

Dear Zane:

As the Director for the UW School of Drama's production of *Orlando* 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

Orlando

Theatre: Hughes Penthouse

Director: Zane Jones lzane@uw.edu

Scenic Designer: TBA

Costume Designer: Meleta Buckstaff meletab@uw.edu

Lighting Designer: Kenrick Fischer kwf3@uw.edu

Sound Designer:

Technical Director: Alex Danilchik alexd@uw.edu

Stage Manager:

First Look at Preliminary Designs: 12/14

Bidding Package Due: 1/11

Final Designs Due: 2/1

Lighting Final Due 3/17

See Attached for more specific information

Budget: Scenery \$1850.00; Costumes: \$4250.00; Lights: \$500.00; Sound: \$200.00

Scene Shop Schedule

-Build and paint is scheduled for 3/6 – 4/7

-Load-in 4/10 – 4/14, typically in conjunction with the Electrics Hang and Focus.

Costume Shop Schedule:

Show in Shop: 2/21 – 4/14

Last Day for Notes: 4/25

Strike: 5/8

Return Borrowed Items within 5 Days of Dry Cleaning Return

1st Rehearsal: 2/21

You will begin rehearsals in Hutchinson standard schedule 6:30 – 10:30 M-F; 11 – 3 on Saturday, Sundays off during the rehearsal period. One additional day will be off during rehearsal week

1st Technical Rehearsal: 4/17

Opening Night: 4/28/2017 7:30pm

Production Meetings: will be scheduled weekly beginning the week 2/27.

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 -3/27; 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 _____

Zane Jones
Director _____