CHAPTER 1

Avenues of Communication

33A

TX 5063

TX 5063

3 Elements of successful communication

TACTFUL
TIMELY
SPECIFIC

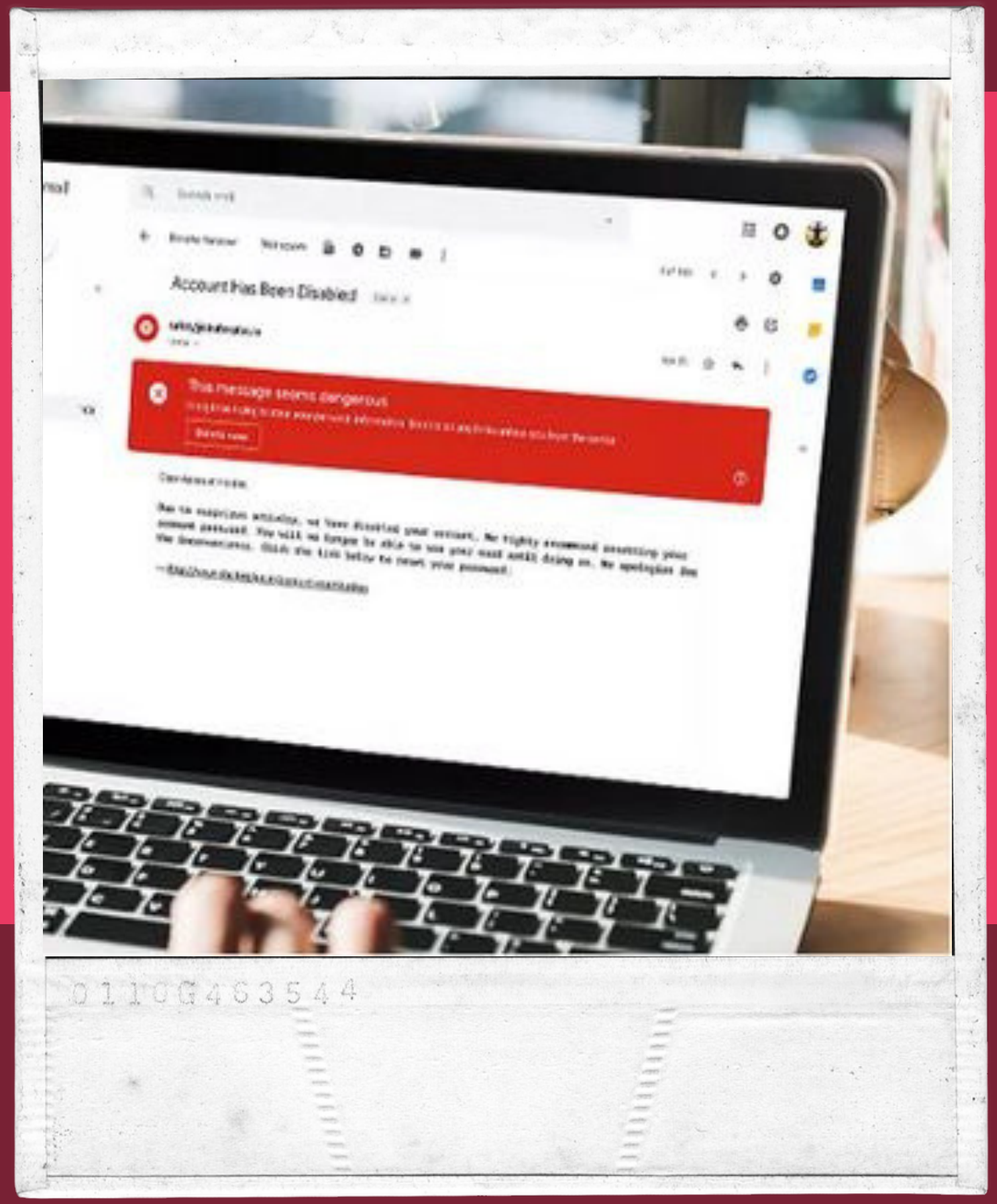
Fact-toFact

COMMUNICATION

Word choice, pronunciation, and grammar

