



Casper College | Department of
Theatre and Dance

“Shadowed Winds and Ghost Roads”

Dance production 2022

Dance Major Student Handbook

Casper College *2023-2024*

Directory

Faculty and Adjunct Directory

Name	Specialization	Office	Phone #	Email
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Burger, Larry	Sound Design Instructor	KT 145	307-268-3320	larry.burger@caspercollege.edu
Burns, Erin	Performing Arts Specialist	KT 103	307-268-2365	erin.burns@caspercollege.edu
Fitzsimmons, Amy	Dance Instructor/ Choreographer	KT 147	307-268-2261	amy.fitzsimmons@caspercollege.edu
Gray, Chontelle	Scenic and Lighting Design Instructor	KT 143	307-268-2374	chontelle.gray@caspercollege.edu
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Merrill, Sterling	Technical Director	KT 146	307-268-2660	richard.merrill@caspercollege.edu
Wagner, Darrell	Costume and Make-up Design Instructor	KT 105	307-268-2614	darrell.wagner@caspercollege.edu
Vreeman, Zack	Academic Chair	KT 102	307-268-2603	zachary.vreeman@caspercollege.edu
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Casper College is an accredited institutional member of the National Association of Schools of Dance, nasd.arts-accredit.org.

Casper College is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints concerning Title IV, Title IX, and Section 504 to Linda Toohey, vice president for student services, at 125 College Dr., Casper, WY 82601, 307-268-2667, or linda.toohey@caspercollege.edu, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.

Introduction

We welcome you to the Casper College Department of Theatre and Dance. Our success at Casper College has come on the backs of talented, curious, ambitious, and enthusiastic students like you. We will do all that we can to help you succeed. However, we want you to know that the dance program is very challenging, filled with the coursework and experience that we believe is necessary for a solid foundation in all aspects

of dance performance, auditions, choreography, teaching, and as an avenue to a related career. This handbook should help you with information about policies, procedures, and philosophies. We hope that you utilize this handbook and keep it close, as an important reference, as you continue your educational journey here at Casper College.

Jodi Youmans-Jones
Dance Program Coordinator
and Choreographer
School of Fine Arts and Humanities



Dance Program Mission

The dance program shall prepare students in dance or related fields by means of intensive two-year training in dance performance, technique, history, and choreography. The program shall also promote continual study in dance, community outreach, critical thinking, and creativity, thus encouraging life-long learning.



"The Firebird"
Dance production 2019.

Casper College Mission Statement

Casper College is a public, comprehensive two-year institution with a primary focus on student success that provides learning opportunities to enrich the lives of our students and community.



Casper College

Table of Contents

Degree Program and Map	Page 1-2	Work Opportunities	
		Work-study positions	Page 18
		Ushering positions	Page 18
College Application and Activity Award Scholarship		Frequently Asked Questions	Page 19-20
Philosophy	Page 3	Clubs	
Applying for Admission	Page 3	Broadway Bound	Page 21
Obtaining a Dance Scholarship	Page 3	ADP	Page 21
Resumé	Page 3-4	Institute of Theatre Technology	Page 21
Maintaining/Cont. Scholarship	Page 4-5	Graduation Process	
Reapplication	Page 5	Applying	Page 22
Respect	Page 6	Graduation Robe	Page 22
		Exit Interview	Page 22
Grade Information		Transfer Schools	Page 23
The Notebook	Page 7		
Grades and Assessment	Page 7-8		
Time Management	Page 9		
Productions and Policies			
2023-2024 Season	Page 11		
Audition Guidelines/Insurance	Page 12		
Rehearsal Guidelines	Page 12-13		
Costume Procedure/Regulations	Page 13-14		
Stage Management	Page 15-16		
Dance Captain	Page 16		
Callboard/Ticket Policy	Page 16-17		



“circlesWShare”

Theatre and Dance production 2023.

Degree Program and Map

ASSOCIATE OF ARTS: DANCE

The goal of the Associate of Arts degree in dance is to provide academic and intensive training in dance, which equals or exceeds what is offered in the first two years at baccalaureate degree-granting institutions nationwide. By doing so, matriculating students are prepared to successfully transfer upon completing their A.A. degree at Casper College. The goals are achieved through successful learning of technique, choreography, history, and performance.

Graduates of the A.A. degree program in dance will achieve the following:

- A strong foundation in dance history including major trends, styles, and choreographers.
- A performance understanding of the four major dance genres: ballet, modern, jazz, and tap.
- A strong understanding of the choreographic and improvisational fundamentals.
- A well-rounded education that encourages the student to develop their studies in other areas of the arts through electives and performances.

