

# ***ICL Theatre Committee Report - June 2017***

## ***Criteria for evaluation of play proposals by the Committee:***

- The play should contain content appropriate for the ICL audience and be "in good taste".
- Memorization of lines should not be required. Actors should have their scripts at hand throughout the performance.
- The production should fit into a two hour time frame.

## ***Play Proposal Format:***

- Brief description of the play
- Size and composition of the acting cast (male/female roles), including brief character profiles
- Size and duties of the crew
- Length of the performance (two hours or less)
- Required costumes and props
- Cost estimate (script copies, costumes, props, etc.). Requests for funding will be sent by the Committee to the Board.
- Note: Since Willamette University is a nonprofit educational institution, plays do not require royalty or licensing fees under the Copyright and Fair Use law.
- The "fair use" standard requires that productions should be presented for educational purposes, and not just for entertainment. For example, plays may include a presentation about the playwright, the historical/cultural milieu of the play, issues that the play explores, etc. and/or questions for audience discussion.
- Proposals can be submitted to the Committee via email or printed copies.

## ***Guidelines for Directors:***

- Play proposals are due to the Play Committee by April 1 for the next year's spring production. If a fall production is desired, proposals are due November 1 for the following year's fall production.
- Before recruitment begins for cast and crew, play proposals should be evaluated by the Theatre Committee and costs approved by the Board.
- Open auditions should continue to be offered for all plays, and ICL members who have not yet participated in productions and are interested should be encouraged to do so.

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- Before rehearsals begin, consideration of the time commitment required should be shared upfront with cast and crew members. A reasonable estimate of the number of rehearsal hours and a schedule of rehearsals should be provided at that time.
- Rehearsals should continue to be scheduled outside of ICL class time, and every effort should be made to schedule dress rehearsals outside of ICL class time as well.
- The director is responsible for the selection and organization of the cast and crew, but may delegate duties as necessary.
- Consideration should be given to having an Assistant Director to help with the production and as a way to develop directing skills for less experienced ICL members.

### ***Additional Actions/Recommendations:***

- Thereafter, the Committee will announce solicitation of play proposals from ICL members mid semester of every class year for consideration for the next year's play. It will emphasize that productions can be anywhere on the continuum from a simple seated format to a full production requiring blocking, props, costumes, sound effects, etc.
- The Committee recommends that the ICL Board establish an annual Theatre budget, with input from recent play directors, to determine an appropriate amount.