

## **PREFATORY COMMENT**

The UCR Department of Theatre produces Playworks, a festival of original plays by undergraduates and graduate students in its BA and MFA programs. The festival, which is generally a week long, takes place in late May to early June. The Playworks faculty coordinator is currently Prof. Erith Jaffe-Berg and all questions regarding Playworks can be directed to her at: [erithj@ucr.edu](mailto:erithj@ucr.edu).

Playworks is entered in the Kennedy Center American College Theatre Festival (KCACTF) competition whose regional festival (region eight) takes place annually in February in different university settings around the country. Information can be found online at [www.kcactf.org](http://www.kcactf.org).

## **Technical Guidelines for Playworks**

### 1. Registration/Grading

- 1.1 Students participating in Playworks must be enrolled in Theatre 170.
- 1.2 Students are enrolled on the first or second week of the spring quarter.
- 1.3 Students may receive credit for Playworks as actors, directors or stage managers.
- 1.4 Students interested in directing for the undergraduate plays should express their interest to the coordinator by the time of auditions. Directors may also perform in shows.
- 1.5 Participation in Playworks is worth one unit for actors, one to two units for directors, one unit for technicians, and four units for Stage Managers and Assistant Stage Managers. Designers may also be given a negotiated number of units.
- 1.6 Auditions are held the first or second week of classes in the spring quarter. Once cast, students are enrolled Theatre 170.
- 1.7 Actors are cast into pools A and B.
- 1.8 Within each group, A and B, actors are assigned to different days.
- 1.9 Grades are based on two areas: The number of hours worked, and the job performance as evaluated by the instructor. The actual grade is determined by averaging the two grades. There are no incompletes, and only a letter grade is given.

## 2. Directing of Graduate Student Plays

- 2.1 Directors interested in directing for the graduate plays should have completed the directing series (Thea 150). In some cases, equivalent experience will be considered.
- 2.2 Grading is based on the same criteria as directing in undergraduate plays.

## 3. Script Submissions: Graduate Scripts

- 3.1 Both first and second-year graduate students in the MFA program are eligible to submit One-Act plays for Playworks. Only One-Acts will be accepted. All plays may be submitted for consideration by KCACTF (Kennedy Center American College Theatre Festival).
- 3.2 First-year graduates will have a staged reading of the One Act. Directed by either a professional director or a highly experienced student, the production includes a highly proficient staged reading suggesting tone, rhythm, spatial relations. Though not fully memorized, the actors are very comfortable with the text.
- 3.3 Second year graduate students will receive a fully staged production of their One Act. Directed by either a professional director or a highly experienced student approved by the Playworks coordinator, production includes costumes, props, lighting & sound)
- 3.4 The deadline for preliminary drafts is the last week of the winter quarter.
- 3.5 Final drafts are due on the first week of the spring quarter.
- 3.6 Though line changes may be made to the script beyond this point, no characters may be added or taken out of the play beyond the first week of the spring quarter.
- 3.7 All scripts are submitted properly formatted to: [erithj@ucr.edu](mailto:erithj@ucr.edu) and [thea160@ucr.edu](mailto:thea160@ucr.edu).
- 3.8 Once the plays are in rehearsal, it is the responsibility of the director to communicate to the Stage Manger any changes made to the scripts.
- 3.9 A final script is to be delivered by the director to the Stage Manager before Paper Tech.
- 3.10 Changes are submitted to the Stage Manager at [thea160@ucr.edu](mailto:thea160@ucr.edu).

- 3.11 Graduate students should enroll in THEA 269 in the Winter Quarter before submission of their scripts.

#### 4 . Script Submissions - Undergraduate Scripts

- 4.1 All plays must be no longer than 10 minutes each, but may be shorter.
- 4.2 All writers may submit their play to the KCACTF (Kennedy Center American College Theatre Festival) and its 10 minute play festival.
- 4.3 Details about the 10-minute play festival may be directed to Kate Anger ([kate.anger@ucr.edu](mailto:kate.anger@ucr.edu)) or to the KCACTF contact person.
- 4.4 In order to submit scripts for Playworks, students must be enrolled in the Playwriting (160) series. In some cases, students who are graduates of the series may submit in the years subsequent to their enrollment.
- 4.5 Ideas for plays are generated in either the fall and/or winter terms.
- 4.6 Drafts are written in the winter.
- 4.7 A final draft is due on the 2<sup>nd</sup> week of the spring quarter.

