

**INDIVIDUAL STUDY/PROFESSIONAL DEVELOPMENT SEMINAR  
THE 6905  
FOCUS: PRODUCING FOR REGIONAL THEATRE**

**FALL SEMESTER 2024**

3 Credit Hours

Fall Semester 2024

Tuesdays, Periods 3-5: 9:35am–12:35 pm

Instructor: Lisa Dozier Shacket

Lisa Dozier Shacket: Email: ldozier@arts.ufl.edu

Office Hours: Tuesday following class and by appointment

---

**Course Description:** TPA 4521 provides an overview of producing and business management of nonprofit regional theatre in the United States. Topics of study covered include non profit administration, fundraising, marketing and advertising, season selection, budgeting, public relations, grant writing and industry trends. This course will include an in-depth study of two Florida based regional theatres, through case studies from professionals at Miami New Drama and Asolo Repertory Theatre, with guest instruction by Corinne G. Deckard, the General Manager at Asolo Repertory Theatre. This course will also include a cumulative project detailing the foundations of creating a nonprofit regional theatre in the United States.

**Course Objectives:** By the end of this course, student will attain a working knowledge in the business aspects of nonprofit professional theatre in the United States. Toward that goal, the student will study marketing, creative strategies, maximizing earned revenues through ticket sales, advertising and public relations, grant writing, and successful fundraising from individual, corporate, foundation and government sources. Students will learn how to create, promote and develop an American nonprofit regional theatre.

**Weekly Course Units:**

- Building Blocks of Non Profits: 501c3 status, federal/state/local jurisdictions
- Origins of the American Regional Theatre: History of the formation of the culture of regional theatre; leading institutions
- Management & Budgeting: Management positions/careers; building a company and production budget
- Enhanced Productions: The relationship between non profit theatres and commercial productions. The course will extensively cover this topic from both perspectives utilizing recent case studies.
- Development- Development positions/careers, grant writing,
- Marketing: Marketing & PR positions/careers, graphic design, social media, company logos
- Community Engagement – Education position/careers, internship structures
- Season Selection & the Role of the Artistic Director
- Regional Theatre Management & Artistic Leadership: A Case Study Panel
- Trends in the American Theatre: Theatre Communications Group statistics and trends, including artist and audience development inclusion

- Production & Facilities Management: Understand the production and facilities requirements of regional theatres.
- NYC Non Profit Theatres: NYC non profit interview with leading executive producer; similarities and differences of NYC nonprofits and US regional theatre

**Attendance Policy:** Regular and punctual class attendance is essential and that no assigned work is excused because of an absence, no matter what the cause. If absent, it is your responsibility to obtain information about missed course content. If an assignment is missed due to an excused absence, the assignment will be due by the next class period following the excused absence. Exams must be made up within one week following the excused absence. Records of class attendance will be kept. If it becomes necessary for a student to miss a class for any reason, the instructor must be contacted directly via email or phone prior to class time.

More than two absences will result in a reduction in your grade. Three unexcused absences are not permissible. Each unexcused absence beyond the third will result in a 50% reduction in your participation/attendance grade. Three late arrivals or early exits will equal one unexcused absence. Please note: Only those absences deemed excused according to UF policy will be exempted from this policy. Appropriate documentation is required for excused absences. Absences related to university- sponsored events must be discussed with the instructor prior to the date that will be missed. The full UF policy on absences, including religious holidays, illness policy, and the 12-day rule, may be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

Cell phones are strictly prohibited from class unless another arrangement has been made in advance with instructors pertaining to learning needs.

**Email Notification and Policy:** Only the official UF student email address will be used for course communication. It is the student's responsibility to check UF email on a regular basis. All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. If the instructor deems any of them to be inappropriate or offensive, they will be forwarded to the Dean of the College of the Arts and appropriate action will be taken, not excluding expulsion from the course.

### **Grading:**

**Class project (30%)** Grading will be based on the depth and quality of detail, integration of classroom knowledge into the project, as well as grammar and spelling.

**Two tests (25% each = 50% total)** Tests will cover all lecture material, class discussions and any outside reading assignments. Each test covers only that unit and is not cumulative.

**Class participation (20%)** Class participation means asking questions, answering questions related to the material covered, actively listening, not sleeping or being on devices unless to take notes, and participating in discussions while at the same time respecting your classmates' opinions and right to speak. You will be required to actively participate during guest lectures that will occur regularly during the semester. This also means preparing for class properly with having completed all assigned readings on time.

## GRADING SCALE

Percent	Grade	Grade Points
93.4-100	A	4.00
90.0-93.3	A-	3.67
86.7-89.9	B+	3.33
83.4-86.6	B	3.00
80.0-83.3	B-	2.67
76.7-79.9	C+	2.33
73.4-76.6	C	2.00
70.0-73.3	C-	1.67
66.7-69.9	D+	1.33
63.4-66.6	D	1.00
60.0-63.3	D-	0.67
0-59.9	E	0.00

More information on grades and grading policies may be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Syllabus: This syllabus represents current plans and objectives. As the course proceeds through the semester, those plans may need to change to enhance the class learning opportunity. Such shifts are not unusual and should be expected.

**\*\*This syllabus is a contract. If you read this information and return to class, then you have agreed to the terms provided and are expected to abide by them. Do not ask for special exceptions to be made.\*\***

### Required Texts/Assigned Reading:

#### Required Texts:

Volz, Jim. *Working in American Theatre: A Brief History Career Guide and Resource for over 1000 Theatres*. Methuen Drama, 2011. 2nd Edition.

Kaiser, Michael. *The Cycle, A Practical Approach to Managing Arts Organizations*. Brandeis University Press, 2013.

### FINAL BUSINESS:

#### Regarding Students with Disabilities:

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

#### Student Honor Code: Adoption and General Principles

Preamble: In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.

**The Honor Pledge:**

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

**Online Course Evaluations:**

"Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>."

**Class Recordings:**

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image.

Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.