

a. 24-Hour Musical

- i. At the beginning of each Fall semester, the UTC and Hillel at Brandeis will co-sponsor the 24-Hour Musical.
 1. The content and date of the 24-Hour Musical must follow Hillel at Brandeis' expectations for co-sponsorship.
 2. If the 24-Hour event begins before the end of Shabbat, 24-Hour production staff is responsible for catching up any participants who arrive late due to Shabbat.
- ii. Open auditions and tech sign-ups for the 24-Hour Musical will begin on the Monday before the event, and will run through that Friday.
 1. All individuals who audition for 24-Hour will be cast in a role.
 2. All individuals who sign up to do tech for 24-Hour will be included in the tech crew.
- iii. The 24-Hour Musical event will run from Saturday evening through Sunday night. Strike will occur the Monday after the performance, unless otherwise determined by the 24-Hour Technical Coordinators and Student Activities.
- iv. 24-Hour Production Staff
 1. President
 - a. Selects the production staff
 - b. Facilitates show selection for that year's musical.
 - c. Works with the Producer and Student Activities to secure rights and scripts for that year's musical.
 - d. Works with Vice President to design and order production staff t-shirts.
 - e. Selects the President for the following year's event.
 - f. Oversees all activities during auditions and the 24-Hour Event.
 - g. The 24-Hour President may choose whether or not they wish to hold another production staff position in addition to being President.
 2. Vice President
 - a. Assists the President in selecting the rest of the 24-Hour production staff and that year's musical.
 - b. Shadows and assists the President during the entire 24-Hour process, and performs any duties delegated by the President.
 - c. Joins in all collective duties of the rehearsal production staff, including tabling and auditions.
 - d. Aids the President in designing and ordering production staff t-shirts, and collects money from production staff members for those t-shirts.

- e. Finds and organizes ushers for the 24-Hour performance.
 - f. The 24-Hour Vice President may choose whether or not they wish to hold another production staff position in addition to being Vice President.
3. Producer
- a. Helps select that year's 24-Hour Musical.
 - b. Alongside Student Activities, aids the President in acquiring rights and scripts for the show that is chosen for 24-Hour.
 - c. Collects budgets from the 24-Hour designers, and allocates budgets back to designers after receiving final allocation from the UTC Treasurer and A-Board.
 - d. If not also serving as President, aids the President in calling production staff meetings and organizing communication between the rest of 24-Hour production staff.
 - e. Designs, prints, and distributes posters during the 24-Hour Event.
 - f. Creates and prints the 24-Hour program.
4. Directors (3)
- a. Helps select that year's 24-Hour musical.
5. Stage Manager
- a. Helps select that year's 24-Hour musical.
 - b. Constructs and organizes a tabling schedule for audition week.
 - c. Works with directors, music directors, and choreographers to create a master schedule for the rehearsal and performance of the 24-Hour Musical, and gets schedule approved by all rehearsal staff ahead of the 24-Hour event.
 - d. Organizes and prints full scripts for lead actors and script packets for all other actors involved
 - e. Facilitates discussion between designers and directors to plan and execute transitions involving set lights, and sound.
 - f. During the 24-Hour event, helps direct actors to the correct locations and answers any questions.
 - g. Helps ASMs plan backstage transitions and creates calling script.
 - h. Calls cues for the performance.
6. Assistant Stage Managers (ASMs) (3)
7. Musical Directors (2)
- a. Helps select that year's 24-Hour musical.
8. Assistant Music Director(s)

