APPLICATION INFORMATION: SPRING 2009

DEADLINES

MON DEC 1, 2008 by 5pm
Preliminary application due. Send via e-mail.

SUN DEC 7, 2008 by 5pm
Final application due. Submit online at
http://www.fas.harvard.edu/~memhall/NCT_Agassiz_app.html

THU DEC 11, 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 DEC 1:

- 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 THU DEC 11. 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**

<table>
<thead>
<tr>
<th>New College Theater</th>
<th>Agassiz Theatre</th>
</tr>
</thead>
<tbody>
<tr>
<td>(note that shaded weeks are not available)</td>
<td></td>
</tr>
<tr>
<td><strong>Jan 26-Mar 14</strong> NOT AVAILABLE</td>
<td><strong>Feb 8-14</strong> NOT AVAILABLE</td>
</tr>
<tr>
<td>Hasty Pudding Theatricals residency</td>
<td>Vagina Monologues residency</td>
</tr>
<tr>
<td><strong>Mar 15-Apr 5</strong> two week residency straddles spring break Mar 21-29</td>
<td><strong>Feb 15-Mar 8</strong> NOT AVAILABLE</td>
</tr>
<tr>
<td><strong>Apr 6-19</strong> NOT AVAILABLE</td>
<td><strong>Mar 15-Apr 12</strong> NOT AVAILABLE</td>
</tr>
<tr>
<td>Dancer’s Viewpointe residency</td>
<td>Gilbert &amp; Sullivan Residency</td>
</tr>
<tr>
<td><strong>Apr 20-May 3</strong> two week residency</td>
<td><strong>Apr 12-26</strong> two week residency</td>
</tr>
<tr>
<td>Includes ARTS FIRST weekend</td>
<td>Includes ARTS FIRST weekend</td>
</tr>
</tbody>
</table>