Tempo and tone

Body language

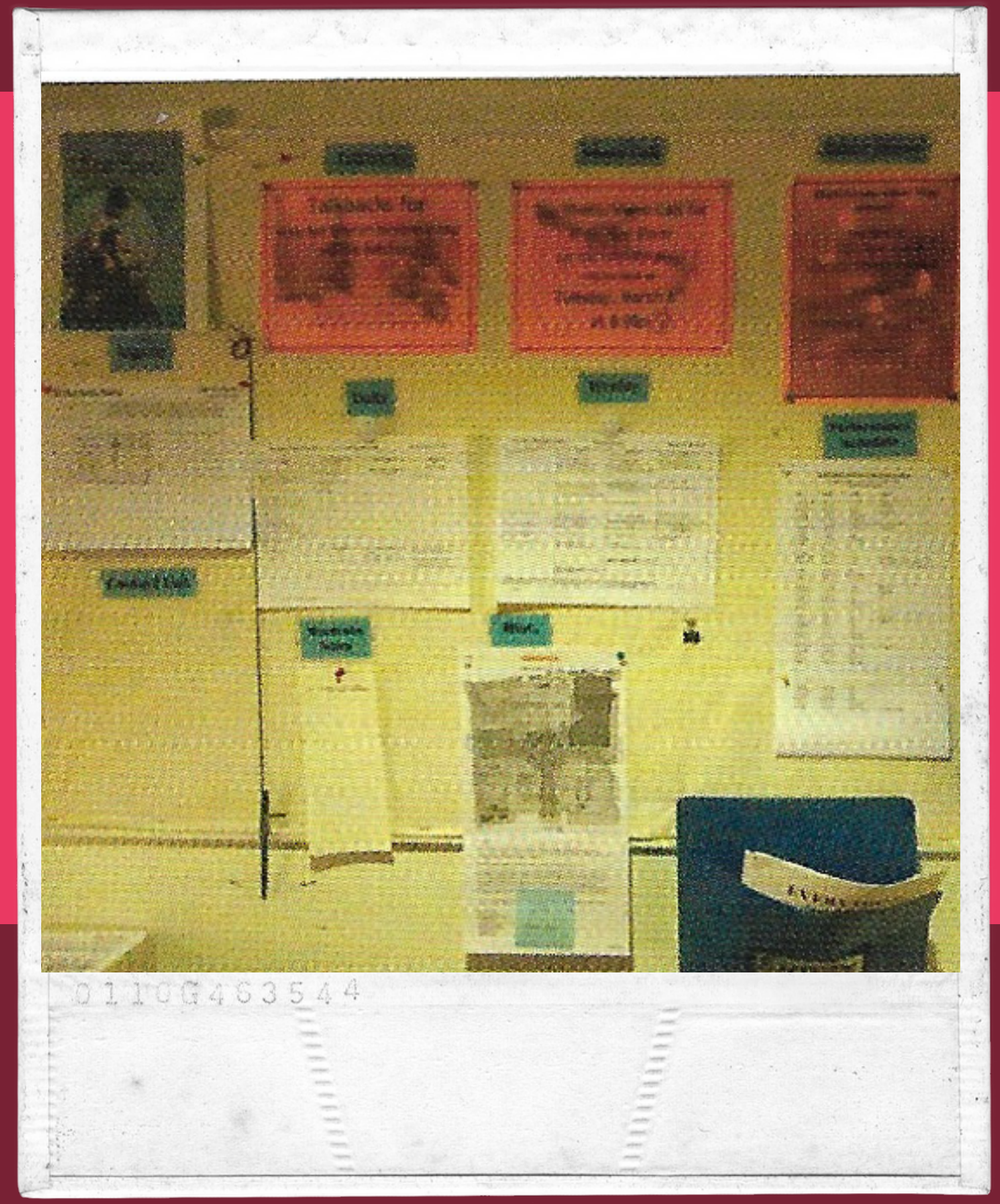


WRITTEN

COMMUNICATION

- Email

  -Word choice, pronunciation, grammar and spelling
  -Formality and professionalism
  -Context becomes fluid



