



# New College Theatre / Agassiz Theatre

## Office for the Arts at Harvard

10-12 Holyoke Street | Cambridge | Massachusetts 02138 | T 617 495 8726 | F 617 495 8728 | [www.fas.harvard.edu/theatre](http://www.fas.harvard.edu/theatre)

### APPLICATION INFORMATION: FALL 2008

#### DEADLINES

#### MON APR 21, 2008

Preliminary application due. Send via e-mail.

#### THU MAY 1, 2008

Final application due. Submit online at

[http://www.fas.harvard.edu/~memhall/NCT\\_Agassiz\\_app.html](http://www.fas.harvard.edu/~memhall/NCT_Agassiz_app.html)

#### MON MAY 5, 2008

Interviews. Producer/applicant will be contacted regarding interview appointment.

#### INFORMATION REQUESTED FOR THE PRE-APPLICATION

#### PLEASE E-MAIL THE FOLLOWING INFORMATION TO

Eric Engel <engel@fas>, Dana Knox <danaknox@fas> and memhall@fas by **MON APR 21**:

- Your name and class year (person initiating the production) and anticipated role in the production (cast or crew)
- Title of proposed play/concert/production. Note names of playwrights, composers, etc.
- Cast breakdown (number of roles for men/women/either)
- Indicate if music is involved, and if band or orchestra is required (note rough size)
- Brief synopsis of play/concert/production (one or two sentences)
- Preferred interview slots for **MON MAY 5**. Indicate first, second and third choice half-hours between noon and 5pm.
- Indicate performance preferences. Note the following:
  - Location*: New College Theatre or Agassiz Theatre
  - Duration*: one or two week residency (residencies described below)
  - Calendar*: indicate preferred weeks of those available for a particular venue. Note alternate choices as well.

## RESIDENCY SCENARIOS

Theatrical productions are typically required to have an entire week dedicated to load in prior to any scheduled performance. That is, a performance schedule spanning one week requires a two week residency and a performance schedule spanning two weeks requires a three week residency. The latter will be entertained only under special circumstances.

In some circumstances, a one week residency inclusive of load in, tech and performances will be granted. This alternative is reserved for smaller scope productions with little to no set or technical requirements.

Here are descriptions of a typical residency period:

### **ONE WEEK RESIDENCY** for a smaller scope project

*Week 1:*

Sun - Changeover/Load-In (evening)  
Mon - Load-In/LX & Sound Focus (evening)  
Tue - First Tech (evening)  
Wed - Second Tech/Run Through (evening)  
Thu - Opening Night (evening)  
Fri - Second Performance (evening)  
Sat - Third/Fourth Performance (matinee & evening)  
Sun - Fifth Performance/Changeover/Strike (matinee & evening)

### **TWO WEEK RESIDENCY**

*Week 1:*

Sun - Changeover/Load In (evening)  
Mon - Wed Load-In (evening)  
Thu - Load-In/Paper Tech/Sound Focus (evening)  
Fri - Load-in/ LX Focus (evening)  
Sat - First Tech (all day)

*Week 2:*

Sun - Second Tech w/Costumes (all day)  
Mon - Third Tech w/Costumes and Run Through (evening)  
Tue - Forth Tech/ Second Run Through (evening)  
Wed - Opening Night (evening)  
Thu - Second Performance (evening)  
Fri - Third Performance (evening)  
Sat - Fourth/Fifth Performance (matinee & evening)  
Sun - Sixth Performance/Changeover/Strike (matinee & evening)

## CALENDAR

(note that shaded weeks are not available)

### **New College Theater**

**Oct 12-18** smaller scope project or load in  
**Oct 19-25**  
**Oct 26-Nov 1**  
**Nov 2-8**  
**Nov 9-15**  
**Nov 16-22 (Yale @ Harvard)**  
performance week or small scope project  
**Nov 23-29 Thanksgiving Recess**  
**Nov 30-Dec 13** NOT AVAILABLE  
OFA Project  
**Dec 14-20\***load in for January project  
**Dec 21-Jan 3 Winter Recess**  
**Jan 4-10\* (Reading Period)**

### **Agassiz Theatre**

**Oct 12-18** smaller scope project or load in  
**Oct 19-25**  
**Oct 26-Nov 1**  
**Nov 2-8**  
**Nov 9-15**  
**Nov 16-22 (Yale @ Harvard)**  
NOT AVAILABLE Gilbert & Sullivan load in  
**Nov 23-29 Thanksgiving Recess**  
**Nov 30-Dec 13** NOT AVAILABLE  
Gilbert & Sullivan Residency  
**Dec 14-20\*** load in for January project  
**Dec 21-Jan 3 Winter Recess**  
**Jan 4-10\* (Reading Period)**