

A Cabaret is a student-produced work. It is meant to encourage acting, directing, and dance projects with minimal technical support. The department will provide the basics and requires that all rules herein be strictly adhered to in order to produce a Cabaret. If you have any questions you should contact the Cabaret Production Manager.

## **PERSONNEL**

### **Cabaret Production Manager**

The Cabaret Production Manager is responsible for organizing proposal submissions, approving projects for production, disseminating guidelines and safety information, and scheduling each cabaret. The Cabaret Production Manager must approve each production's planned use of the facility before rehearsals begin. The Cabaret Production Manager must approve any changes in plans, and all posted flyers prior to distribution.

### **Producer/Director**

Cabarets can be directed by Theatre/Dance Graduate students or Theatre/Dance Undergraduate students (majors or minors). The producer/director of each show is ultimately responsible for all aspects of the cabaret. Including procuring rights to their cabaret productions.

### **Stage Managers**

Productions are responsible for recruiting their own stage managers. Stage managers coordinate the technical and front of house elements of the production, ensuring that the show is running properly and that all Department rules are met. They participate in the coordination of prop and costume pulls, they will help transport them to the performance space, restore the space, and return all borrowed elements. When a Cabaret has no stage manager, the producer/director of the project will assume these responsibilities.

### **House Manager**

The producer/director or stage manager of each production is required to provide a House Manager. If one cannot be found the producer/director will be responsible for completing the duties of the House Manager.

The Fire Department regulations require that **no more than 100** people occupy GH 157 or Dance Studio 3. There are no exceptions. **NO INDIVIDUALS MAY SIT IN THE AISLES.**

1. Open the house 30 minutes prior to each performance.
1. Insure capacity does not exceed 100, including actors & crew.
2. Insure exit signs remain clearly visible and lit at all times.
3. Greet and seat audience members.

### **Designers & Run Crew**

No designers or run crew are assigned to the Cabaret. Individual productions may find them if desired.

## GUIDELINES

### Budgets

Each cabaret has a \$40 budget. The producer/director should save all receipts in order to obtain reimbursement from Cabaret Production Manager. Reimbursement can occur only after all props and costumes have been returned.

1. You may only claim props or other items purchased for use by the cabaret production.
2. Receipts should only list reimbursable items. No other items can be listed.
3. Reimbursement will not exceed the allotted budget.
4. The University will not reimburse alcohol or tobacco purchases.
5. Please Note: Live flame, smoking, firearms, and the use of alcohol and illegal drugs are prohibited in the building, including onstage.

### Keys

Keys to the building, performance space, and booth will be checked out from The Cabaret Production Manager at completion of the technical training (by the Lighting Supervisor) and upon receipt of the \$100 deposit. They are to be returned before noon on the Monday following the performance week.

### Rehearsal/Performances

Theatrical productions can take place in GH 157 and movement/dance productions in Dance Studio III. Occasionally an alternate space is negotiated ahead of time with the Cabaret Production Manager.

The Cabaret is guaranteed time in the performance space on Wednesday through Saturday the week of the assignment from 7:00 pm to 11:00 pm. The space is not available to Cabarets before or after these times. All performances must end by 11:00 pm, and the space must then be locked down, including all interior and exterior doors. No Sunday or holiday activity is permitted. The above times include set-up. If you require more rehearsal time you can sign it out in the department office, but you must abide by the regular sign-out rules. There are no exceptions. The Cabaret is required to restore the room each night to allow classes to take place during the day. This should include locking up the booth in 157 and insuring all the booth windows are closed, and lights are off. In Dance Studio III this also includes returning the bleachers to their stored position. Please abide by the space guidelines posted in all classrooms. Do not move furniture from another classroom into 157 or Dance III.

Performances are allowed only on Friday and Saturday evenings, with one performance each night. Any requests to the contrary must be directed to The Cabaret Production Manager.

**Flyers & Advertising**

The Cabaret Production Manager will announce each quarter's cabaret season once it has been decided. This information will be posted on the Cabaret Call Board and posted to the Undergraduate & Graduate student listservs. All other advertisement is the responsibility of the producer/director.

Flyers may be posted no sooner than the Monday of the week of performance. All flyers must be pre approved by the Cabaret Production Manager prior to being posted. You must use painter's tape to post flyers. Flyers on the second floor must be posted on the given bulletin boards, not on the doors or any glass surfaces. Please be tactful and limit the number of flyers posted in the building, any excess number of flyers will be removed. Please help us maintain a respectful environment within our building. Flyers must be taken down as part of your strike.

**Strike/Clean-up**

The Producer/Director is responsible for strike and clean up. After the final performance the theatre must be returned to it's neutral state.

Because the performance spaces also serve as classrooms all technical elements must be struck into the theatre's storage room following each rehearsal or performance and classroom furniture returned. **CLASSES TAKE PRIORITY OVER CABARETS.** Pianos cannot leave the room, even for performances. All trash must be cleaned up and the floor must be swept. Each evening the booth must be completely secured, door locked and windows locked. In Dance Studio 3 the bleachers must be returned to their folded position. No large pieces may be left in the dance studio without prior approval from the Cabaret Production Manager.

After the final performance of each Cabaret, any pre-approved special lighting must be struck and returned to its proper location in the booth. Sound equipment must be secured. All department stock must be secured in the Cabaret storage room to be returned on Monday, and personal items removed. The floor must be wet mopped at strike and all trash emptied into the bin in the loading dock. The booth must be completely secured, doors locked, and windows locked.

All props and costumes must be promptly removed from performance space and storage room the Monday following the Cabaret's performance week. Items belonging to UCSD must be returned at the time scheduled with the Cabaret Technical Director or the Assistant Costume Shop Manager. The cost of any lost, altered or stolen items will be deducted from the deposit. If the theatre is not restored to its neutral state a labor expense of \$20 an hour will be deducted from the deposit to accommodate restoration of the space.

