

Scene Designer

The Design Process:

- Determine the production schedule and budget.
- Read, assimilate, and understand the material being designed.
- Find out as much as you can about:
 - The material in the script.
 - The director's concept.
 - The production circumstances (Type of stage, budget, etc.)
- Decide on the show's "ism" (realism, expressionism, etc.)
- Do background research (books, periodicals, paintings, etc.)
- Do conceptual research (Create as many potential designs as possible)
- Start by doing thumbnail sketches or models.
- Choose the design that fits the best (this may be a mash-up of several designs)
- Create the following:
 - A ground plan
 - Front elevations
 - Models
 - Detail drawings
 - Paint elevations
 - Properties lists
 - Property sketches
- Evaluate the scenic design for safety.
- Discuss masking placement with the technical director.

Pre-Production:

- Attend pre-production meetings with the director and other design team members.
- Keep in mind that other people rely heavily on the scenery and it is therefore important to keep in contact with the director, technical director, stage manager, and other designers.
- Meet with the technical director to discuss your budget.
- The technical director will price your design.
- If you are over budget you are responsible for lowering your overall cost.
- There will be several scenic workshops held, supervised by you:
 - Scene shop safety and equipment, held by the technical director
 - All properties crew and carpenters should attend.
 - Painting, held by the scenic charge
 - All painters should attend.

Rehearsal Process/Tech Week:

- You are required to attend production meetings.
 - Give a brief statement about the progress of the show's set.
- It is your responsibility to keep the scenic paperwork up to date and accurate.
 - When it is updated, be sure to give copies to the technical director and stage manager.

- If you have any concerns about the construction of crucial scenic units speak to the technical director immediately.
- Does your design require a hazer, fogger, or other atmosphere producing instruments?
 - If yes, discuss this with the lighting designer, technical director, and director as soon as possible.

Technical/Dress Rehearsals:

- If the set is not finished by tech week then you need to talk to the director and technical director about what corners can be cut.
- During technical and dress rehearsals sit in different seats to make sure that the masking is adequate from all angles.
- Ensure that all set pieces are in proper working order.
- Inform the technical director of any modifications or adjustments that need to occur.
- Inform the paint charge of any paint modifications that should be made.
- Pay careful attention to scene shifts.
- Discuss problems and possible solutions with the director, technical director, and stage manager

Scenic Designer Schedule:

12 Weeks (84 Days) Out – Preliminary meetings with director and design team.

11 – 6 Weeks (77 – 42 Days) Out – Meetings continue. Meetings should include: research, photos, textbooks, concepts, renderings, practical research, etc.

6 Weeks Out – Scenic plate package should be completed and given to other designers, stage management, and the director.

5 Weeks (35 Days) – 3 Weeks (21Days) Out – The Build Period: As set pieces are completed, stage management should be informed so they can be incorporated into rehearsals as soon as possible.

Cooperation with the other aspects during this period will also have to happen. Electricians will have to hang some instruments before certain permanent set pieces can be installed, so the space will have to be shared.

2 Weeks (14 Days) Out – Hang should occur under the discretion of the technical director and master electrician (ensure there are no problems with lighting positions vs. scenic units, etc).

9 Days Out – Opening Night (Wednesday) – Except for a couple of last minute touch-ups and emergency builds, all aspects should be done before even the start of tech week.

Scene Designer

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

Role:

Please check all that apply to you:

I am in the THEA 104 class.

I am in the Opera Workshop class.

I am in an Independent study class. The class name is _____

I am a BFA Tech major.

I am a BFA Performance major.

I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

Signature:

Date: _____