These goals are achieved through the vigorous course work and performance opportunities available in the Casper College Theatre and Dance program.



ASSOCIATE OF ARTS: DANCE

Freshman Fall			Freshman Spring		
Course #	Course Title	Cr.	Course #	Course Title	Cr.
BIOL 1000	Intro to Biology I	4	COM1 0000	Written Communication	3
BIOL 1000L	Biology Lab	0	MATH 0000	Math Computation	3
ENGL 1010	English Composition I	3	DANC 1015	Introduction to Dance	3
PEAC 1460	Beginning Modern I	1	DANC 1210	Dance Ensemble I	1
THEA 1010	Fundamentals of Theatre Arts	3	DANC 1320	Dance Improvisation II	1
DANC 1300	Dance Improvisation I	1	DANC 1420 or 2410	Beginning Ballet II or Intermediate Ballet I	2
DANC 1410	Beginning Ballet I	1	DANC 1450	Beginning Tap Dance I	1
DANC 1480	Beginning Jazz I	1	DANC 1470	Beginning Modern Dance II	1
DANC 1420	Beginning Ballet II (If placed)	2	DANC 1500	Dance Performance	1
			DANC 2480	Intermediate Jazz Dance II	1
Total Fall		16	Total Spring		17
			Total First Year		33
Sophomore Fall			Sophomore Spring		
Course #	Course Title	Cr.	Course #	Course Title	Cr.
DANC 2200	Backgrounds of Dance	3	CNST 0000	US and Wyoming constitutions	3
DANC 2212	Beginning Composition	2	DANC 1500	Dance Performance	1
DANC 2410 or 2420	Intermediate Ballet I or II	2	DANC 2210	Dance Ensemble II	1
DANC 2450	Intermediate Tap Dance I	1	DANC 2215	Intermediate Dance Composition	3
DANC 2460	Intermediate Modern Dance I	2	DANC 2420	Intermediate Ballet II	2
COM2 0000	Oral Communication	3	DANC 2470	Intermediate Modern Dance II	2
HU 0000	Humanities	3	FA 0000	Fine Arts	3
			SSC 0000	Social Science	3
Total Fall		16	Total Spring		18
			Total Second Year		37
			Total Program Credit Hours		67

College Application and Activity Award Scholarship

PHILOSOPHY

These awards are made available to students so there will be a talent pool for productions staged by the theater and dance programs. Recipients of the activity awards in theater and dance form the core of the Department of Theatre and Dance at Casper College.

In 2022-23 approximately 25 theater and dance students attended Casper College on scholarship.

Activity awards in theater and dance are available to students in the following academic programs:

- Theatre Performance.
- Technical Theatre.
- Dance.
- Musical Theatre Performance.

APPLYING FOR ADMISSION

Casper College admits any graduate of a nationally accredited high school or GED program who has attained a cumulative 2.0 GPA. Wyoming residents have no minimum GPA.

- A high school transcript or GED is required.
- Applicants must provide ACT test scores or an approved placement exam, which are used for general education placement not for entrance.
- There is NO application fee.

OBTAINING A DANCE SCHOLARSHIP AND AUDITIONING

To apply for a dance scholarship you must:

- Arrange an audition time with the faculty and show a two-minute piece displaying your strengths as a dancer.
- Show a variety of choreography in your selection, including extensions, jumps, and turns.
- Choreograph your audition to reflect the piece of music you have chosen and express the music in your choreography.
- Avoid using props.
- Choose movement from the modern, ballet, jazz, or contemporary genres.
- Audition in all black or in monochromatic clothing.

RESUMÉ

- Provide enough copies of your resumé for all those watching your audition. Prepare at least three copies so you will have enough.
- List your most recent work on your resumé, first in chronological order ending with your oldest.
- List the title of the production, the character, the school, and the director/choreographer, neatly arranged in blocked columns.
- Indicate your training in different styles and genres.

- List special skills only if you have real proficiency — this would include musical instruments, fencing, stage fighting, specific dance styles, gymnastics, etc.
- List three references with contact information. Remember to ask references if you can list them.

REQUIREMENTS NEEDED TO MAINTAIN OR CONTINUE SCHOLARSHIP

Students must meet both institutional and departmental requirements. Students receiving activity scholarships should expect to be heavily involved in production and should expect to perform in the classroom more than the minimum standard. This expectation and involvement will be a factor in the faculty decision of whether to continue a student's scholarship. In order to receive and maintain an activity award in theater and dance, students must meet the requirements of both the college's programs of theatre and dance, as well as the general requirements for Casper College.

