
#1 Website Assignment

Technical Management

DUE DATE: Wednesday 9/9 9am

Objectives:

To demonstrate the ability to create a website to CMU's specifications and the ability to communicate written information in a written/ digital format. Demonstrate an understanding and ability to execute a clear and concise website design that supports and enhances the communication of production information. Style counts but it should enhance not hinder the flow of information!

Instructions:

For this project, you get to choose any play you would like to do and slot it into the 4th Mainstage slot. You are responsible for deciding on any staff that should be listed.

1. Consider carefully the layout of your main page. Feel free to peruse web sites from previous productions for content and formatting ideas. Based on your findings, insert headers and hyperlink text on your page in a logical order. (These hyperlinks need not be functional).
2. Locate the tax-exempt certificate saved in the "documents" folder of our class file. Copy this file into your folder and create a link to it from your page.
3. Create a sub-folder within your folder to collect production meeting notes. On your home page, make a **relative** link to this folder.
4. Locate the CMU Purchasing Policy in our class "documents" folder. Create an **absolute** link to the file in its current location (do not copy it into your folder).
5. Add the following E-Mail links in a logical place on your page. Both links should auto-fill the subject line of the e-mail with an appropriate message.
 - a. "E-Mail Production Manager" addressed to mollyem@andrew.cmu.edu
This should use a web-crawler proof script.
 - b. "E-Mail Stage Manager" addressed to yourself

This should not use a script. (You may change this after your grade is posted on blackboard)

6. Change your page title to read :

“Technical Management – Your Name – CMU Drama”

7. Include an appropriate graphic or picture (not a current show graphic) somewhere on your page.

8. Double check that the necessary <script> statement is in your page’s HTML code and that the cascading style sheets load correctly.

9. Create a section with the header “Class Assignments”. This will be used to publish class assignments later. All assignments should be a link on the page. Not a folder with assignments in it.

Other Criteria:

x Style counts, so make your web page look good. Include important production information and make it easy to find.

x While looking at other sites for ideas is acceptable, you are expected to complete your site from only the default file provided. **Cutting, copying, pasting, or sharing files constitutes cheating and will be treated as such under the applicable university policies.**

Deliverables:

Website page created on class website. Link to your personal page as well as a screenshot of the completed page uploaded to blackboard.

#2 Organizational Report

Technical Management

DUE DATE: Wednesday 9/23 9am

Objectives:

- To demonstrate an understanding of how a non-profits organizations mission statement shapes their staffing, boards, financials, audience / community relations and other elements of their business.
- To demonstrate the ability to utilize the CMU website format and appropriate organization and format layouts through Adobe.
- To develop skills in research and written communication.

Instructions:

This assignment is to write a short report (2-3 pp.) compiling information about two not-for-profit organizations. The material for the report will come from online sources, primarily the websites of the companies in question. Through this research, you will examine some “real-world” examples of the basic principles of not-for-profit structures as discussed in class.

Locate the websites of two organizations, one which is focused on the arts -- not necessarily theatre -- and one which is not. Consider the following (and feel free to expand where needed)

Locate the mission statements and evaluate them. What does the mission tell you about the organization, its audience, the community it serves and/or its goals? Are there stated ways in which the goals can be measured or accomplished? Examine more of the material on the site and explain how it supports, or doesn't support, the mission.

Look for any legal or budgetary documents on the site. Explain how they are positioned and how easy they are to find. How much detail is available? How does this information relate (or not relate) to the mission of the organization.

Find the Board of Trustees (may be called Directors) for at least one of the organizations. Explain what kinds of people make up the Board. You may need to search to research some

of the names on the list. Why do you think these people were chosen? What do they contribute? How can you submit that they support the mission?

You need not restrict your report to the elements above but may also add information you find interesting or pertinent. You may find it helpful to compare and contrast the two organizations you have chosen, or to consider the effectiveness of the website layout in providing this information.

Deliverables:

Your assignment should consist of a 2-3 page written report in MLA format as well as additional pages that clearly lay out the names of the organizations, links to websites, copies of mission statements and any other data/information you would like to reference in your report. Use these pages for reference so that you do not have to copy large sections into your report. Please save all documents into one PDF with appropriate bookmarks that are visible upon opening..

The PDF should be saved in your class folder as “2 Org Report” and create a link to it on your website in the “Class Assignment” Section (Do not utilize the folder option). The PDF should also be uploaded to Blackboard. Both of these things must be completed by the deadline.

#3 Organizational Chart

Technical Management

DUE DATE: Monday October 5th

Objectives:

The Purpose of this assignment is twofold. One is to have you examine the workings of an organization and develop an organization chart. The other purpose is to expose you to different software mechanisms to handle the creation of such a chart.

