fulfilling all of the following criteria: director’s choice, the student’s specific training needs at the time of casting, rewarding a student’s exceptional audition, and faculty desire to challenge a particular student. In addition, any Huntington Theatre Company understudy assignments or casting may influence the distribution of roles in SOT productions.

All students who audition as part of the casting pool will be cast, even if the School must add additional productions to a given quarter to meet the needs of the casting pool.

Finally, all Acting majors should note that it is the policy of the School that all actors are required to play as cast.
Theatre Arts Majors

General Assignments and Casting:
Seniors, juniors, and second semester sophomores majoring in Theatre Arts must complete a Theatre Practice Contract (included at the end of this handbook) prior to the auditions for each semester. On these forms, students may request assignments as actors, stage managers, assistant stage managers, assistant directors or other production personnel.

The forms are to be signed by the student’s faculty advisor and returned to the Head of Theatre Arts. Every effort will be made to satisfy students’ requests; however, assignments will be made in relation to the following criteria: director’s choice, the student’s seniority in the program, the director’s seniority in the program, the student’s specific training needs at the time, and the faculty’s desire to showcase or challenge a particular student. Once Theatre Practice contract requests have been made students must adhere to what has been requested and comply with the faculty’s decision on any and all requests. Ample performance opportunities are also available in the Theatre Ensemble courses.

The Rehearsal & Production committee will try to honor all requests during final casting, but actors are required to appear at all callbacks, read for any roles as requested, and ultimately accept and perform as cast. Theatre Arts majors will receive credit for these productions through registration in the “Theatre Practice” (CFA DR 601) course. Students should first register for the “X1-Staff” section of DR 601 at 1.0 credit per quarter of casting. After the student has been cast they will be re-sectioned to the appropriate faculty advisor in charge of grading for that project.

All students who audition as part of the casting pool will be cast, even if the School must add additional productions to a given quarter to meet the needs of the casting pool.

Finally, all Theatre Arts majors should note that it is the policy of the School that all actors are required to play as cast.

Directing:
All productions and projects are curricular. Each production has been carefully selected and assigned by the faculty and either 1) fulfills degree requirements or 2) is directly linked to supervised course work. Senior Theatre Arts majors who wish to direct a project may do so through their senior thesis.
**School of Theatre – Theatre Practice Contract**

**Casting Semester:** (please circle one)  
Fall       Spring       20________________

Name: ___________________________  
Faculty Advisor: ___________________________

BU ID#: ___________________________  
Local Phone #: (______)_____________________

Please understand that we cannot guarantee your choice of casting or production assignment(s).

**PART ONE:** To be completed by the student at registration & filed with the Theatre Arts Program Head.

**PART TWO:** To be completed by the faculty supervisor at grading & filed with the Theatre Arts Program Head.

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<th>PART ONE</th>
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**PART TWO**

Please note if work completed is different from the work requested.

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<td>Assistant Director for Performance Signature: ___________________________</td>
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Date Filed in SOT Office ____/_______/_______
**Freshmen and Transfer Students**
First year performance students should not anticipate being cast in the SOT production season. Instead, students are expected to make productive use of weekly Freshman Locals. Freshmen will also present a number of classroom showings during the year as assigned by the faculty.

Transfer students who are in excellent professional and academic standing, and who wish to declare early on their intention to major in the accelerated BFA Theatre Arts program, may request special permission, in writing, from the Director and SOT faculty to participate in project work during the fall semester of their second year in the program. Permission will be granted at the discretion of the faculty. Once granted, these students may participate in general auditions held in early fall.

**Rep Casting**
The SOT Director and the faculty will, from time-to-time, approve casting in which one actor has been given roles in multiple shows. The SOT Director will indicate when casting is posted how this “rep casting” will affect the rehearsals and performances of the role(s) and show(s) in question. The SOT Director will ask the Projects Coordinator/855 Production Manager to work with each production’s director and stage manager to develop a comprehensive solution for the rehearsal/performance process of each production. Since rehearsal hours will remain the same, the faculty expects that each actor will receive the maximum attention and hours available to rehearse each of their roles.

**Outside Production Work**
No SOT student may undertake outside production activity (theatre, film, or television) during the academic year without the written permission of the faculty. If a student is granted permission to participate in an outside project, including an assignment at the Huntington Theatre Company, it is the responsibility of the student to negotiate a schedule with each faculty member to make up missed classes or any other coursework. Students must submit a completed Schedule Clearance for Outside Activity form to the SOT Director, who will grant permission at his discretion.

**Policy Regarding Projects Not on the Published Production Calendar**
Should additional projects be proposed, such proposals must be approved by the Director and SOT Faculty. This would include (but not be limited to) any project work developed by Theatre Arts majors, undergraduate directors, MFA Directing or Theatre Education students. Written requests should be submitted to the Director, including proposed cast members, performance dates, space, and any other special needs. The faculty will review such requests and grant or deny permission on a case-by-case basis. Students may not book space for such special projects until the faculty grants written permission.
INSTRUCTION: It is necessary to secure the signatures of all instructors (see your faculty advisor to determine the list of instructors) in order to be cleared for any activity outside of SOT. Failure to secure schedule clearance may jeopardize course work and grade. Students are not excused from productions or class assignments unless they have cleared their schedule in advance.

Name: ___________________________________________ Major: __________ Year: ______

I HEREBY REQUEST PERMISSION TO PARTICIPATE IN THE FOLLOWING ACTIVITY:

Type of Activity: ________________________________________________________________

Location of Activity: ________________________________________________________________

Time of clearance requested: _______________________________________________________

INSTRUCTOR: Indicate below your approval or disapproval of this request in terms of your particular concerns with this student’s curricular activity in the School of Theatre Arts. Approval should reflect good standing in the course.

<table>
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<th>Course Title</th>
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ADVISOR APPROVAL: ____________________________________________________________

NOTES:

Return to the Assistant Director for Performance.

DIRECTOR APPROVAL: ______________________________________________________________