Dear Wen:

Congratulations on being chosen as Scenic Designer for the UW School of Drama's production of ***Fefu and Her Friends*** As you know, you will be supplying the specifications and the visual representations for the design within the parameters of the budget, schedule, and the physical limitations of the theatre, staff and shop. This memo is an attempt to consolidate and distribute a bunch of production information to assist you in that endeavor.

 **Production Information**

|  |
| --- |
| *Fefu and Her Friends*Theatre: Meany Studio |
| Director: Valerie Curtis-Newton valcn@uw.edu  |
| Scenic Designer: Wenzheng Zhang wzhan133@uw.edu |
| Costume Designer: Luna McMeen luna.mcmeen@gmail.com |
| Lighting Designer: Chun-yen Huang chunyen@uw.edu  |

Sound Designer:

Technical Director: Alex Danilchik alexd@uw.edu

Stage Manager: Brittany Thomas britlthomas97@gmail.com

ASM:

**More Specific Design Information**

Scenery Budget **$3800.00**

This includes all materials, paint, properties and over-hire monies for the production.

Any additional department monies will have to be requested in writing to the General Manager for Production.

**First Look at Preliminary Designs: 6/25/18**

**Bidding Package Due: 7/23**

**Final Designs Due: 9/5**

**See Attached for more specific information**

**Scene Shop Schedule**

-Build and paint is scheduled for 10/17 to 11/9

-Load-in 11/13 to 11/16, typically in conjunction with the Electrics Hang and Focus.

**1st Technical Rehearsal: 11/17 –** The first day of tech will be an 8.5 out of 10 Saturday tech followed by 4 hour techs on Monday and Tuesday (all with costumes) then Thanksgiving break through Saturday. Resuming Sunday with an afternoon rehearsal and then culminating in a Preview Sunday November 25, Monday 4 hour Rehearsal, Tuesday Preview November 27

**Opening Night: 11/28/2018 7:30pm and the show runs through December 9, 2018**

**Production Meetings:** will be scheduled weekly beginning the week 10/22 generally after 4:30pm on Wednesday or Thursday afternoons

**Show and Tell** -10/1; 4:30 – 6:00pm in Hutchinson 218

In concert with your fellow designers and the director, please be prepared to present concepts and visual representation of your design to a gathering of graduate students, faculty and staff.

**Theatre Information:** A groundplan and centerline section of the theatre may be found in the flat files located in the staff office as well as the Jones Playhouse site or the UW Drama web page. If you don't find what you are looking for or need additional information, just ask one of the shop staff.

If you have any questions about this information please speak to Alex Danilchik 206-543-5634 alexd@uw.edu or Anne Stewart 206-543-0790 astewart@uw.edu . It is important that you meet your deadlines and are prepared with as complete a design as possible for the TD to bid. Please sign one of the copies of this letter below to indicate that you have read and understood this information and return to Anne at

Box 353950.

No funds will be spent on the show prior to receiving signed letters from director and designers.

Thank you,

Anne Stewart

General Manager for Production \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alex Danilchik

Scene Shop Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wenzheng Zhang

Designer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_