WRITTEN

COMMUNICATION

- The Callboard

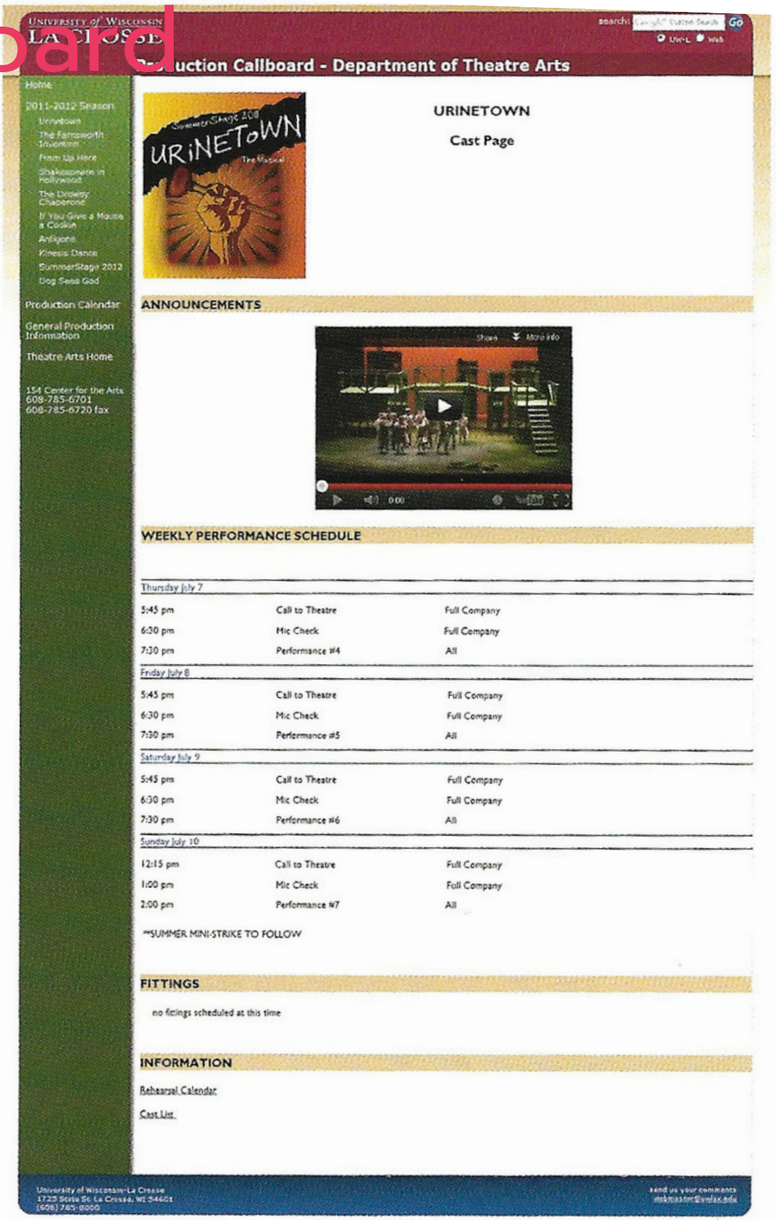
  -The originally callboard

  -The electronic callboard

The originally callboard

The electronic callboard

The electronic callboard

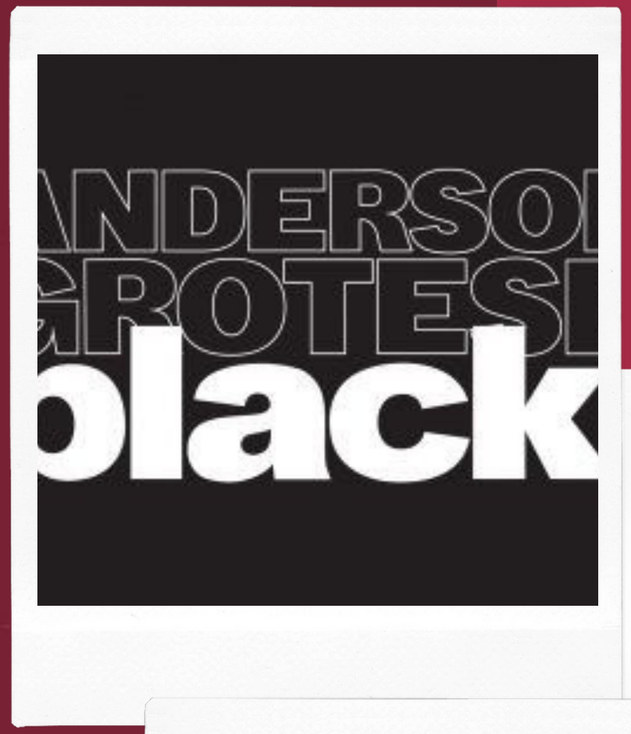


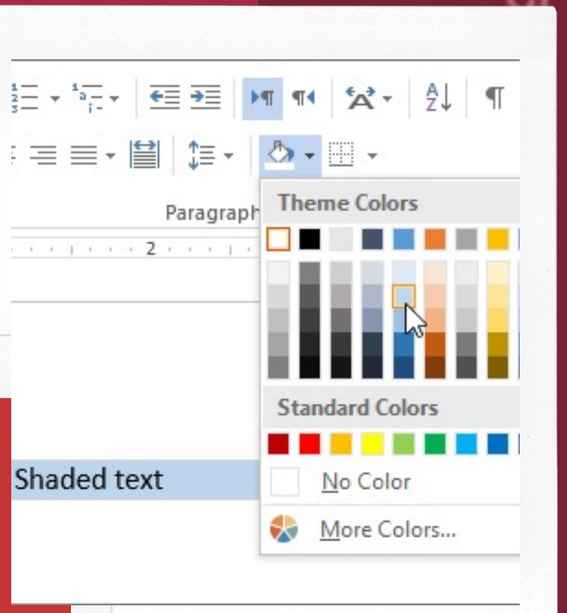
CHAPTER 2

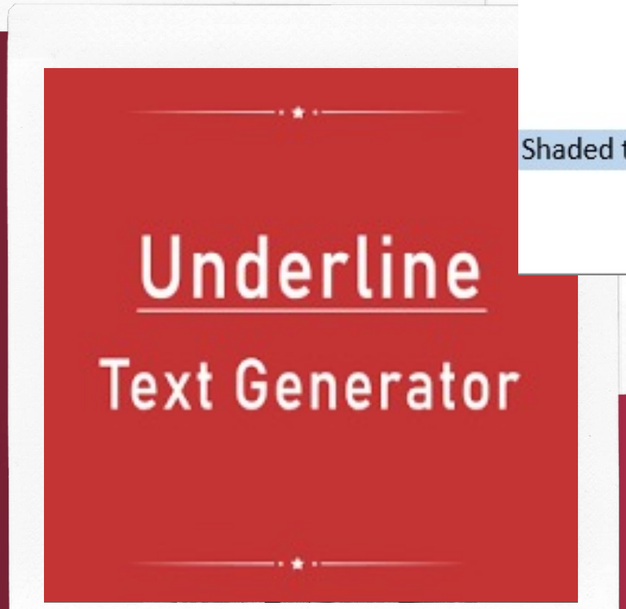
Principles of Document Design

Informative or Interactive

Justification, Idenification and Reptition







FONT STYLE

Bold

Underline

COLOR AND SHADING

Twelfth Night

Cast List

ORSINO, *Duke of Illyria*	Justin Cooke
SEBASTIAN, *brother of Viola*	Matthew Matuseski
ANTONIO, *a sea captain, friend to Sebastian*	Kevin Fanshaw
SEA CAPTAIN, A PRIEST	Jacob Voss
VALENTINE, SAILOR 3, OFFICER 1	Austin P. Hernandez
CURIO, SAILOR 1, OFFICER 2	Luke Prescott
SIR TOBY BELCH, *Olivia's kinsman*	Jacob Gustine
SIR ANDREW AGUECHEEK	Tim McCarren
MALVOLIO, *Steward to Olivia*	Andrew Kelly
FABIAN, *servant to Olivia*	Donnie Mezera
FESTE, *Olivia's jester*	Alden Hedges
OLIVIA, *a countess*	Allyssa Dunn
VIOLA, *sister to Sebastian*	Claire Ganshert
MARIA, *Olivia's gentlewoman-in-waiting*	Amy Nelson
