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## Theatre Department guidelines for student-produced works in the Salisbury Theatre

### Preamble:

Anything that occurs in the Salisbury, regardless of production company or intent, reflects upon the University of Alaska Fairbanks Theatre Department as a whole. This has been evidenced by audience confusion with such productions as “Singin’ in the Rain” (produced in conjunction with FLOT), Shenandoah Shakespeare Express (a professional group that did a short residency at UAF), and many other productions. As the old adage goes; some of the scent of a rose lingers with the hand that delivered it (misquoted).

While most of the associations are positive, they are all costly. Whether it be in time infringements to the Administrative Assistant to the Theatre, Box Office workers, Technical Director, Shop Crew or rehearsals; anything that occurs in the space effects at least some (and occasionally much) of the department.

Outside User Groups must complete a Space User Form (available at [www.uaf.edu/theatre/forms/](http://www.uaf.edu/theatre/forms/)) to use the facilities, and other than that – we have very little control over their quality. Most often, however, these users are short-term and typically do not require extensive changes in whatever the current equipment set-up is on stage.

True theatrical productions, however, whether they be productions done in conjunction with FLOT, the UAF Music Department, or the Student Drama Association, frequently have larger impact(s) on the space, crew, and even the programs and classes of the department. We must enter these relationships carefully, and with forethought on how they will influence the department as a whole. The Theatre Department can (and should) exercise more control over events that occur in our space. This document is a step in that direction – and is specifically targeting productions that wish to take place in the Salisbury Theatre complex by directors that do not have proven (to the knowledge of our faculty) track records of successful productions.

### Student Drama Association Clarification:

Anatoly Antohin originally started the UAF Student Drama Association (SDA) as a way for students to gain practical experience producing plays. The UAF Theatre Department wants to continue nurturing this relationship, and wants to support SDA’s initiative in traditional and experimental works. We recognize that as faculty we have only an advisory role in what and how SDA produces shows – and that though we hope they will embrace these guidelines on their own for all of their productions; they can produce whatever they wish *outside* of the Salisbury Theatre complex.

### General Note:

All productions, clubs, meetings, rehearsals, gatherings and classes wishing to make use of the Salisbury Theatre complex (including THR 101 – Green Room) fall under the jurisdiction of the UAF Theatre Department – and must schedule and act accordingly.

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## Theatre Department guidelines for student-produced works in the Salisbury Theatre

### Directors:

- Must have taken and successfully completed, at minimum, a college level Fundamentals of Directing course or have recognized equivalent experience.
- Must have served as a production Stage Manager for at least one mainstage production at UAF or other professional production.
- Directors are not to be cast in any scripted show that is being presented in conjunction with (or including) their own show.
- Directors should not be cast in any other production that occurs within 4 weeks of their directorial production.
- It is recommended that student directors follow the guidelines of THR 499 – Thesis Projects.

### Script Selection:

- Must be approved by the entire Theatre UAF faculty.
  - Ideally, unless in the case of extreme circumstances, the script should be proven producible in the time and budget allotted.
  - Should be no longer than 40 minutes in length.
  - Can be suggested by a Theatre UAF faculty member.

### Production Staff:

- Designers should have taken Basic Stagecraft and either Introduction to Theatrical Design or a minimum of the lowest level design course in their respective area.
- Stage Manager must be in place prior to the semester of production, and must have completed at least 1 of the following 3 classes: Basic Stagecraft, Production Management and/or Fundamentals of Directing (or have equivalent experience).
  - It is suggested that each group of Winter Shorts have a single lighting designer, but directors are strongly encouraged to have different designers for each individual show when relating to costumes, scenery and sound in order to give more opportunities to beginning design students.

### Casting:

- Auditions should be held along with Theatre UAF mainstage productions.
- Actors should not be in more than one scripted show being presented simultaneously.
- Actors should not have more than one major role that occurs within 4 weeks of each other.

### Publicity:

- Production literature / posters / press releases must be submitted to the UAF Theatre Department for approval before being copied for distribution – giving the department at least 1 full business day for approval feedback.
  - Posters and publicity materials should be prepared for feedback 3 weeks prior to performances.
- Production literature / posters / press releases should include co-sponsorship credit with Theatre UAF, and should include the Theatre UAF logo whenever possible/appropriate (available from [www.uaf.edu/theatre/publicity](http://www.uaf.edu/theatre/publicity)).

### Playbills/Programs:

- Should prominently credit Theatre UAF with co-sponsorship
- Must include (at minimum) any other Theatre UAF mainstage event that will occur within five months of the production.
  - It is suggested that the next semester's Theatre course offerings be included in the playbill as space permits.