

Theatre Arts Program Grant Policies

1. History of the Theatre Arts Program

The home of Sacred Heart University's new Theatre Arts Program (TAP), the Edgerton Center for Performing Arts, has a rich history for providing the nearby community with 25 years of national tours, fascinating lectures and mesmerizing performances. It is fitting that Sacred Heart is building on this legacy. The fall of 2009 marked the beginning of Sacred Heart's first Theatre Arts Program (TAP). TAP began as a response to the growing interest in the arts on campus and across the country.

Under the expertise of the Edgerton Center's executive director, Jerry Goehring, TAP members are given opportunities to be integral elements in each part of theatre production. Students direct and manage productions, design costumes and sets, run the lights and sound, work backstage, act and sing on the main stage and sell the tickets,.

In its first season, 2009-2010, the newly formed Theatre Arts Program produced two successful events. The first was Theatre Fest; a small black box style performance featuring seven short plays directed by and starring TAP members. In the intimate setting, the students were allowed to show off their talent to family, friends and the Sacred Heart community.

In April 2010, the Theatre Arts Programs produced their first mainstage event, the Tony award winning musical "Rent." After months of hard work, the show opened to the public. Audience members by the hundreds were entranced by the captivating performances of the talented cast. After rave reviews from the public, as well as the Sacred Heart community, "Rent" was awarded "Event of the Year" during the Campus Life Leadership Awards.

2. TAP Grants

All enrolled students at Sacred Heart University, regardless of major or prior experience, are eligible to receive a grant in an amount of up to \$3,000 applicable toward their tuition. Those interested in receiving a grant may choose two areas of interest, each worth \$1,500. Choices:

- 1) Performance- acting, movement, voice
- 2) Technical – sounds, lights, deck, rigging,
- 3) Administration – marketing, front of house, producing
- 4) Design – costumes, props, set, lights, sound
- 5) Creative – directing, writing, composing

Each student must interview/audition with Program Director Jerry Goehring. Recipients of TAP grants must meet all requirements set forth by the Program Director. Students who do not satisfy program requirements (listed below), will have their TAP grant (in part or whole) relinquished and the student will resume responsibility for payment of the differential.

TAP Grants are based on attendance and participation. These policies are outlined in this policy manual.

Grant Recipient Requirements

- Must be involved in the fall and spring shows in some form approved by the Theatre Director.
- Must attend a weekly one hour practicum in each of your two areas of interest. The five areas of interest to choose from are listed above.
- Assist in a minimum of one fundraising effort each semester.

- Be available on an “as needed” basis to help with Edgerton Events throughout the year. (This will be a rare and minimal obligation.)
- Attend weekly TAP Council meetings.

In order to make sure being a member of TAP is something your schedule allows please be aware of the following:

- Rehearsals for the shows you are involved with will be in the late afternoons or evenings. Specific days and times will be announced for each production by the Program Director.
- TAP Grant Practicums take place on various weekday afternoons. A schedule of each semester’s practicums is distributed at least one month prior to the beginning of each semester.

TAP Grant Attendance Requirements

TAP members are expected to attend all rehearsals and performances in which you are a member of the cast and/or crew. You must show up early enough to be ready to start rehearsal at the designated time. Rehearsals and practicums are scheduled to be as non-disruptive to your academic schedule as possible. In order to be able to continue to operate under this minimal schedule it is imperative that all TAP members report on time and ready to work.

1. Performances

Participation in all performances is mandatory in order for TAP members to be eligible to receive the full Theatre Arts Grant. Absences will be excused only under extreme and dire circumstances (verified emergency or documented personal illness). Any unexcused performance missed will immediately result in the full loss of your TAP grant and permanent dismissal from the program.

2. Rehearsals and Practicums

The Program Director must approve any absences in advance and will be granted only in rare circumstances. Please contact the Program Director at least twenty-four hours before any rehearsal or practicum. Personal obligations (parties, family gatherings, other club activities, etc.) are not considered valid reasons for missing a rehearsal or practicum. Any absence, which is not brought to the Program Director’s attention for approval prior to the rehearsal or practicum, will be considered unexcused. Attendance will always be taken at the beginning of all rehearsals/practicums.

Unexcused absences will result in a \$150 fine deducted from your Theatre Arts Grant or, at the discretion of the Theatre Director, dismissal from TAP and forfeiture of your entire Theatre Arts grant. No exceptions.

3. Tardiness

If a student is late two (2) times he/she will be receive a \$50 fine deducted from their TAP grant, and \$50 for each infraction from that day forward. Any tardiness past 15 minutes will be regarded as an Unexcused Absence. Repeated tardiness may result in permanent dismissal from TAP and the entire loss of Theatre Arts grant and/or involvement in any productions.

Work Study

TAP members receive priority consideration for any work-study positions at the Edgerton Center for the Performing Arts. This paid position, although related in training, is separate from TAP and you must apply and be eligible through financial aid. Applications are taken at the beginning of the fall semester on a first come, first served basis.

Communications

All official communications from the TAP Council and the Program Director to its members are made via email. TAP MEMBERS ARE RESPONSIBLE FOR CHECKING THEIR EMAIL ON A DAILY BASIS. It is also recommend that TAP members check the TAP Facebook page and stop by the performing arts office periodically for updates and scheduling or event information.

General Rules and Code of Conduct

- It is expected that all TAP members will conduct themselves in a professional and courteous manner.
- Intoxication during practicums, rehearsals or performances will not be tolerated and will be grounds for dismissal from the organization and reporting to the appropriate authorities.
- All members are expected to cooperate fully with the Program Director. Failure to do so will result in disciplinary and financial fine action.

Professional Staff

Program Director - Jerry Goehring
Marketing Director- Leonor Barroso
Technical Director - Frank Veres

TAP COUNCIL

The TAP Council is comprised of TAP members in a formal and organized student leadership group. Involvement in the TAP Council encompasses the important aspects of the Theatre Arts Program at Sacred Heart University. TAP is a fully integrated program which relies on heavy student involvement in each area of production. Including performance, communication, press, marketing, fundraising, tech and design. The TAP Council reports weekly to the Program Director.

The TAP Council meets one day a week, as set by the TAP E-Board, after classes end at 10:10pm. It is mandatory that all TAP Grant recipients attend each weekly TAP Council meeting.

TAP Council E-Board

There are many student leadership positions available, including, but not limited to:

President
Vice President
Secretary
Treasurer

Technical Head

Marketing Head
Fundraising Head
Production Head
Asst to the Program Director

I have read, understand and will adhere to the TAP Grant policies as described above.

PRINTED NAME

DATE

SIGNATURE