#### 5. Technical Needs & Design Process

- 5.1 Playworks has a Stage Manager (SM) and an Assistant Stage Manager (ASM) assigned to oversee the rehearsal and performance process.
- 5.2 There are no design requirements for the undergraduate performances beyond a basic lighting plot, which will be provided.
- 5.3 First-year graduate plays will have use of the basic light plot.
- 5.4 Second-year graduate plays will have minimal lighting & sound design.
- 5.5 Student lighting designers will be drawn from the lighting design series, when practical.
- 5.6 Designers will meet with the directors for the second year graduate plays to discuss lighting design concept. (Lighting designs are limited to six cues, with one special per production.)

Technical Guidelines for PLAYWORKS (02-18-09)  
Department of Theatre, University of California, Riverside

- 5.7 A sound designer will be assigned to each of the second year graduate productions, when practical. Sound cues are to be kept to a maximum of three cues, unless the script requires additional cues. Special needs must to be communicated no later than three weeks prior to Playworks.
- 5.8 Directors must bring in materials to sound designer no later than three weeks prior to Playworks.
- 5.9 There will be a paper tech rehearsal prior to tech so that issues can be resolved ahead of time.
- 5.10 Tech will be the two weekend days before the start of Playworks.
- 5.11 Undergraduate productions will have time in the theatre so that transitions between plays can be worked out during tech.
- 5.12 The first-year graduate plays will have time in the theatre to run the reading with cues. Each play will have a two hour block. (One hour for cue-to-cue and one hour to run.)
- 5.13 The second year graduate plays will also have a two hour block (One hour for cue-to-cue and one hour to run.)
- 5.14 An initial meeting between the Chair, the Production Manager of the Department, Playworks Coordinator and production designer will be held in the winter quarter.
- 5.15 One design meeting will be held with the Production Manager, Playworks Coordinator, Production Designer, Stage Manager and second-year graduate directors in the end of the winter quarter or the start of the spring quarter.
- 5.16 Weekly production meetings to begin in the third week of the spring quarter. Attending the Production meetings are the Production Manager, Stage Manager, Assistant Stage Manager, Playworks Coordinator, Production Designer, and the graduate student directors.

6. The rehearsal process.

- 6.1 Undergraduate projects will be assigned defined rehearsal spaces. These will not be the actual space of the performance but rooms in various university buildings.
- 6.1.a Undergraduate projects will rehearse for four hours plus one hour of tech for a total of five hours.

Technical Guidelines for PLAYWORKS (02-18-09)  
Department of Theatre, University of California, Riverside

- 6.2 First year graduate readings will have three rehearsals and one tech  
For a total of eight hours.
- 6.3 The first read through will be held two weeks prior to the actual performances,  
giving the writer time to hear her/his work.
- 6.4 There will be four additional rehearsal hours for the first-year graduate students'  
plays, either in one block or in two blocks of two hours each.
- 6.5 Finally, there will be two hours of tech.
- 6.6 Second-year graduate projects will have approximately 20 hours of rehearsal per  
project and two hours of tech.

7. The KCACTF (Kennedy Center American College Theatre Festival) and Adjudication  
process

- 7.1 All student writers participating in Playworks may submit their work for  
review by the KCACTF. Several awards are given in specific categories.  
Students are encouraged to consult the KCACTF website if interested.
- 7.2 A KCACTF adjudicator will be invited for the nights of the graduate student  
productions.
- 7.2a A UCR faculty member will adjudicate the undergraduate student productions.
- 7.3 The adjudicator will respond to the performances, acting, directing, and writing.  
In some instances, attention may also be paid to the design.
- 7.4 The adjudicator then recommends a certain number of actors for consideration  
in the Irene Ryan acting competition to be held at the KCACTF region 8  
festival.
- 7.5 The adjudicator may also choose to nominate the plays for consideration  
by the festival.