



The DAN School of Drama and Music

Drama Production Guidelines

2023-2024¹



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Overview

What is a Production?

A Theatrical Production refers to the planning, rehearsal, and presentation of a work (i.e., a show or some type of theatre performance.) Production is inherently collaborative with many people working together during all stages of the process. Students can learn about many of these roles and related skills in our Production, Design, Acting, Directing and/or Theatre Studies classes. They will also have an opportunity to apply their learning in the development of a Production. At the DAN School, **the Majors**, are our curricular-based Productions where students learn about planning, rehearsing, and presenting a piece of theatre under the guidance of DAN School faculty and staff. Students also apply their course-based learning by leading other Productions through **DSUS-affiliated companies** such as the *DAN Studio Series (DSS)* and the *DAN Exposition series*. Many students also continue to pursue production opportunities through various Queen's or Kingston Community clubs or companies.

The Purpose of these Production Guidelines

These guidelines aim to:

1. Provide information about the Production Venues
2. Provide information about required technical oversight for Productions
3. Explain the parameters for rehearsing and performing a Production at Queen's for the Majors, DSUS-Affiliated Groups and Queen's Clubs/Community Groups.

Drama Production Venues on Queen's Campus

There are two main theatre spaces at Queen's:

- [*The Rotunda*](#): A Flexible Performance space in [*Theological Hall*](#).
- [*The Studio Theatre*](#): is a Black Box space at the *Isabel Centre for the Performing Arts*

And two other performance venues:

- Convocation Hall: A Proscenium Concert Hall Venue with fixed seating.
- Studio 102: A Lecture Hall with small performance area and limited sound and lighting amenities

Other larger classrooms can also serve as Performance spaces including Room 120 in Harrison-LeCaine Hall.

Booking Theatre Space for your Production

The booking priorities are as followings:

1. Curriculum-based Productions such as the Majors and the MAPP Capstone Showcase & DAN School courses (DRAM, MUSC, MUTH, MAPP, ENIN, ARTL).
2. DSUS-based productions
3. Queen's Clubs and Community Groups

Using Production Spaces Safely

1. Presence of technical personnel: Production spaces have a lot of specialized equipment that required trained personnel. Misuse of this equipment can result in injury. Therefore, a Queen's qualified technical personnel must be onsite at the Theatres during rehearsal and performances to ensure safe operations.
2. Working late or working alone: While not ideal, Production work may happen in the evenings. If you are working late, try your best to work with someone else. Here

are some other security tips from Queen's Security website.

<https://www.queensu.ca/risk/security/tips>

- a. Download the SeQure app (<https://www.queensu.ca/risk/security/sequire-app>).
- b. Familiarize yourself with your surroundings, especially **phone locations**, designated emergency exits, and other possible avenues for help.
- c. Phone Campus Security (non-emergency) (613-533-6080) if you would like an escort across campus or to your car.
- d. Consider using the *Lone Worker* program through Campus security if you are working alone.
- e. Phone Walkhome (613-533-WALK) to help you get home safe.
- f. Other security tips can be found on the Queen's Security website:
<https://www.queensu.ca/risk/security/tips>

Emergency Phone numbers:

1. Dial 911 for life-threatening emergency response (Police, Fire and Rescue, Ambulance)
2. Dial 613-533-6111 for on campus emergency response
3. Dial 613-533-6080 For non-emergencies (Safe Walk, Lone Worker, etc.)
4. Dial 613-533-6733 for general information

Rehearsal & Performance Parameters

The following rehearsal and participation parameters have been established to ensure safe operation of the spaces and to recognize the budgetary costs and constraints of on-site Technical Personnel. These constraints are also meant to support a healthy work/life balance.

The Majors

Rehearsal time: Rehearsal time for the Majors aims to align with the industry standard of approximately one hour of rehearsal time for one minute of stage play. Rehearsal schedules for the major productions must be posted well in advance. Students auditioning and/or signing up to participate in the majors will be made aware of the commitment level required prior to agreeing to participate. The Stage Manager is responsible to ensure that rehearsal calls and time limits be strictly monitored and adhered to. **A weekly limit of 24 hours and daily limit of 4 hours is recommended.** Exceptions may be made during tech weeks and/or run through days.