LORD 1, SAILOR 2, OFFICER 3	Brian Coffin
LORD 2, OFFICER 4	Don Hart
ATTENDANT to OLIVIA 1	Emily Ware
ATTENDANT to OLIVIA 2	Lindsay Van Norman
MUSICIAN 1	Suzanne Clum
MUSICIAN 2	Shelby Krarup

THE FARNSWORTH INVENTION
CAST LIST

Kevin Fanshaw	Philo T. Farnsworth
Austin Hernandez	David Sarnoff
Lindsay Van Norman	Pem Farnsworth
Amy Nelson	Lizette
Jake Voss	Officer, Pem's Father, Cliff Gardner, Trader, Broker,
Cody Wesner	Man 1, Atkins, Gifford, Douglas Fairbanks, Solomon
Seth Steidl	Young Philo, Police Officer, Photographer, Howard, Schenck,
Lewis Youngren	Student, Crowd, Wilkins, Analyst, Ridley, Man, Usher, Bartender
Nick Brandt	Officer, Everson, Zworkin,
David Holmes	Young Sarnoff, Executive/James, Doctor 2
Sean Mason	Man 2, Crowd, Stan Willis, Advisor
Bryce Wilson	Man 3, Gorrell, Maitre D/Waiter, Sales Rep, Louis, Judge
Quinn Masterson	Justin Tolman, RCA Chair, Jim Harbord, Doctor, Fed Chair
Ryan Vodnik	Sarnoff's Father, Simms, Lippincott, Houston Control, Banker
Natalie Goodman	Student, Sexy Woman, Betty
Brian Coffin	Student, Crowd, Harlan Honn, Radio Announcer, Lennox,
Andrew Kelly	Russian Officer, William Crocker, Banker, Crowd
