Dear:

Congratulations on being assigned as Scenic Designer for the UW School of Drama's production of ***…And Hilarity Ensues….*** 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**

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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

**More Specific Design Information**

Scenery Budget **$2000.00**

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: 3/11/16**

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

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

**See Attached for more specific information**

**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.

**Production Meetings:** will be scheduled weekly beginning the week of 4/18/16

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

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 or on the “H” drive in the computer lab in the shop, “AutoCAD Data” folder, “Jones Playhouse” subfolder, as well as the Jones Playhouse site. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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