### **TECHNICAL SUPPORT**

The individuals representing each of the areas below may change from quarter to quarter. Please reference the *Who's Who* section of the Check List page for more detailed information.

#### **Scenic**

The Scene Shop will construct no elements. Requests for stock elements (i.e.: platforms, etc.) must be made to the Cabaret Technical Director with labor for transporting them to the performance space supplied by the Producer/Director. No walls, floors, or ceilings may be painted. Nothing may be hung on the walls unless with painters tape.

#### **Props**

Cabarets will provide the majority of their own props. A **limited** number can be pulled from stock through a Cabaret Technical Director. Your props list **must** be submitted a week ahead of your pull. Three people are admitted in the warehouse at a time, please bring additional help to carry your items to their storage area. Only 2 additional items may be added to the list at the pull, **no shopping**. Prop pulls happen between 1:00 PM and 5:00 PM on the Friday prior to the Cabaret's performance week. A prop return must be scheduled for the Monday following the Cabaret's performance week at the time of the prop pull. The Producer/Director or Stage Manager is responsible for the pull and return.

Firearms and live flame of any type is prohibited. Smoking in the building is prohibited, including on stage. There are no exceptions. Use of alcohol and illegal drugs is prohibited anywhere in the building.

#### **Costumes**

Cabarets will provide the majority of their own costumes. A **limited** number can be pulled from stock. Costumes will not provide hosiery, shoes, jewelry, accessories, etc. All pulls are subject to the Assistant Costume Shop Manager's approval. Please contact the Assistant Costume Shop Manager to schedule costume pulls.

#### **Electrics**

A **limited** inventory of instruments can be used in performance. The inventory list is available from the Cabaret Lighting Supervisor. The light board may not be used until the cabaret board op has been trained. Additional instruments may not be imported from other spaces. There is a rep plot in place. Cabarets may make minor changes to the hang or focus, but **MUST** restore the rep plot as soon as all performances are complete as part of their strike.

#### **Sound**

GH 157 has a soundboard located in the booth. The soundboard may not be used until the cabaret board op has been trained. Contact the Cabaret Lighting Supervisor for training.

Dance Studio 3 has a sound system but no board. This system is also used during the day for classes. If any changes are made to levels they must be returned each night to accommodate classes in the morning.

**CHECK LIST**

**Who's Who**

Cabaret Production Mgr.	Laura Manning	858.534.4776	lmanning@ucsd.edu
Cabaret Technical Director	Rob Tintoc		<a href="mailto:UCSD.Props@gmail.com">UCSD.Props@gmail.com</a>
Cabaret Technical Director	Colin McGurk		<a href="mailto:UCSD.Props@gmail.com">UCSD.Props@gmail.com</a>
Cabaret Lighting Supervisor	James Tan		jameslx@gmail.com
Asst. Costume Shop Mgr.	Gina Davidson	858.550.1020 x156	mrdavidson@ucsd.edu

Before Performance Week	
	Deposit
	Keys
	Training
	Walk Through
	Prop/Costume Pull

After Performance Week	
	Strike
	Prop/Costume Return
	Walk Through
	Receipt & Reimbursement
	Key Return

Before signing the following page please read other requirements.

You must return you keys the Monday following your cabaret, before noon with the “After Performance Week” checklist completed or times for strike arranged prior.

All people involved in your cabaret must sign the attached contract which is due Wednesday the week of your cabaret along with your deposit. This is when you will receive your keys.

**Before signing the following page please read the information below.**

You must return you keys the Monday following your cabaret, before noon with the “After Performance Week” checklist completed or times for strike arranged prior.

All people involved in your cabaret must sign the attached contract which is due Wednesday the week of your cabaret along with your deposit. This is when you will receive your keys.

**CONTRACT**

I \_\_\_\_\_ on behalf of \_\_\_\_\_ agree to the observe UCSD Department of Theatre & Dance rules and regulations in addition to those specified in the Cabaret Agreement above. If the conditions are not met, the Department reserves the right to refuse my future participation in Cabarets.

I understand a \$100 deposit check made to “UC Regents” is required and that the cost of any lost, altered or stolen items belonging to the Department will be deducted from the deposit. If the theatre is not restored to its neutral state a labor expense of \$20 an hour will be deducted from the deposit to accommodate restoration of the space. If the cost of the items or restoration exceeds \$100 I agree to pay the difference.

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Producer date

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UCSD rep date

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**Additional Performance Addendum:**

In the case that an additional performance is approved by the department the contract below will be signed by all parties involved in the agreement.

Approval by either the Chair of the Department, or the Chief Administrative Officer is also required.

Cabarets that get additional approved performances must abide by the rules of the space and maintain all guidelines involved in the safe locking up of the space. *See rules below.*

*After the final performance of each Cabaret, any pre-approved special lighting must be struck and returned to its proper location in the booth. Sound equipment must be secured. All department stock must be secured in the Cabaret storage room to be returned on Monday, and personal items removed. The floor must be wet mopped at strike and all trash emptied into the bin in the loading dock. The booth must be completely secured, doors locked, and windows locked.*

*There are no exceptions. The Cabaret is required to restore the room each night to allow classes to take place during the day. This should include locking up the booth in 157 and insuring all the booth windows are closed, and lights are off. In Dance Studio III this also includes returning the bleachers to their stored position. Please abide by the space guidelines posted in all classrooms. Do not move furniture from another classroom into 157 or Dance III.*

Cabaret Reps:

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Cabaret Production Manager:

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Department Chair/CAO:

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