**Mission** – The Glicker-Milstein Theatre shall function as an artistic space and provide priority access to the Barnard College Theatre Department, SGA recognized organizations as well as other academic departments. The GMT will facilitate the mission of Barnard College, presenting enrichment opportunities through performances open to the student body and the College community.

**Programming** – The Theatre Coordinator of Student Life is responsible for all scheduling and all facets of programming in the GMT year-round. In addition, the TC is to act as advisor to all recognized student performance groups scheduled to use the GMT. Any faculty member or group interested in using the GMT should first contact the Theatre Coordinator for a general overview of theatre policy and procedure. Programming should seek to enhance and further a reputation for excellence in artistic activity, high quality performance and creation of artistic work. Program events should promote cultural diversity, including international activities and be created in an environment that will attract and retain a productive and creative community.

**Technical Services** – The Theatre Coordinator and the TC Assistants are responsible for the upkeep and proper operation of all equipment associated with the GMT. This includes but is not limited to the Light Board, Sound Board, Projector, Projector Screen, Riser set up and breakdown, Audience Seating Configurations, Speakers, Lighting Instruments, any and all audio, visual and/or electrical cable and electrical cords. Technical Fees are associated with the use of any of the Theatrical Lighting, Sound and Projection equipment or any parts thereof (Please see “Technical Staffing” section on page five (5) for more information). The Theatre Coordinator in conjunction with Facilities are responsible for General Housekeeping and Environmental Controls.

**Ticketing Services** – Performances in the GMT are required to be ticketed events. They can be free audiences but still must be ticketed. The Ticket and Information Center (TIC) offers ticketing services to any recognized student group. Events need to be registered with TIC two (2) weeks in advance. The registration for TIC will need to be approved and signed by the GMT Theatre Coordinator. Please visit www.cuarts.com/tickets/ for more information on how to register your event.
**Student Organization Programming** –

**Eligibility** – Any SGA recognized group may propose to calendar an event in the Glicker-Milstein Theatre. All productions must be mounted through an existing and currently recognized group in good standing with SGA, Student Life and the Theatre Coordinator.

Proposal Submission – Each potential student organization Producer is allowed to pre-calendar for the GMT during the designated pre-calendaring periods during the Fall and Spring semesters. This preliminary show request (or PSR) will be held (depending on GMT conflicts and scheduling) but NOT confirmed. Every Producer must then submit a written Production Proposal six (6) weeks prior to the production’s first scheduled rehearsal in the GMT before the PSR can be confirmed. (For productions scheduled within the first six (6) weeks of the Fall semester the proposal is due by the end of the first full week (Friday) of classes in that semester.) Proposals must be signed by the organization’s advisor before being reviewed by the Theatre Coordinator. (NOTE: PSR forms are available in Student Life located in Room 301 in the Diana Center.)

Production Proposals are to be submitted to Michael C. Abamont, Theatre Coordinator, College Activities, Room 301A in the Diana Center.

**The Production Proposal** –

When forming a Production Proposal for the GMT the following information must be kept foremost in mind;

- The GMT is intended to have “studio” type productions with minimal scenery and set pieces. All of these minimal set pieces should be free standing, stable and secure.

- The lighting system provides a great resource for production design, however, the light plot (including gel color) is 85% static (cannot be moved). The 15% of instruments that are dynamic (can be moved) should only be moved by the TC and/or the GMT Technical Assistant(s).

- The GMT is designed for sound/musical productions and has state of the art acoustic panels for this purpose. Therefore, unless there is a specific and integral need, productions should not require reinforced sound beyond the existing GMT sound system.

The following information is required to be included with each Production Proposal. A proposal will be considered incomplete and will not be reviewed until ALL of the information is submitted.

1. A complete Preliminary Show Request (PSR) form including contact information for the officers of the registered organization and the entire production team. Every production team member is responsible for ensuring that the theatre is clean and orderly before and after each rehearsal, work period, performance and strike. Production team members should include those positions listed as follows:

   a. Producer
   b. Director
   c. Stage Manager
   d. Front of House Manager/Marketing Manager
e. Technical Director/Carpenter/Painter/Prop Master (*if applicable)
f. Set, Light and Sound Designers (*if applicable)
g. Performance/Run Crew (*if applicable)

2. A copy of the script as well as a written description (synopsis) of the production, including all details regarding the event and how the production will actually be produced.

3. A production calendar including information regarding the dates requested, details regarding the timing of the load-in, technical rehearsals, dress rehearsals, performances, strike and load-out.

4. A Ground Plan sketch of accurate scale of the productions scenery as it relates to the GMT seating and stage area as well as the placement of any additional sound, lighting or projections equipment if applicable.

5. A basic Light Plot of the areas of the stage that need to be illuminated and, if applicable, any separation or specialty lighting that may be required. (In the absence of technical schematics, the “Light Plot” can be a written description of the scenes and their desired lighting look.)

Upon submission of a complete Preliminary Show Request (PSR) and Production Proposal (PP) the Theatre Coordinator will review the PSR and PP and render a decision (of Approved or Not Approved) within one week of submission. Criteria for approval of the Production Proposal includes overall professional quality of the proposed show/event, a primary intent that coincides with the SGA/Student Life/GMT programming mission, a description attesting to the proper use of the space, and a proven track record of past production experiences relative to the organization’s ability as a production team and/or sponsoring organization to successfully mount a production.

If the Production Proposal receives approval, the Theatre Coordinator will issue a Show Confirmation Page (including required in-person meeting dates with the TC) via e-mail to the Producer, Director, Stage Manager and Front of House/Marketing Manager of said production. It is the responsibility of the Producer, Director and Stage Manager to disseminate this information appropriately as it pertains to their production and organization.

