Guidelines for Student Productions in the Hennessy Theatre
REVISED 5/28/14

A. GENERAL HENNESSY THEATRE GUIDELINES FOR ALL USERS

- Persons will not be admitted into the Hennessy Theatre in excess of one hundred and thirty. Audience capacity may be reduced by scenery location and/or other technical concerns. The maximum number of occupants in the Hennessy Theatre (audience and performers) is limited to 170 persons.

- There is no smoking allowed in the Paul Creative Arts Center

- No food or drink (other than water or props) are allowed in the Hennessy Theatre.

- Open flame, cigarettes, matches, lighters, pyrotechnic devices, etc. are prohibited at all times.

- Activity in the Hennessy Theatre must cease by 11pm and the Paul Creative Arts Center must be vacated by 11pm each night.

- The Technical Director and the Costume Shop Supervisor are under no obligation to grant Supplemental Production requests.

- Students must have a production meeting with the Theatre Technician 3 ½ weeks prior to the performance.

- The Hennessy Theatre rep plot is available for all Hennessy Theatre student productions. Changes may be made to the rep plot only with approval from the Technical/Design Faculty Advisor. If changes were made to the Hennessy rep plot, the plot must be restored to its original configuration at the conclusion of the production.

- All productions must fully strike immediately after the conclusion of the final performance. All technical equipment, props, set pieces and costume pieces must be restored and returned to their original condition.

- All users must provide at least 2 ushers for each performance. These ushers must meet with the House Manager 1/2 hour prior to house opening and must remain in the house until all audience members have left the theatre at the conclusion of the performance. An official THDA House Manager will also be assigned by the Theatre Technician for every performance.

- THDA faculty and staff are under no obligation to supervise the preparation or public performances of any student production. The only exception is the Theatre Technician (or his substitute) who is required to be at all public performances in the Hennessy Theatre.

- It is the Director’s (or Producer’s, if other than the Director) responsibility to adhere to all safety precautions prescribed in this document.

- The Theatre Technician will hold the keys to the light booth, dressing rooms, and tool room. Dressing rooms may be used pending availability.

- The consumption of alcohol is strictly prohibited.

- If given approval to use UNH shop tools, all safety requirements must be met; i.e. safety glasses worn; guards in place, etc.

- The THDA department reserves the right to cancel a production or performance for any of the following reasons:
  1. Any violation or abuse of these guidelines.
  2. Issues concerning the safety of actors, technicians, or audience members
  3. Any violation of local or state fire or other safety codes
  4. For reasons articulated and upon the recommendation of the Faculty Advisor of Student Group Advisor

B. INDIVIDUAL STUDENT PRODUCTIONS (CAPSTONES)

- The department will schedule students into pre-determined Capstone dates. The total length of time allowed in the Hennessy Theatre (including technical / dress rehearsals as well as public performances) is TWO days.

- All performances take place at 7pm unless otherwise indicated. Changes to this must be approved by the THDA Administrative Manager.

- Students may reserve rehearsal space in M118, M119, M213 or M316 for no more than six hours per week.

- There are no charges involved with the use of the space.

- All productions must be open to the public free of charge.
C. UNH STUDENT THEATRE GROUPS (MASK & DAGGER)

- Each production must have a performance faculty advisor. The advisor can be any THDA faculty member.
- Each production must have a technical/design faculty advisor. The advisor must be a THDA Design/Tech faculty member.
- All props, furniture, etc must be COMPLETELY struck from the rehearsal space at the end of EVERY rehearsal.
- The house, dressing rooms, green room, and surrounding areas must be cleaned IMMEDIATELY after EVERY Hennessy rehearsal or performance.
- UNH student theatre organization productions that require any of the following must hire the Theatre Technician (or his substitute) at $15 per hour to be present at all times when the scene shop is not in operation (hours of operation M-F, 9am-4:00pm).
  1. The building of a set on stage.
  2. The hanging, cabling, focusing and gelling of lights.
  3. The execution of technical and dress rehearsals and performances at a time when the scene shop is closed.
  4. Strike.
- All users charging admission MUST use the MUB Box Office.

MORE QUESTIONS?

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<th>POSITION</th>
<th>PERSON</th>
<th>EMAIL</th>
<th>PHONE</th>
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<tbody>
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Student Production Proposal

Student responsible for Production: ________________________ Phone: ____________ Email: ______________

Primary Faculty Advisor: _____________________ Hennessy Dates: _____________________ Cast Size: _______

Will you be charging admission?: _____ If so, what are ticket prices?:_________ Rehearsal Period: __________

Briefly describe your production

Briefly describe the technical requirements for your production (scenery, costume, lighting, sound, etc.). If necessary, attach additional sheet.

I have read and understand the above rules and regulations:

Signature - Student responsible for Production    Date    Signature - Student Primary Advisor    Date