SCENIC DESIGNER

- Fulfill all requirements outlined in the document: Theatre Simpson General Production Leadership Expectations.
- Create a version of the "Action List" list through a process of textual examination and conversation with Director(s), other Designers, and Stage Managers. Update this document regularly as details change at production meetings, and through Rehearsal Reports.
- Collaborate with Director(s), Technical Director(s) and Stage Manager(s) concerning physical needs and challenges. Include Actors in process as necessary.
- Conduct preliminary visual research
- Produce preliminary sketches
- Document your design for the purposes of communicating your intentions to colleagues by producing the following drawings (see designer documentation for further information)
  - Ground plans (Floor Plans) of each scene
  - Section views of each scene
  - ½" Scale elevations of all scenery
  - ½" paint elevations of all scenery
  - Accurate perspective rendering or production model of scenery
- Collaborate with the Prop Master/Designer
  - On:
    - All major Hand Props
    - Set Props.
    - Set Dressing.
  - Determine early which projects will involve the Prop Master/designer assisting you, which s/he will be responsible for (especially including hand props, but also including any set dressing & set props), and which will involve you providing assistance to the Prop Master/Designer.
- Collaborate with Faculty, Staff, and/or Student Technical Director daily as outlined in General Expectations
  - Concerning:
    - Construction schedule,
    - Materials selection
    - Budgeting,
  - Providing information and documentation in a timely fashion.
  - Make daily contact for the purposes of assessing progress and projecting what actions are required of you to keep the project on track.
  - Providing all drawings, schedules, information and materials on published or agreed-upon schedule
- Schedule opportunities to view run-throughs of the entire play or segments of it before the technical rehearsal process begins (this may be in addition to
- Meet immediately following Tech & Dress rehearsals to coordinate "punch lists" of continuing, new and essential tasks and changes necessary for completion of the design.
- Expect to be involved with all artistic aspects of the setting. This may include but is not limited to:
  - Assisting the Prop Master/Designer & crew in selecting & placing set props & dressing.
  - Mixing paint & leading the set crew in painting, texturing and otherwise finishing the scenery.
  - Drawing complicated profile elements & layouts.

STUDENT SCENIC DESIGNER DOCUMENTATION EXPECTATIONS

The following materials are generated at various stages in the process, and should have some representation on the Company Presentation, the production "Design Board" display, and the Undergraduate Research display. Many elements also needed for portfolio.

I. **PRELIMINARY RESEARCH** (presented at early design meeting)
   - Photographic and other visual materials.
   - Written information.
   - Collages, any other appropriate materials.

II **PRELIMINARY SKETCHES** (presented at early design meeting)
   - Three or more.
   - Showing progression from the initial sketch.

III **GROUND PLAN(S)** (final versions due on **Design Due Date**)
   - 1n ¼" = 1'-0" scale
   - Fully Annotated:
     o Major Dimensions
     o Showing placement of
        ▪ Major furniture
        ▪ Entrances and exits
        ▪ Labels on all elements
     o Title Block on all pages
   - Separate plans for each setting
   - With physical copies for
     o Director
     o Stage Manager
     o Technical Director
     o Additional Digital version to Technical Director if possible

IV **DESIGN ELEVATIONS:**
   - In 1/2" = 1'-0" scale.
   - As many Sheets as necessary
   - Complete and fully annotated:
     o Documenting intended appearance of units, not construction
     o Multiple views of each unit
        ▪ Front
        ▪ Plan
        ▪ Others as needed
           • Side
           • Section
           • Detail
     o Indicating all dimensions
     o Labels on every view and drawing
     o Title Block on all pages
   - With physical copies for
     o Technical Director
     o Additional Digital version to Technical Director if possible

-Continued -

STUDENT SCENIC DESIGNER DOCUMENTATION EXPECTATIONS

V   SECTION VIEW:
- Include auditorium, setting, and other architectural features of stage.

VI   RENDERINGS OF THE SETTING (some combination of the following)
- In the medium of designer's choice:
    Renderings:
    - In accurate perspective.
    - Between 18" x 12" and 36" x 24 in size
    - Preferably in color
    - Should be accompanied by paint elevations
        OR
    Production models:
    - In uniform ½" or ¼" scale.
    - Painted as intended for scenery.
    - Include scale figure(s).
        AT LEAST
    White models:
    - In a uniform 1/4" scale.
    - Must be accompanied by complete painter's elevations.
- Suitably displayed (matted, mounted, under acetate, etc...not framed).

VII   PAINT ELEVATIONS:
- For all units (except colored production model if provided).
- In 1/2" scale.
- Must represent the intended (and realized) final painting.
- Can be omitted if Designer will be mixing paint, planning the painting and leading the painting.

VIII   STATEMENT OF INTENT
- Mounted separately.
- To include conceptual and theoretical goals as expressed in "Preliminary Statement".
- To include a "late-" or "post-process" assessment portion, which articulates how you fared in meeting, the goals stated in your "Preliminary Statement."

IX   VISUAL PRODUCTION EVIDENCE (not included in Lobby Display)
- Several prints (8"x 10") appropriately mounted and, in at least some cases, showing the scenic design in use in the production. Care should be taken to make sure that lighting is established for photos in such a way that the set design is prominently featured, clearly visible and at least approximate to the actual look in the production.

Note:
- All Materials must be labeled with: Title of Production, Act and Scene, and Designer's name.
- All Materials must be presented at final design meeting (except as noted).
- **Students will produce this material in 2 "phases"**
    - **The first phase will be on display for the theatre-going public during the production.**
    - **The second phase will be a process leading toward display at KCACTF Design & Tech Expo**
- Displays should be securely but non-destructively mounted on panels and may be up to 48" x 48" in size plus a notebook or model