Production & Performance
Summer 2018

Course Title
THE4950
PRODUCTION & PERFORMANCE – PUBLICITY

Meeting Room
McGuire Pavilion Constans Theatre

Meeting Time
Based on Show Schedule and By Appointment

Supervisor
Chris Kozak
Nadine McGuire Pavilion Room 213B
Office Hours: By appointment
Office Phone: 352-273-3238
Cell Phone: 352-214-5257
E-mail: ckozak@arts.ufl.edu

Course Description
The course is designed to give students hands on experience in the publicity area of theatre. The student will work on departmental productions in a variety of capacities ranging from ushering and posterizing to house management and organizational activities.

Requirements
1- You must complete 75 hours by 4 p.m. Monday, July, 30 2018.
2- Come to work with a positive attitude and prepared to work!
3- Must wear dress clothes and closed toe shoes. If you arrive to work without the appropriate attire you will be asked to leave and you will not receive credit for time not worked.

Attendance
Students are required to complete 75 hours within the semester in order to pass the class. Once you establish your schedule you are expected to be available for posterizing and performances at those times. This is a weekly time commitment that I expect you to fulfill each run of a show. Production schedules are based upon your commitments. We encourage you to plan for 3-4 hours on average each performance during the run of a show. If you are unable to be at a performance due to sickness or emergency, you must call or e-mail me to let me know that you will not be there. If you are unable to be at performances or posterizing for other reasons, you must get permission from me in advance and make arrangements to make up the hours. Information on UF attendance policies can be found at https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Participation
This is a class and your focus while in class should be on the task at hand. Use of cell phones should be avoided except in case of emergency. Guidance and instruction should be sought out during completion of tasks. While the lobby and inside the theatre does not have the same atmosphere as a classroom, we ask that you respect it as a learning environment and behave accordingly. You must also wear closed toe shoes and dress attire while working on any of the performances.
Grading

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fulfillment of 75 hours</td>
<td>50 pts</td>
</tr>
<tr>
<td>Attendance, Participation &amp; Attitude</td>
<td>50 pts</td>
</tr>
<tr>
<td>Total</td>
<td>100 pts</td>
</tr>
</tbody>
</table>

A = 100-94 pts  
A- = 93-90 pts  
B+ = 89-87 pts  
B = 86-84 pts  
B- = 83-80 pts  
C+ = 79-77 pts  
C = 76-74 pts  
C- = 73-70 pts  
D+ = 69-67 pts  
D = 66-64 pts  
D- = 63-60 pts  
E = 59-0 pts

Attendance, Participation & Attitude:
50 – 34 pts Excellent: Demonstrates a desire to learn and develop his/her skills. Takes interest and initiative in assigned projects. Meets all deadlines and arrives early on or on time for all shifts appropriately dressed. Displays a courteous and positive attitude.
35 – 26 pts Above Average: Shows initiative in assigned projects. Takes responsibility for their assigned projects and adequate notification if an absence is unavoidable. Displays a cooperative attitude.
25 – 0 pts - Average: Attends all scheduled shifts on time, appropriately dressed for work environment and completes assignments satisfactorily.

Information on UF grading policies for assigning grade points can be found at https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Honesty Policy

Please refer to your student handbook for the University’s honesty policy regarding cheating and the use of copyrighted materials. https://catalog.ufl.edu/ugrad/1516/advising/info/student-honor-code.aspx

Special Needs

Students requesting classroom accommodations must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must them provide this documentation to the Instructor when requesting accommodations. https://drc.dso.ufl.edu

Counseling and Mental Health

Please be aware that there are people on campus to assist you if you feel that the pressures of a semester are too great for you to handle.

Counseling and Wellness Center & U Matter, We Care:  
3190 Radio Rd.  
352-392-1575  
umatter@ufl.edu  
www.counseling.ufl.edu/cwc/

University Police Department (UPD)  
352-392-1111 (or 9-1-1 for emergencies)  
www.police.ufl.edu
## Shows and Performance Dates

<table>
<thead>
<tr>
<th>Show</th>
<th>Dates</th>
<th>Position</th>
<th>Possible Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>I’ll Get You My Pretty</em></td>
<td>June 7-10</td>
<td>Postering, House Management, Usher</td>
<td>Actual hours accrued ~22 hours, ~Actual hours accrued</td>
</tr>
<tr>
<td></td>
<td>5 performances</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>The Day is Long to End</em></td>
<td>July 19-22</td>
<td>Postering, House Management, Usher</td>
<td>Actual hours accrued ~22 hours, ~Actual hours accrued</td>
</tr>
<tr>
<td></td>
<td>5 performances</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Swamp Dance Fest!</em></td>
<td>July 27-30</td>
<td>Postering, House Management, Usher</td>
<td>Actual hours accrued ~12 hours, ~Actual hours accrued</td>
</tr>
<tr>
<td></td>
<td>3 performances</td>
<td></td>
<td></td>
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</tbody>
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*ADDITIONAL HOURS WILL COME FROM THE FOLLOWING:*

- Creating Press Release templates for 2018-19 season shows (Two per person) 3-4 hours per template
- Come up with 3 marketing ideas unique to each show 2-3 hours
- Reconfiguring the studios and dressing rooms at the end of the Summer C 3-4 hours
- Help create templates for House Management report. Preshow/post show protocol 2-3 hours

*HOUSE MANAGERS ARE REQUIRED TO ATTEND A DRESS REHEARSAL AND WORK EVERY SHOW TO QUALIFY FOR THE BLOCK OF HOURS. NO EXCEPTIONS WILL BE MADE. HOUSE MANAGERS RECEIVE MORE HOURS FOR THIS COMMITMENT.*

**PLEASE NOTE THAT HOUR ESTIMATES MAY CHANGE DEPENDING ON THE LENGTH OF SHOW! THE AMOUNT LISTED IS A GUESSTIMATE, NOT A CERTAINTY**