Colleen Schulz	Sarnoff's Mother, Woman in Crowd, Pem's Mother, Agnes Farnsworth, Mina Edison
Douglas Nogrady	Wachtel, Banker, Lawyer
Kaylyn Forkey	Student, Sexy Woman, Mary Pickford, Speakeasy Woman, Lippincott's Secretary, Stenographer

Figures 2.2 and 2.3 Two options for presenting casting information.

Twelfth Night

Weekly Rehearsal Schedule
November 8-12

Monday November 8

6:30-7:30 pm	Finish I-5	Olivia, Viola
7:30-8:00 pm	II-2 ring speech	Viola
8:00-9:30 pm	II-1 and III-3	Antonio, Sebastian

Tuesday November 9

6:30-7:30 pm	Work I-2	Viola, Sea Captain (no sailors needed tonight)
Also 6:30-7:30 pm	Music Rehearsal	Alden, Shelby, Suzanne
7:30-8:30 pm	Work I-3	Toby, Andrew, Maria
8:30-9:30 pm	Put Tim into IV-1	Sebastian, Toby, Andrew, Fabian, Olivia, Feste

Wednesday November 10

6:30-7:30 pm	Block III-2	Toby, Andrew, Fabian, Maria
7:30-9:30 pm	Block III-4	Toby, Andrew, Malvolio, Fabian, Olivia, Maria, Lindsay, Emily, Antonio, Viola, Officers 1-4

Thursday November 11

6:30-8:00 pm	Work I-1, I-4, II-4	Orsino, Valentine, Curio, Lord 1 & 2, Viola, Feste, Suzanne, Shelby
8:00-8:30 pm	Review II-3	Toby, Andrew, Malvolio, Feste, Maria
8:30-9:30 pm	Work IV-2	Toby, Malvolio, Maria, Feste