If the Production Proposal does NOT receive approval, the Theatre Coordinator will issue a Show Denial Page via e-mail to the Producer, Director, Stage Manager and Front of House/Marketing manager of said production, including a list of reasons for the denial. If possible, accompanied with the Show Denial, the TC will issue suggested changes to the Production Proposal that may help it achieve Approved status.

The Producer is responsible for notifying the Theatre Coordinator as soon as a booking/show cancelation is necessary. A minimum of 24 hour notice must be given before the first technical rehearsal in order to avoid your group/organization/production being charged the full Tech Fee for the run of the show.

**Advertising** –

ALL advertising for productions (On and off campus posters, post cards, e-mail advertisements, web advertisements, Etc.) must be approved by the Theatre Coordinator before posting. Failure to comply will result in removal of all production advertisements and reprinting at the expense of the producing organization.
**Required Meetings**

Each production team (Producer, Director and Stage Manager) is required to attend a minimum of two (2) Production Meetings with the GMT Theatre Coordinator. The first meeting will take place shortly after the Production Proposal is approved and will focus on the Production Proposal and any potential problems or conflicts (technical or otherwise) that may need to be addressed. The second meeting will take place at least one (1) week prior to the production’s first rehearsal in the GMT and will focus on the Tech schedule and any other potential problems or conflicts. Production teams should feel free to schedule additional meetings with the TC if they feel it is necessary to the smooth operation of their productions. The TC may also request and schedule additional meetings with the production team if he/she feels it is necessary for the seamless operation of the production.

**Theatre Access**

Production teams and casts will be granted access to the general theatre space from the date and time of Load-in until the completion of Strike. No student, student group, tech team or production team is permitted access to the control booth or GMT workshop at any time, unless supervised by the TC or his/her Technical Assistants. Failure to observe this policy will result in the cancelation of your production.

**Evaluation of Theatre Space**

The Production team of every show/event accepts the GMT on an as-is basis without any preexisting conditions or stipulations. An inspection of the equipment and condition of the GMT will be conducted prior to load-in between the Theatre Coordinator (or Tech Assistants), the Producer, Director and Stage Manager. Additional inspections (including fire and safety inspections) will be conducted by the TC (or Tech Asst.) during the period of habitation. Failure to pass an inspection will limit the availability or use of the theatre until corrective action has taken place.

General housekeeping of the theatre during the production is the responsibility of the production’s Stage Manager.

**Financial Responsibility**

The Production Team and the officers of the sponsoring organization are responsible for any and all incidents and damages arising from the use of the Glicker-Milstein Black Box Theatre during the period of show habitation. Monetary fines and repair costs will be levied against the offending organization for any and all damages that cannot be repaired to the Theatre Coordinator’s satisfaction.

**Support Spaces**

Along with the performance space (GMT), there are additional support spaces that are able to be used by approved groups. These spaces consist of two (2) dressing rooms (Men and Women), two (2) unisex bathrooms, a Prop room and the GMT storage/workshop space. Only the “current” show rehearsing and performing in the GMT will be granted access to these spaces (unless otherwise arranged by the TC). No show may place items in the dressing rooms, bathrooms, Prop room or GMT storage/workshop space prior to their schedule load-in date and time. Access to these spaces will only be granted through the Theatre Coordinator (or the Tech Assistants) and must be done under the supervision of a member of the Production Team (Producer, Director Stage Manager or House Manager) and only during the week their production has reserved the GMT. Any items left in any of the previously listed spaces,
including the GMT performance space, after the load-out date of the production will be removed at the monetary expense to the producing organization’s account. In addition, if any of these spaces are left in an unseemly manner the cost to restore the space to its proper shape will be charged to the producing organization’s account.

The theatre and all of its support spaces must remain locked while unoccupied, even for brief durations. Management is not responsible for any personal items left unattended in the GMT or any of its support spaces.

**Technical Staffing**

The scheduling of Technical Staff for productions will take place at the final mandatory production meeting. It is the responsibility of the Production Team to calculate the days and hours for which a Technical Assistant will be needed for their production. There is a $30 per hour fee per Technical Assistant. A Technical Assistant is required to supervise and/or operate the theatrical lighting system, the theatrical sound system, the projection system, and any and all communication equipment at all times during any rehearsals, technical rehearsals, dress runs and performances. The Tech Fee applies to the use and operation (including set-up and strike times) of the theatrical lighting system, theatrical sound system, communication equipment and the projection unit. There are no Tech Fees associated with the supervision of the GMT storage/workshop space.

Also, a Technical Assistant must be present at the final walk-through after load-out. Load-out must be completed to the satisfaction of the TC/TA on site. At that time the TC/TA may give his/her final approval as to the condition of the GMT and its support spaces.

**Safety**

Safety Guidelines for the Glicker-Milstein Theatre apply to all productions presented at the GMT. Prior to the beginning of each production the GMT is subject to safety inspections by the Theatre Coordinator (or Tech Asst.). The inspections will include a review of the following:

- Seating arrangements.
- Entrance and egress patterns including aisle widths.
- Fire Safety.
- Evacuation procedures in the event of an emergency.

Please refer to the “GMT Rules and Regulations” on page seven (7) for more information.

**General Notes**

The Glicker-Milstein Theatre is a shared resource available to all SGA and dually recognized undergraduate groups as well as performing arts faculty and classes. Care and consideration of the management, faculty, materials and equipment and overall security is not only appreciated but expected.

In addition, the management of the GMT will modify policies and guidelines over time in response to user’s needs and cooperation. The Theatre Coordinator will review these needs and update programming policies and guidelines. The TC reserves the right to upgrade the GMT policies at any time.