Instructions:

Examine the organizational structure of CMU School of Drama, as if it were a producing regional theatre company. For your org chart's staff members, consider all of the people in production classes working on Much Ado. Consider the drama staff members who interact with those people.

- Do not bother to consider the myriad advisors involved (if a staff member serves both an operational role and an educational role, consider ONLY their operational role).
- Create an organizational chart for this company, as if it were a normally functioning regional theatre.
- You will need to consider carefully how to outline the Crazy Scheme.
- Don't forget people involved in producing plays at SOD who don't work in the production department.
- This one assignment may be submitted in Landscape.
- You must create TWO versions of this organization chart. You must use the WORD, Org chart tool to create one version (Under Smart Art Tab, choose any of the hierarchy options
- You may use any software program that you like to create the other version of this document.
- Style counts, so make them look good, and make the important information easy to find.

Deliverables:

Create a PDF, with appropriate bookmarks that are visible upon opening, of both charts and save them in your class folder with a link on your website. Upload the PDF and both of the documents in their original form to blackboard. To clarify there should be three documents. A PDF of both charts (With bookmarks), a Word document using the Org Chart feature, and the chart that was created by your choice of software in its original form. If you used an online format just upload a link to the document if it cannot be saved in any form other than a PDF.

4. Props Budget

Technical Management

DUE DATE: Wednesday October 21st 9:00am

Objectives:

The purpose of this assignment is to provide an opportunity for you to synthesize your understanding of budget projections, and demonstrate your skills in Microsoft Excel.

Instructions:

For this project, we will assume you are working on the CMU Drama production of Side Show. As such, any paperwork you produce should reflect this.

For the assignment, you will be creating a budget tracking and reporting workbook as if you were the props master for this production. The workbook will consist of a worksheet used to enter information, as well as a budget projection form that can be printed for distribution.

Requirements for the worksheet include:

- Appropriate columns to track prop names, quantity, estimated expense, vendor, actual expense, and projected costs.
- Your worksheet should include at least two named ranges, as well as two named cells.
- Any calculations, including basic arithmetic, should be performed in the file, not entered as hard numbers.
- Each transaction should be entered on a separate line.
- All necessary totals should be calculated at the bottom of the worksheet.
- At least one calculation should be based on a name instead of a cell reference.
- Requirements for the Budget Projection Report include:

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- The following calculated fields must be present and properly labeled on your document:
 - ❖ Approved Budget
 - ❖ Actual Expenses
 - ❖ Expected Cost of Materials to be Purchased
 - ❖ Projected Total
 - ❖ Variance
 - There should be NO hard numbers entered on your budget projection form. All information should automatically update based on your worksheet.
 - Your report should be laid out appropriately for printing and distribution.

Other Criteria:

- Style counts, so make your printed documents look good, and make the important information easy to find.
- Wherever possible, you should use Excel's calculation functions as opposed to doing math and entering hard numbers.
- Your printable document should include all of the necessary header and footer information discussed for your calendar assignment.

Deliverables:

1. MS Excel File uploaded to blackboard
2. PDF of Budget Projection Form Saved and Linked to your Class Website and uploaded to blackboard.

#5 Safety Report

Technical Management

DUE DATE: Wednesday 10/28 9:00am

Objectives:

To demonstrate the ability to research safety issues and apply that information in the management of shops.

To develop an understanding of the everyday exposure to chemicals.

To develop skills in research and written communication.

Instructions:

- Find 2 MSDS sheets each for products that would be used in a scene shop and a costume shop (total of 4 MSDS sheets, no repetition of sheets)
- 1 of each should be for a product that is regularly used
1 of each should be for a product that is used rarely, or not at all due to its severe safety handling requirements.
- Find two products you use in your home. Locate the sheets for either the product or for the primary ingredient, as applicable.
- Write a 1-2 page description/analysis of why each shop product was chosen, what it is used for and why you would use the more hazardous one over any other product and of how/why each home product was chosen, how you use it and how you consider the health issues

Note: If applicable, it may help to interpret the National Fire Protection Association (NFPA) Fire Diamond or Hazardous Materials Identification System (HMIS) Color Bar for your products. You can find keys for these online at sites like www.ilpi.com/msds, www.paint.org/hmis or, of course, Wikipedia.

Deliverables:

Create a PDF, with appropriate bookmarks that are visible upon opening, of all 6 MSDS sheets and your report. Save a copy to your class folder and create a link on the website. Upload the PDF to blackboard.

Calendars & Scheduling

Technical Management

DUE DATE: Wednesday November 4th, 9am

Objectives:

To gain a greater understanding the professional scheduling model and repertory companies and to develop the ability to schedule and communicate that information via the written word.