Friday November 12

6:30-9:30 pm	Stumble Through Show	Full Company

Twelfth Night
Line Changes

Updated 11/18/10

Act	Scene	Page	Line(s)	Character	Action	Words	Notes
II	5	43	117-118	Fabian	CUT	Sowter will cry upon't for al this, though it be as rank as a fox	Malvolio's lines continue from "Softly, M.O.A.I" to his next speech beginning "M- Malvolio…"
II	5	43	121	Toby	CUT	The cur is excellent at faults	Line now ends with :… work it out?"
III	1	45	2	Viola	CHANGE	TABOR to MUSIC	
III	1	46	9-10	Viola	CUT	or, the church stands by thy tabor, if thy tabor stand by the church	Line now ends with "… dwell near him"
III	1	46	11-13	Feste	CUT	To see this age! A sentence is but a chev'ril glove to a good wit. How quickly the wrong side may be turned outward!	Line now ends after "You have said, sir."
III	2	52	29	Andrew	CUT	I had as lief be a Brownist as a politician	Line now ends after…"for policy I hate."
III	2	53	42-43	Toby	CUT	although the sheet were big enough for the Bed of Ware in England,	Line now skips from "… lie in thy sheet of paper" to "set 'em down."
III	2	53	48	Toby	CUT	at the cubiculo	Line now reads "We'll call thee. Go."

Figures 2.4 and 2.5 A weekly rehearsal schedule, using white space to separate pieces of information, and a page from a line-changes document using rows and columns.

Twelfth Night

Line Changes

Updated 11/18/10

Act	Scene	Page	Line(s)	Character	Action	Words	Notes
II	5	43	117-118	Fabian	CUT	Sowter will cry upon't for al this, though it be as rank as a fox	Malvolio's lines continue from "Softly, M.O.A.I" to his next speech beginning "M- Malvolio…"
II	5	43	121	Toby	CUT	The cur is excellent at faults	Line now ends with :… work it out?"
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III	1	46	9-10	Viola	CUT	or, the church stands by thy tabor, if thy tabor stand by the church	Line now ends with "… dwell near him"
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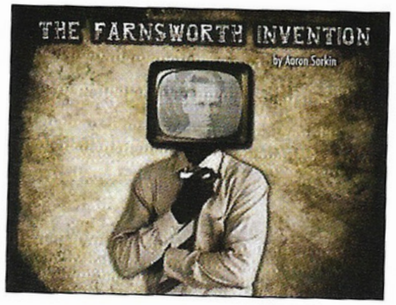
III	2	52	29	Andrew	CUT	I had as lief be a Brownist as a politician	Line now ends after…"for policy I hate."
III	2	53	42-43	Toby	CUT	although the sheet were big enough for the Bed of Ware in England,	Line now skips from "… lie in thy sheet of paper" to "set 'em down."
III	2	53	48	Toby	CUT	at the cubiculo	Line now reads "We'll call thee. Go."

Figure 2.10 Successful color and shading at work.



REVISED REHEARSAL SCHEDULE

September 28-30

Wednesday September 28		
6:30-7:30 pm	Work Stock Market sequence: pp. 61-68	Philo, Sarnoff, Brandt, Coffin, Goodman, Holmes, Kelly, Mason, Masterson, Nogrady, Steidl, Vodnik, Voss, Wesner, Wilson, Youngren
7:30-8:30 pm	**Work all Lab Scenes: pp. 34-44, 69-73, 78-79**	**ADD Pem, Schulz, Novak** **RELEASE: Masterson, Nogrady**
8:30-9:30 pm	Work All Pem/Philo and Lizette/Sarnoff Scenes & Sarnoff Monologue: pp. 27-30, 32-34, 39-40, 81-84-100	RELEASE all but Philo, Sarnoff, Pem, Schulz, Voss ADD: Nelson
Thursday September 29		
6:30-9:30 pm	Work Act One	Full Company
Friday September 30		
6:30-9:30 pm	Work Act Two	Full Company

Figure 2.11 Successful color and shading at work.

