

# Oberlin College & Conservatory

## Cat in the Cream Coffeehouse Theater Production Guidelines

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**Policy Title:** Cat in the Cream Coffeehouse Theater Production Guidelines

**Responsible Position for Policy:** Cat Advisor

**Office/Department Responsible for Policy:** Cat Staff

**Division Responsible for Policy:** Student Life

**Original Issue Date:**

**Last Revision Date:** 05/2020

**Log of Previous Revisions:** 01/2020

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- I. **Policy Purpose:** In order to accommodate as many student performers as possible, theater runs are limited to one pre-break production per semester.
  
- II. **Policy Statement:** Generally, the maximum number of nights for each production is four—typically a dress rehearsal on Wednesday and performances Thursday through Saturday.=
  
- III. **Policy Scope/Eligibility:** Cat Theater and Performance Clients
  
- IV. **Administration:** Cat Advisor
  
- V. **Procedures:**

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  - I. In order to accommodate as many student performers as possible, theater runs are limited to one pre-break production per semester.
  
  - II. Generally, the maximum number of nights for each production is four—typically a dress rehearsal on Wednesday and performances Thursday through Saturday.
  
  - III. Additional rehearsal/tech time needs to be scheduled around other shows, meaning that they may need to happen in something like a 4:30-6:00 time frame.
  
  - IV. Once a show is approved, all requests for additional rehearsals, equipment, etc., should be submitted no later than noon on the Tuesday that is at least one week in advance of the requested date. (The Cat staff meets just once a week—on Tuesday afternoons—to consider requests, so last-minute requests are taxing to the system.)
  
  - V. The Cat office and the area behind the counter are off-limits, and everyone involved with the show must agree not to use or request use of anything behind the counter or in the office. (For example, the fridge and microwave are not for storing and re-heating actors' food, and the office is not a changing room or storage area for set pieces.)
  
  - VI. Sets need to be both minimal and moveable. There is very little secure storage space in Hales Annex, and even during a run of shows the Cat is a multi-use space. For example, there is usually a Jazz Forum at noon each Friday that needs a clear stage and a clear view of the stage for a large audience, and there is usually a Tango ExCo class each Saturday afternoon that needs to be able to clear a large portion of the floor for dancing.

- VII. Set pieces may not be built or painted in Hales Annex.
- VIII. Only Cat staff, Student Union Concert Sound staff and Conservatory Audio staff are permitted to use the Cat's soundboard, which is the most complicated board on campus because it was scoped out for high-end recording capabilities for Jazz Studies. It is unlikely that any single person from any of these staffs will be available for every tech/dress rehearsal and performance. If sound needs are nothing more than a few CD cues or playback from a laptop computer, this can probably be done by someone involved with the play under the tutelage of Cat/Concert Sound/Con Audio staff, but anything more complicated would require the engagement of official staff members (most likely Concert Sound).
- IX. The Cat's light board is fairly standard, so its operation by someone in the production is less of an issue. Neither the Jazz Forum nor Tango ExCo needs a special light setup, so once the lights are set for the show, they will probably be able to remain in place through the run. It is critical, though, that the lights are returned at the end of the run to the positions and settings they were in before the run. Any adjustments or augmentation of the existing lights should be coordinated with Concert Sound's head lighting tech.

Reviewed: 1.2020