Dear Bobbin:

As the Director for the UW School of Drama's production of *…And Hilarity Ensues…* it is important for you to have the following information. In this letter you will find contact information as well as design deadlines, budget amounts, rehearsal dates and schedules.

**Production Information**

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| *And Hilarity Ensues…* by EnsembleTheatre: Hughes Penthouse |
| Director: Bobbin Ramsey bobbin\_ramsey@comcast.net  |
| Scenic Designer:  |
| Costume Designer: Rhoya Selden rselden@uw.edu |
| Lighting Designer: Matt Webb mattwebb@uw.edu |

Sound Designer:

Technical Director: Alex Danilchik alexd@uw.edu

Stage Manager: Melody Donais melody.donais@gmail.com

**First Look at Preliminary Designs: 3/11/16**

**Bidding Package Due: 4/1//16**

**Final Designs Due: 4/8//16**

**Lighting Final Due 2/9/16**

**See Attached for more specific information**

**Budget: Scenery $2000.00; Costumes: $2000.00; Lights: $500.00; Sound: $250.00**

**Scene Shop Schedule**

-Build and paint is scheduled for 4/21-5/5.

-Load-in 5/6-5/11, typically in conjunction with the Electrics Hang and Focus.

**Costume Shop Schedule:**

Show in Shop: 4/25-5/13

Last Day for Notes: 5/24

Strike: 5/31

Return Borrowed Items within 5 Days of Dry Cleaning Return

**1st Rehearsal: 3/28, 2016**

You will begin rehearsals in Hutchinson for the rehearsal period twice a week through 4/13 and then moving to a more regular schedule

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**1st Technical Rehearsal: 5/16/16**

**Opening Night: 5/25/2016 7:30pm**

**Production Meetings:** will be scheduled weekly beginning the week of 4/18.

**Programs:** We would like you to write a brief director’s note for the program – 350 words – and provide 2 to 3 books as recommended reading.

**Show and Tell** -3/28; 4:30 – 6:00pm at the Penthouse

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

If you have any questions about this information please speak to Anne Stewart 206-543-0790, Alex Danilchik 206-543-5634 or Josie Gardner 206-543-2102 or Jay McAleer 206-543-5634. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bobbin Ramsey

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_