EVENING SCHEDULE

5:30 pm	Dressing Rooms Available
5:45 pm	Cast & Crew Call
6:30 pm	Mic Check- Mr. Coffin
7:00 pm	House Opens
7:30 pm	Curtain

MATINEE SCHEDULE

12:00 pm	Dressing Rooms Available
12:15 pm	Cast & Crew Call
1:00 pm	Mic Check- Mr. Coffin
1:30 pm	House Opens
2:00 pm	Curtain

THE FARNSWORTH INVENTION
CAST

PLEASE SIGN IN!

	Mon 10/10	Tues 10/11	Wed 10/12	Thur 10/13	Fri 10/14	Sat 10/15	Sun 10/16
Nick Brandt							
Brian Coffin							
Kevin Fanshaw							
Natalie Goodman							
Austin Hernandez							
David Holmes							
Andrew Kelly							
Sean Mason							
Quinn Masterson							
Amy Nelson							
Douglas Nogrady							
Jandrea Novak							
Colleen Schulz							
Seth Steidl							
Lindsay Van Norman							
Ryan Vodnik							
Jake Voss							
Cody Wesner							
Bryce Wilson							
Lewis Youngren							

Figures 2.12 and 2.13 A performance schedule and sign-in sheet to be posted on a theatre callboard.

CHAPTER 3

Pre-Production

Pre-Production

TASKS

- Read and analyze the script
- Collect information on the production
- Prepare initial lists and breakdowns
- Create a prompt book
- Meet with the director
- Participate in the auditions
- Prepare the rehearsal room

WHO IS THE DIRECTOR?

WHO ARE THE DESIGNERS?

WHERE IS THE SHOW PERFORM?

Given Circumstance

THE CALENDER

The Production Calendar / The Actor Calendar

Toland Theatre
FREDERICK THEATRE
Department of Theatre Arts
UW-L

UW-L THEATRE
PRODUCTION CALENDAR 2010-2011

NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 12:05 Dept Mtg Galoshes Sound Load In Galoshes Hang	2	3 12:05 Twelfth Night Prod Mtg Galoshes Focus	4 Galoshes Focus	5 12:05 Galoshes Paper Tech 6pm Senior Show Galoshes Focus	6 Galoshes Cueing
7 Galoshes SM Load In Galoshes Cueing *Daylight Savings Clocks 1 hour back*	8 12:05 Dept Mtg Galoshes Tech	9 Galoshes Dress	10 9:00, 11:00, 1:00 Galoshes 12:05 Twelfth Night Prod Mtg Twelfth Night Prelim Light Plot	11 9:00, 11:00, 1:00 Galoshes *Veterans Day*	12 9:00, 11:00, 1:00 Galoshes Photocall	13 11:00, 1:00 Galoshes Strike
14	15 12:05 Dept Mtg Twelfth Night Hang 5:00 Twelfth Night Crew Meeting Twelfth Night Run for LX	16 Twelfth Night Hang	17 12:05 Twelfth Night Prod Mtg Twelfth Night Final Light Plot Prop & Sound Add Deadline	18 Twelfth Night Early Reservations	19 6pm Senior Show	20
21	22 12:05 Dept Mtg Twelfth Night Focus	23 Twelfth Night Focus	24 Twelfth Night Paper Tech Twelfth Night Focus	25 Thanksgiving Break	26	27 Twelfth Night Cueing
28 Twelfth Night SM Load In Twelfth Night Cueing Thanksgiving	29 12:05 Dept Mtg Twelfth Night Box Office Opens Twelfth Night Tech	30 Twelfth Night Tech				

Frederick Theatre- Limited or No Class Availability

Figure 3.1 A month from the production calendar for UW-L Theatre's 2010–2011 season.

