

## Towson University Department of Theatre Arts

### Program Information

All Theatre Arts Department programs will include the following information: (The order of events can change for best formatting)

#### COVER

- Play title and playwright
- The statement: "Towson University Department of Theatre Arts presents (name of play)"
- Dates

#### INSIDE

- Cast in order of appearance or, if applicable, in alphabetical order
- A listing of director, designers, crew heads and major technical support positions. The following order of responsibilities will be used:
  - Director
  - Co-Director, if applicable
  - Music Director, if applicable
  - Choreographer, if applicable
  - Set Designer
  - Costume Designer
  - Lighting Designer
  - Sound Designer
  - Dramaturg
  - Stage Manager

#### Production

- Technical Director
- Costumière
- Music in a non-musical, if applicable
- Dialogue Coach, if applicable
- Movement Coach, if applicable
- All "assistant" positions in the same order as above
- The rest of the production staff in alphabetical order
- All crews

#### Other information to be included:

- Director's notes, if applicable
- Description of locale, time period, scenes, songs, acts, intermissions, if appropriate
- List of theatre faculty and staff in alphabetical order
- List of names and dates of all future Mainstage and Studio Department of Theatre Arts productions, and the next event from each of the other

#### COFAC departments

- The statement: "Please note that audio, video, and photographic recording without express authorization are strictly prohibited by copyright law. Eating and drinking are prohibited in the theatre. Towson University is a smoke-free campus. Please turn off all cell phones and electronic devices. If there is an emergency, please WALK TO THE NEAREST EXIT."
- The statement: "Towson University is in compliance with federal and state regulations regarding nondiscrimination on the basis of race, color, national origin, religion, sex, marital status, age, political affiliation, veteran status, disability, or other prohibited reason. The university does not discriminate on the basis of sexual orientation. For information, contact the TU Office of Fair Practices, 410-704-2361.
- The statement: "Towson University is committed to ensuring that persons with disabilities are given an equally effective opportunity to participate in and benefit from the University's programs and services. Individuals with disabilities who require reasonable accommodations are requested to contact the Box Office at 410-704-ARTS 72 hours in advance and we will be happy to assist you."
- The program must contain a warning when strobe lights, the lighting of cigarettes, or firing of guns are used in productions; a sign to that effect also must appear in the lobby. (This can be an announcement prior to the production by signage and/or audio.)
- Fundraising information, as appropriate (e.g., seat purchase)
- Any additional requirements that are stated in the rights contract for the play

Please note: Play titles should be put in *italics*, not quotation marks or bold, etc.

All program copy must be checked by the chairperson. Any deviation from standard practice must be approved by the chair.