- a. Works with Music Directors to assign parts, figure out harmonies, and teach songs to the cast.
 - b. Operate piano and/or other music during rehearsals to accompany the cast as they learn music.
 - c. Assist Music Directors with any tasks or responsibilities prior to or during the 24-Hour event and performance.
9. Choreographers (2)
 - a. Helps select that year's 24-Hour musical.
10. Assistant Choreographer(s)
11. Technical Coordinators (2)
 - a. Helps select that year's 24-Hour musical.
 - b. Organizes and oversees designers.
 - c. During the 24-Hour process, regularly checks in with all designers and makes sure they have everything they need to succeed (tech volunteer support, supplies, etc.).
 - d. Manages sign-up sheets for tech volunteers and communicates with them as necessary.
 - e. Works with stage manager and designers to establish a tech schedule.
 - f. Schedules and publicizes strike.
 - g. Coordinates with Theater Assistants and Student Activities with regard to safety, scheduling, etc.
12. Set Designer
 - a. Meets with directors and master carpenter as necessary to design a set.
13. Lighting Designer
 - a. Meets with directors and set designer as necessary to design lights.
 - b. Makes a light plot and budget prior to the 24-Hour event.
 - c. Runs hang and focus during the 24-Hour event, and teaches tech volunteers lighting skills.
 - d. Creates all light cues during the 24-Hour event, and operates the light board during the performance.
14. Sound Designer
 - a. Meets with directors and music directors as necessary to determine sound needs for the production.
15. Props Designer
 - a. Meets with the directors as necessary to determine props needs.
 - b. Creates a props list from the script.
 - c. Assembles any necessary props supplies prior to the 24-Hour event.

- d. Organizes tech volunteers for props construction during the 24-Hour event.

16. Costume Designer

- a. Meets with the directors and choreographers as necessary to determine costumes needs for the production.
- b. Creates designs or plans for costumes for named characters and ensemble groups prior to the 24-Hour Event
- c. Assembles any necessary costume supplies prior to the 24-Hour event.
- d. Organizes tech volunteers for costume construction during the 24-Hour event.
- e. Communicates with and measures cast members; informs cast what they should bring and what should be provided.
- f. Assists with quick changes during dress rehearsal and performance.

17. Master Carpenter

- a. Works with Set Designer to determine what needs to be built prior to the 24-Hour Event.
- b. Organizes tech volunteers as necessary for set construction during the 24-Hour event.
- c. Works with Theater Assistants to aid tech volunteers in using shop tools.

v. 24-Hour Process

1. The outgoing 24-Hour President should choose their successor prior to Winter Break, and advise them as necessary throughout the following semester.
2. The Vice President position should be filled no later than February Break.
3. The director, stage manager, music director, choreographer, and technical coordinator positions should be filled no later than mid-April.
4. The show selection meeting should occur as soon as all of the aforementioned positions are filled, and no later than the last day of classes.
5. All other positions should be filled as soon as possible, and no later than the last day of classes.
6. All non-assistant positions should receive a copy of the script by the beginning of July.
7. The show should be revealed to the rest of the production staff immediately before the beginning of 24-Hour Auditions.

b. Quickies

- i. Quickies is an annual festival of 10-minute, one-act, student-written, student-directed, and student-produced productions. This festival aims to allow students to explore theater through writing, directing, and/or acting.
- ii. Quickies Production Staff
 1. Primary Quickies Coordinator
 - a. Works with Secondary Coordinator to seek out and select directors, scripts, and production staff
 - i. Production staff includes a stage manager, two assistant stage managers, a lighting designer, a sound designer, and a props designer
 - b. Works with Secondary Coordinator to assign directors to scripts
 - c. Facilitates casting and production staff meetings
 - d. Schedules tech with the Stage Manager
 - e. Oversees entire Quickies process
 2. Secondary Quickies Coordinator(s)
 - a. Can be one or two individuals
 - b. Assists Primary Coordinator in all responsibilities
 - c. Reserves rehearsal and audition spaces
 - d. Responsible for all outreach to the general Brandeis community
- iii. Quickies Timeline
 1. Spring
 - a. Applications for the Primary Quickies Coordinator are due to the Proposal Team no later than the last week of March.
 - b. The Primary Quickies Coordinator will be selected by the Proposal Team alongside the outgoing Primary Coordinator.
 - i. If the outgoing Primary Coordinator is running for the position for the following year, they will not have a role in the selection process.
 - c. Applications for the Secondary Quickies Coordinator are due to the recently selected Primary Coordinator and the Proposal Team no later than the second week of April.
 - d. The Secondary Quickies Coordinator(s) will be selected by the recently selected Primary Coordinator and the Proposal Team no later than the last day of classes.
 2. Fall
 - a. Plays and director submissions due Wed 11/30 @ 11:59pm
 - b. Auditions Sunday 1/22

- c. Quickies Tech- 2/11
- d. Quickies Show- 2/12