Twelfth Night

PRELIMINARY REHEARSAL CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 24	25 Rehearsal 6:30-9:30 pm	26 Rehearsal 6:30-9:30 pm	27 Workshop 6:30-8:30 pm (cast required to attend- open to all majors/minors)	28 Rehearsal 6:30-9:30 pm	29 **6:00 pm Allyssa Senior Show** Rehearsal 7-10 pm	30
31	November 1 Rehearsal 6:30-9:30 pm	2 Rehearsal 6:30-9:30 pm	3 Rehearsal 6:30-9:30 pm	4 Rehearsal 6:30-9:30 pm	5 Rehearsal 6:30-9:30 pm	6
7 *Daylight Savings Clocks 1 hour back!*	8 Rehearsal 6:30-9:30 pm	9 Rehearsal 6:30-9:30 pm	10 Rehearsal 6:30-9:30 pm	11 Rehearsal 6:30-9:30 pm	12 Rehearsal 6:30-9:30 pm	13
14	15 Rehearsal 6:30-9:30 pm Run through for Lights	16 Rehearsal 6:30-9:30 pm OFF BOOK PART ONE	17 Rehearsal 6:30-9:30 pm	18 Rehearsal 6:30-9:30 pm OFF BOOK PART TWO	19 **6:00 pm Tim & Donnie Senior Shows** Rehearsal 7:30-10 pm	20
21	15 Rehearsal 6:30-9:30 pm	15 Rehearsal 6:30-9:30 pm	24 Thanksgiving Break	25	26	27
28	29 **6-10 pm** **TECH REHEARSAL**	30 **6-10 pm** **TECH REHEARSAL**	December 1 **6-10 pm** **TECH REHEARSAL**	**2** **10:00 am MATINEE** **Photo Call**	3 **7:30 pm Performance**	4 **Afternoon Put-in Rehearsal** **7:30 pm Performance (Understudies)**
5 **2:00 pm Matinee**	6	7	8	9 **7:30 pm Performance**	10 **7:30 pm Performance**	11 **7:30 pm Performance**
12 **2:00 pm Matinee** **Strike**						

As of 10/22/10

Specific Rehearsal Times are Subject to Change
Afternoon Calls for Costume Fittings, etc to be arranged

Figure 3.2 The rehearsal calendar for *Twelfth Night*.

PRODUCTION ANALYSIS

Act/Scene/Page	Cast/Costumes	Scenery	Props	Lights	Sound	Effects/Other

Figure 3.3 A form for recording notes about a production while analyzing the script.

Twelfth Night

Character/Scene Breakdown

		I-1 Orsino's Palace first day, early morning			I-2 Illyrian Coast simultaneous with I-1			I-3 Inside Olivia's House simultaneous with I-1 and I-2					I-4 Orsino's Palace early morning 3 days after Orsino & Cesario meet		
		3	4	5	5	6	7	8	9	10	11	12	12	13	14
Justin Cooke	Orsino	+X	X	X-									+X	X	X-
Matthew Matuseski	Sebastian														
Kevin Fanshaw	Antonio														
Jacob Gustine	Sir Toby Belch							+X	X	X	X	X-			
Tim McCarren	Sir Andrew Aguecheek								+X	X	X	X-			
Andrew Kelly	Malvolio														
Donnie Mezera	Fabian														
Alden Hedges	Feste														
Allyssa Dunn	Olivia														
Claire Ganshert	Viola				+X	X	X-						+X	X	X-
Amy Nelson	Maria							+X	X	X	X	X-			
Jacob Voss	Sea Captain, Priest				+SC	SC	SC-								
Austin Hernandez	Valentine Sailor 3, Officer 1		+V	V-		+S	S-						+V	V	V-
Luke Prescott	Curio, Sailor 1, Officer 2	+C	C	C-		+S	S-						+C	C	C-
Brian Coffin	Lord 1, Sailor 2, Officer 3	+L	L-		+S	S	S-						+L	L	L-
Don Hart	Lord 2, Officer 4	+L	L	L-									+L	L	L-
Emily Ware	Olivia Attendant 1														
Lindsay Van Norman	Olivia Attendant 2														
Suzanne Clum	Musician 1	+X	X-												
Shelby Krarup	Musician 2	+X	X-												