Similarly, work related to the Majors for students involved in admin, creative, design, and production roles will involve the same parameters (one hour of production work for each minute of stage play). A weekly limit of 25 hours and a daily limit of 4 hours is recommended. Production work in DSDM theatre spaces should not commence before 7:30am and should not extend beyond 11:00pm. DSDM buildings will automatically lock at 11pm throughout the academic year and students are strongly advised to be clear of the buildings by 11:15pm. Exceptions may be made during tech weeks and/or run through day and the occasional strike that may extend beyond these times. **Productivity and safety are reduced when workers and team members are tired so, please be mindful of your team's energy levels and the durations of their work periods.**

All efforts should be made to abide by all Employment Standards (ESA) and Provincial and Federal employment guidelines. This includes **providing a half hour break for every 5 hours of work; allowing for the refusal of work if safety and/or work circumstances are unacceptable**; following all health and safety guidelines as laid out by the appropriate government documents and regulations.

Performance run: Each Major will consist of up to ten (10) performances over a two-week period, including at least one (1) matinee and one (1) relaxed performance. (The matinee performance can be a relaxed performance). A *Pay What You Can* dress rehearsal may also be presented.

Courses related to the Majors: To ensure that students have the appropriate skills to manage the various roles and responsibilities, Table 1 outlines the pre- or co-curricular courses required to assume various Production Crew Positions for the Majors. Table 2 outlines the pre- and co-curricular courses for the various leadership positions. (Exceptions to having the required prerequisites may be made if the interested student can demonstrate the appropriate prior knowledge.) When possible, the process of assigning crew positions will include an interview with relevant faculty, staff, and student leadership. Leadership Positions will be awarded based on an application and interview with relevant faculty and staff. Hiring for these positions should regularly be completed by April of the preceding school year. Hiring Crew and Heads of Department positions should regularly be completed by 2nd week of September of the Major's scholastic year.

DSUS-Affiliated Companies

Rehearsal & Performance Times: No student shall exceed the maximum rehearsal/performance time per individual of 80 hours. This includes all rehearsal and performance times including tech week and strike. There is a weekly limit of 20 hours and a daily limit of 3 hours for all student performers, creators, designers, and production staff. Exceptions can be made during tech weeks and performances. To maintain class space and functionality, it is recommended that theatrical residency be limited to evenings and weekends.

DSUS productions may consist of more than one 'show,' but a single show must not exceed 30 minutes and a total evening of performance must not exceed **95 minutes (including intermission)**. **These time limitations will be strictly enforced. It is strongly advised that student leaders and producers enforce these limitations. Failure to abide by these limitations may result in the cutting or abridgment of projects by DSDM staff, faculty, or administrative management.**

Performance Slots: DSUS-Affiliated Companies will receive in-kind support for **up to three** Performance Slots and one concert series. Each slot will receive venue space, use of the limited production equipment and supporting technology as an in-kind contribution. During the academic year, One Performance slot run has been scheduled for the Fall term and two slots are available in the Winter term. The first week of each slot will be considered a production week, focusing on tech setup, rehearsal, and acclimatization to the space. The second week will be considered a performance week and will include a tech run, dress rehearsal, preview

and up to 5 public performances (including at least one matinee and one relaxed performance). No more than two performances per day will be permitted during the residency.

These slots have been used by the DAN Studio Series and the DAN Expo Series as follows: **The DAN Studio Series** will normally be entitled to 2 (two) production ‘slots’ during the academic year - one in the fall term and one in the winter term. **The DAN Expo Series** will be entitled to a single production slot, normally in the Spring. These ‘slots’ will consist of two consecutive weeks of residency in the theatrical venue. **Student Artist Series:** normally one concert per term in HLH 120.

Technician Time & Parameters: The DAN School will give an in-kind contribution of **50 hours Technician time per performance slot. Each show will be limited to 80 lighting cues and 25 lighting instruments for the entire show.** No technical and/or production activity may take place at any time during these residencies without express permission from the Production Coordinator. Any technical installation, modification, use or intended use of production equipment must be supervised by a DSDM technician or their appropriate designate.

Administrative Infrastructure: The DAN School will provide limited administrative infrastructure and logistics (e.g., box office support, printing).