Instructions:

You are the stage manager for a theatre that is presenting two productions, *Othello* and *King John*. This is not CMU, it is a summer stock company with two theatres, Founders Stage (*King John*) and Springlawn (*Othello*), but the cast and stage management teams are the same. Following the parameters below create a rehearsal calendar for the summer season, tech schedule for each show and a daily schedule.

- This is an equity company on a LORT contract, and should therefore follow all scheduling rules covered in class.
 - All rehearsals will take place in the Bankside Rehearsal Hall
 - First rehearsal for *King John* is May 23rd, First day onstage is Tuesday June 14th, Previews are scheduled for June 21st-23rd with opening on June 24rd. Once Open the show will perform Thursday, Friday, Saturday Evenings and a Sunday Matinee.
 - *Othello*'s First rehearsal will be June 28th, the first day onstage is July 19th, Previews are scheduled for July 26th-28th with opening on July 29th.
 - Once both shows are open they will perform 8 shows a week and will run through August 28th. You must try to equalize the number of performances of each show scheduled weekend vs. weekday and evening vs. matinee to satisfy the subscriber base.
 - The shows do not need to rotate back and forth absolutely, there can be consecutive performances of the same show to facilitate the schedule, but the point is rotating rep, there should be consistent and frequent rotation.
 - Monday is the day off. Performances are at 8p and matinees at 2p.

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- Tech and Tech dress days should be 8 out of 10, 1-5p & 7p-11p. Each show is allowed 2 10 out of 12 days scheduled 12-5p & 7-12a.
 - Cast should be called 1/2 hour before the start of a performance and the crew an hour prior to that. Be sure to note specific times.
 - Make the assumption that each show runs exactly 3 hours.
 - Be sure to include a designer run for each show that takes place in the rehearsal hall before tech starts.
 - Include a photo call for each productions the last two Thursdays, after the performances.
 - Include on your calendar:
 - Name of theatre
 - Important dates
 - Date created & by who
 - Locations
 - Subject to change
 - Show titles
 - Include on your tech schedules:
 - All tech rehearsals, previews and opening performance.
 - Crew and Cast Calls
 - Nightly tech notes after every tech rehearsal and preview.
 - Your Daily Call should include a performance for one show, a rehearsal for the other, 2 costume fittings and 3 vocal appointments. Use your imagination to fill in the blanks when it comes to names or other holes.
 - Use color, lines and formatting to communicate information in a way that is clear, concise and aesthetically pleasing.

Deliverables:

Combine all documents into one PDF with appropriate bookmarks. Upload a copy to Blackboard by the due date as well as save it to your class folder and link it to your webpage.

Meeting Management & Minutes

Technical Management

DUE DATE: Varied - See Below

Objectives:

For this assignment you will develop your written communication skills and enhance your understanding of meeting management by attending a school of drama production meeting and writing minutes for this meeting.

Instructions:

Attend a SOD production meeting on one of the Tuesdays listed in the chart below. Meetings last for 30 minutes and occur between the hours of 4:30-6p. Information about the time/place of production meetings can be found at http://128.2.49.70/PM_by_week.htm. Check here for updates!

Write up an accounting of the meeting. Include such things as:

- Attendees
- Time meeting started/ended
- Agenda if stated beforehand
- Activity/discussion in the meeting. Summarize topics raised and how they were addressed or solved. You may be able to pay specific attention to management or resource issues.
 - Make your notes readable to someone familiar with the production but unable to attend the meeting. Find a balance between brevity and completeness. Create an organizational structure that clearly communicates the content of the meeting.
 - Please be on time. If you are not able to be present at the top of the meeting, find another one. Take a seat against the wall, not at the table
 - This is not an analytical or evaluative paper. Objectivity and completeness are the focus, not your opinion. You are reporting on an event that has occurred.
- Proofread! Print Preview!

Deliverables:

Create a PDF of your notes and link them to your website as well as upload them to blackboard by the dates provided. This assignment will not be accepted late. If you do not get it in on time attend a new meeting.

This assignment has rolling due dates based on what meeting you choose to attend. **DO WAIT UNTIL THE LAST MEETING!** Meetings get cancelled sometimes right at the start of the meeting! It is your responsibility to make sure you attend a meeting and your responsibility if you miss them all.

Your assignment is due at 5p the day following your meeting. As in production, meeting minutes must be turned in within 24 hours, See the chart below for possible meeting dates and minutes due dates.

Meetings	Minutes Due
Tuesday, 10/27	Wednesday 10/28 5:00p
Tuesday 11/3	Wednesday 11/4 5:00p
Tuesday 11/10	Wednesday 11/11 5:00p
Tuesday 11/17	Wednesday 11/18 5:00p

A final note....

Be quiet, be respectful, do not take seats from people who need them.

You will most likely find it easier to take notes on paper as it is often crowded.

Mainstages are often the most crowded and not the best choice.