Dear Kelly:

As the Director for the UW School of Drama's production of *Incident at Vichy* 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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| *Incident at Vichy*  Theatre: Jones Playhouse |
| Director: Kelly Kitchens kitchenskelly@yahoo.com |
| Scenic Designer: Emily Allen allene4@uw.edu |
| Costume Designer: Chante` Hamann chamann@uw.edu |
| Lighting Designer: Trevor Cushman cushmatw@uw.edu |

Sound Designer:

Technical Director: Alex Danilchik alexd@uw.edu

Stage Manager: Alyda Sorm alyda.sorm@gmail.com

ASM:

**First Look at Preliminary Designs:** is a chance for the director and designers to present concepts and early ideas to the technical staff with enough time for them to look it over with regard to general feasibility of design in terms of time and budget.

**Bidding Package Due: 7/16**

**Final Designs Due: 8/27**

**Lighting Final Due 10/1**

**Budget: Scenery $2700.00; Costumes: $3000.00; Lights: $750.00; Sound: $50.00;**

**Scene Shop Schedule**

-Build and paint is scheduled for 9/17 to 10/5

-Load-in 10/9, typically in conjunction with the Electrics Hang and Focus.

**Costume Shop Schedule:**

Show in Shop: 9/17-10/12

Last Day for Notes: 10/23

Strike: 11/5

Return Borrowed Items within 5 Days of Dry Cleaning Return

**1st Rehearsal: 9/17**

You will begin rehearsals in Hutchinson 202 with 8 hour days, working around your conflicts and the students orientation schedule for the first 10 days until classes begin on 9/26, when you will move to a more standard schedule 6:30 – 10:30 M-F; 11 – 4 on Saturday, Sundays are normally off during the rehearsal period. The first rehearsals may also be held in 154 for ease of readthrough.

**Advance Photos:** are taken during the rehearsal process often just before rehearsals normally featuring up to 3 actors. You will work with the constituent relations officer, currently Bobbin Ramsey, on this.

**1st Technical Rehearsal: 10/13 –** The first day of tech will be an 8.5 out of 10 Saturday tech followed by 4 hour techs on Monday through Friday (all with costumes) culminating in a Preview Saturday October 20, Sunday off, Monday 4 hour Rehearsal, Tuesday Preview October 23

**Opening Night: 10/24//2018 7:30pm and the show runs through November 4, 2018**

**Production Meetings:** will be scheduled weekly beginning the week 9/18 generally after 4:30pm on Wednesday or Thursday afternoons

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

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. Each show gets around 10 – 15 minutes total so your comments should be about 2 minutes. The purpose of this is to get the designers more experience presenting their work, speaking in front of a crowd as well as get their colleagues excited to see the show.

If you have any questions about this information or any other questions on schedule, policies etc. please speak to Anne Stewart 206-543-0790, astewart@uw.edu

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kelly Kitchens

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