Use of Props, Sets & Costumes: Limited stock scenery, technical equipment, special effects equipment and other tech elements will be provided to these productions in consultation with and under the discretion of the Production Coordinator. While scenic elements are encouraged for these productions, no permanent elements may be left in the space between performances and/or tech calls. The space must be used in such a way as to be able to return it to a neutral classroom space at any time between production calls and/or performances. A finals plan must be submitted at least 2 weeks prior to rehearsals. Changes require approvals.

Submitting a Rehearsal Schedule: To ensure venue availability and adequate staffing, a full production and rehearsal schedule must be submitted to and approved by the Production Coordinator (bf13@queensu.ca) **at least two weeks prior to the start rehearsals.**

Queen’s Clubs and Community Groups:

Queen’s Clubs and Community Groups will enter into a Rental Agreement about the use of space and other resources. This information can be found on the **DAN School website (sdm.queensu.ca).**

Balancing Priorities: There are lots of exciting opportunities to explore during your degree along with completing your course requirements. Please remember that work on Productions will not be accepted as a valid case for academic consideration or accommodation in other classes (e.g., extensions on assignments will not be permitted for reasons of extracurricular or practicum work).

Appendix A

Relevant Online Training for Leaders

Queen's offers the following online courses for student leaders. These courses are recommended for anyone assuming a leadership role.

Equitable Hiring Practices

<https://www.queensu.ca/hreo/education/equitable-hiring-practices>

Working Together

<https://www.queensu.ca/hreo/education/working-together-building-inclusive-queens-community>

Emergency Phone Numbers (<https://www.queensu.ca/risk/security>)

1. Dial 911 for life-threatening emergency response (Police, Fire and Rescue, Ambulance)
2. Dial 613-533-6111 for on campus emergency response
3. Dial 613-533-6080 For non-emergencies (Safe Walk, Lone Worker, etc.)
4. Dial 613-533-6733 for general information

In a campus-wide emergency, please check queensu.ca and follow [@queensu](https://twitter.com/queensu) for up-to-date information.

Download the SeQure App on your Apple or Android Advice.

List of Tables

Table 1 – For Credit Cast and Crew Positions (The Majors)

Cast or Crew Positions	Pre-Requisite (Co-requisite for Fall Majors)	Course to Enrol in
Paint Crew	DRAM 240	DRAM 246
Lighting Crew	DRAM 240	DRAM 246
Sound Crew	DRAM 240	DRAM 246
Props Crew	DRAM 240	DRAM 246
Costume Crew	DRAM 240	DRAM 246
Carpentry Crew	DRAM 240	DRAM 246
Makeup Crew	DRAM 240	DRAM 246
Actor		DRAM 247

Choreographer	MUTH 210	DRAM 247
Assistant Designer	DRAM 240; DRAM 241	DRAM 247
Assistant Director	DRAM 240;	DRAM 247
Front of House Crew	DRAM 240	DRAM 247
Marketing Crew	DRAM 240	DRAM 247
Assistant Production Manager	DRAM 240	DRAM 247
Assistant Technical Director	DRAM 240	DRAM 247
Assistant Stage Manager	DRAM 240	DRAM 246

Table 2 – For Credit Production Leadership Positions

Leadership Positions	Pre-Requisite Courses	Course Required to Enrol in
Head Dresser	DRAM 240, DRAM 242, DRAM 246, DRAM 247	DRAM 345
Head of Wardrobe	DRAM 240, DRAM 242, DRAM 246, DRAM 247	DRAM 345
Head of Paint	DRAM 240, DRAM 242, DRAM 246, DRAM 247	DRAM 345
Head of Carpentry	DRAM 240, DRAM 242, DRAM 246, DRAM 247	DRAM 345
Head of Props	DRAM 240, DRAM 242, DRAM 246, DRAM 247	DRAM 345
Front of House Manager	DRAM 240, DRAM 242, DRAM 246, DRAM 247	DRAM 345
Lighting Designer	DRAM 240, DRAM 241	DRAM 541
Costume Designer	DRAM 240, DRAM 241	DRAM 541
Set Designer	DRAM 240, DRAM 241	DRAM 541
Hair/Make-Up Designer	DRAM 240; DRAM 241	DRAM 541
Technical Director	DRAM 240, DRAM 242; DRAM 345	DRAM 545

Stage Manager	DRAM 240, DRAM 242, DRAM 345	DRAM 545
Production Manager	DRAM 240, DRAM 242, DRAM 345	DRAM 545