

THEA 4352: Theatre Production Capstone

Lighting and Sound Capstone

Spring 2023

Contact Information:

Instructor: Marissa Diaz

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Office: FOX D172

Office Phone: (915)-747-7851

Office Hours: by appointment

Email is the best way to get a hold of me. I check my email very frequently and will get back to you as soon as I can. During the week I will respond to all questions within 24 hours. However, if you email me on the weekend or over a school holiday don't be surprised if I don't get back to you until Monday morning.

Course Objectives:

- The purpose of this course is to give students the opportunity to display and refine their skills in the area of technical theatre by assuming a leadership position on a departmental production.
- To give each student the opportunity to learn skills needed for the technical and support areas of play production.
- To give students an understanding of the work necessary to put a production together.

Designer Requirements:

Your job begins as soon as you are assigned the position. You are required to perform all the duties of the lighting/sound designer from preproduction meetings, script treatment or other conceptual work, all necessary drafting and paperwork. Student will sometimes be the Master Electrician for the show or closely work with student ME and AME if those positions are assigned. During the entire process student must meet the deadlines that are set by lighting and sound professor.

Students are required to attend rehearsals to study blocking and keep good communications with the director and production team throughout the production process. Student must have the show/cues pre-programmed before the first tech. During tech rehearsal you are required to adjust cues, program if necessary and update the cue sheet after every tech. The designer must ensure that all cues added or deleted within a show file are communicated to the Stage Manager throughout the tech process and once the show has opened.

All plot and paperwork should be updated throughout the process. The design team will send out the "Final Lighting Package" to the lighting and sound professors and students on opening night. This is to allow everyone access to the correct plot and paperwork should the designer or ME not be available to troubleshoot anything once the show opens.

If this course is taken after the capstone production has closed, the designer must submit the final package to the instructor in PDF form and in a binder with appropriate tabs as part of the final grade for this course. This final lighting package for each show should be included in your portfolio/website. Please also refer to the Lighting and Sound handbook for the job duties for LD, ME and Sound Designer.

The following items must be included in your final PDF lighting package:

- *Light Plot*
- *Deck Plan*
- *Section View*
- *Groups List*
- *Magic Sheet*
- *Channel Hookup (with Dimmer and Address Columns populated)*
- *DMX Hookup*
- *Instrument Schedule (with Dimmer and Address Columns populated)*
- *Instrument Type Count*
- *Color Cut Count*
- *Color Sheet Count*
- *Gobo Count*
- *Cue Sheet*
- *Pre/Post Show Board-Op Procedures*

All of the items mentioned above, plus the following should be included in your binder for this show:

- *Table of Contents*
- *Director's Concept*
- *Lighting Design Concept (script treatment, collage, research images, powerpoint etc.)*
- *Scenic Designer's Concept/Relevant Drawings and Paperwork*
- *Costume Designer's Concept/Relevant Drawings and Paperwork*

Please reference sample binder as needed. The referenced binder should remain in the instructor's office at all times.

You will also be required to write a final paper reflecting on your process, growth, challenges and overall outcome of your capstone production. The paper must be a minimum of three pages, double spaced, with 12 pt. Times New Roman font.

Theatre Technician Requirements:

You are expected to log your hours in the shop working on a special construction or technical project. You must meet with me the first week of the semester to discuss the requirements of your special construction/technical project. A minimum of 100 hours must be completed to satisfy the requirements of this course. The quality of your work, your performance, and your attitude in the work place will be assessed. Any necessary paperwork required for the project must also be produced and submitted on time. There will be no partial credit for incomplete hours. If you do not complete the required hours during the semester, an "F" will be given.

Grading:

- If you complete your design assignment AND turn in your final paper & final package by 5pm on the last day of class you will receive the grade indicated on your design evaluation.
- If you complete your design assignment, but fail to turn in your final paper & portfolio entry you will be docked one letter grade.

Polices:

- It is the responsibility of the student to fulfill all the requirements to the best of her/his abilities. If a student is unclear about anything on the syllabus, s/he should seek clarification from the instructor.
- Hours logged for this course DO NOT count as both work hours and class hours. This means if you are employed in the Shop you can count hours as either work hours OR class hours, but not both. In this case you are required to schedule your class hours as a specific block of time each week that is consistent throughout the semester and is logged separately.
- Work must be done in minimum two hour blocks for students to fulfill regular requirements.
- If you cannot make your scheduled time on a given day please notify your supervisor ahead of time to reschedule a time later that week.
- You will be asked to provide a schedule of times (attached) that you are available for work in the shop.
- It is the student's responsibility to record their hours. Unrecorded hours will not count towards your total hours.
- It is each student's responsibility to dress properly for the work place, follow instructions, ask questions if something is not understood, comply with rules and regulations of the area, and participate in daily clean up.
- Students must behave in accordance with all rules put forth by the Handbook of Operating Procedures of the University of Texas at El Paso
- Any student who, because of a disabling condition, requires special arrangements to meet course requirements should contact the instructor in person as soon as possible. If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass. Any request for special accommodations must be presented by the second week of class.

Final Presentation Material:

During the Wednesday of finals week, May 3rd, you are required to submit your PDF package, binder, and printed copy of your final paper relating to your capstone project.

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Evaluation for Realized Design Projects

Student: Larry Ortiz

Production: Zoot Suit

Reviewing Faculty: Marissa Diaz

CATEGORY	5	4	3	2-0	SCORE	NOTATIONS*
1.Ability to meet deadlines	Meet all deadlines comfortably/ displayed excellent planning and time management	Meet most deadlines but displayed poor planning and time management	Missed some deadlines/ meet deadlines with partially complete work	Did not meet the majority of deadlines		
2.Attends/Schedules meetings with the director & design team	Attended all production meetings and scheduled individual meetings with the director and/or other members of the design team when needed	Attended all production meetings but only meet with the director and/or other members of the production team when prompted	Missed some production meetings/ rarely meet with the director	Missed the majority of production meetings/ did not meet with the director/ scheduled meetings that they did not attend		
3.Self-motivation	Was able to problem solve to see what needed to be done/ fulfilled all responsibilities without needing to be prompted	Fulfilled responsibilities with little prompting	Needed constant prompting and guidance to fulfill responsibilities	Did not fulfill responsibilities even with constant prompting		
4.Creativity	Work executed with a fresh personal vision without relying on cliché	Work executed with some fresh, personal vision	Work executed with little fresh, personal vision	Work executed with no fresh, personal vision		
5.Research/Well thought out design	Gathered a sizable amount of research from both visual and literary sources/ each choice was either based in research or deviated from it for solid reason/ all decisions were appropriate for the production	Gathered a sizable amount of research from visual sources/ some decisions were made arbitrarily and/or did not fit the production	Needed to do more research/ many decisions were made arbitrarily and/or did not fit the production	Did very little research/ consistently made decisions that were inappropriate for the productions		
6.Renderings/ Plot/Drafting and accompanying paperwork	All renderings/ drafting was excellently done and all accompanying paperwork was complete and accurate	Renderings/ drafting was done well but could use improvement/ accompanying paperwork was incomplete and/or needs improvement	Renderings/ drafting was needs improvement and/ or was incomplete/ missing accompanying paperwork	Renderings/ drafting and accompanying paperwork was not done		

7. Ability to collaborate with the director	Developed a good working relationship with the director/ made compromises when necessary/ design concept fit with the director's concept	Was hesitant to make compromises but design concept fit with the director's concept	Design concept did not fit with the director's concept/ had to be instructed to make necessary compromises	Refused to compromise/ developed a hostile relationship with the director		
8. Works well with the rest of the design team, stage management, crew, and actors	Developed a good working relationship with the rest of the design team, stage management, crew, and actors	Was successfully able to work through conflicts that arose with the rest of the design team, stage management, crew, and/or actors	Worked through conflicts with mediation	Developed a hostile relationship with the rest of the design team, stage management, crew, and/or actors		
9. Takes responsibility for the physical aspects of the show being completed on time	Stepped in to complete notes and/or construction projects when needed/ all physical aspects of the show were complete on time	Stepped in to complete notes and/or construction projects only when deadlines were imminent/ minor notes were incomplete by tech/dress	Stepped in to complete notes and/or construction projects only after deadlines were past/ major notes were incomplete by tech/dress	Physical aspects of the show were left incomplete		
10. Stays with-in budget	Fully utilized budget without going over	Did not go over budget but had a sizable amount of unused money that could have been used to improve the quality of the design	Went somewhat over budget	Went drastically over budget		

Total Points: _____

Letter Grade: _____

A= 45 points or more

B= 40

C= 35

D= 30

F= 29 points or less