Theater and dance eligibility:

1. All activity award recipients must maintain a 2.5 GPA for all theater and dance classes.
 2. Activity award recipients are required to participate actively in departmental programs and productions.
 - Dance award recipients are required to audition for the musical and the contemporary dance concert and be available for technical work if not cast.
- All dance activity award

recipients are required to enroll in "Dance Ensemble," one technique class each semester of their scholarship, and declare dance as a major.

— In order to maximize the educational benefit from this program, students must make themselves available for **all dance shows** and projects. Students should be prepared to accept the positions awarded them as a result of the audition/technical selection process. If there are compelling reasons for not participating in the required productions, a recipient is required to write a letter requesting release from the specific event. This request must be submitted to the coordinator of dance.

3. All dance activity award recipients are required to enroll in at least two classes in theater and dance per semester. This requirement is not met by DANC 1500 or any THEA classes and must include DANC 1210 or 2210 and a technique class.
4. Activity award recipients are required to participate in all departmental student meetings.

Casper College eligibility:

1. Recipients of activity scholarships must be full-time Casper College degree-seeking students.
2. Scholarship offers can be made only to those students who have received their high school diplomas or GED by July 31 of the year in which the student intends to enroll and receive the scholarship.
3. For the first-year student, scholarship offers may be made only to those students who have achieved:
 - A cumulative high school GPA of 2.0 or better for out-of-state, in-state no minimum, or
 - A composite GED score of 50 or better, or
 - Have met the national standards for their specific activity.
4. For students who are continuing at Casper College or transferring to Casper College, scholarship offers may be made only to those who have:
 - Earned a 2.0 cumulative grade point average or
 - Met the national eligibility standards for their specific activity.
5. Unless national eligibility standards state otherwise, each student who is awarded a scholarship for both fall and spring semesters must earn a GPA of at least 2.0 in general education coursework, and at least a 2.5 in theater and dance coursework during

the fall semester to be eligible to receive the scholarship in the spring semester, and successfully pass a minimum of 12 credit hours. These requirements will also be the conditions for consideration of a second-year scholarship award.

6. GPA and credit hour standards will be monitored by the student financial assistance office after each semester has concluded and official grades have been posted.

REAPPLICATION

The Casper College Department of Theatre and Dance will also offer an additional monetary scholarship for those outstanding second-year theater and dance students. These awards will be based on participation in the department and GPA.

RESPECTING SCHOLARSHIP PATRONS AND DONORS

A dance scholarship is a “privilege,” not an “entitlement.” People of our community and college have worked hard, and sacrificed their own resources so that you, the student, can have an easier time making it financially through school. You are receiving this scholarship as a gift, in hopes you will work your hardest in both classes and productions. This includes keeping good grades, respecting the people around you, and being a responsible role model for all. To not hold the highest of standards in yourself is to let down the people who have worked so hard to pay for your education. Please respect their hard work and gifts by being the best you can be and living to that high standard!



The Barbara R. and Leland F. Scifers Dance Studio, Gertrude Krampert Center for Theatre and Dance, Casper College campus.

Grade Information

THE NOTEBOOK!!!

You are asked to keep a notebook for this degree spanning the entire two years you are here. This notebook contains **all writings** and papers assigned to you within the dance core of classes. You will also be asked to keep any tests, technique evaluations, and projects in this notebook. In your second semester you will use this notebook for notes, assignments, and tests for the “Intro. to Dance” class. You will use this notebook again in your sophomore year in the “Backgrounds of Dance” course. **This notebook will also house your resume, headshot, and syllabi.** The notebook needs to be sturdy, three-ring, and 4-5 inches thick. You will also need at least two packages of tabs for this notebook. This is your portfolio for the end of the degree so keep it up and keep it clean. You will use this at your transfer school and beyond!!

The syllabi can be found at:
caspercollege.edu/syllabi

KEEP THOSE GRADES UP!

You are here for an education. Your classes are of the utmost in importance. You must keep those grades up!

- You must believe that you need a 3.0 or higher GPA in order to have an effective transfer to another reputable college or university.
- Even if you don't plan on continuing your education, you need high grades for the department here, and for your future employers.
- The college puts a lot of resources into theater and dance: the spaces, budgets, and scholarships. They will only support programs that show success.

HOW TO KEEP THOSE GRADES UP

Following these simple guidelines will truly help you keep your grades high. It just takes discipline, hard work, and responsibility.

- Attend EVERY class, EVERY day. Statistics prove that attending classes increases grade point immensely.
- Do your homework, in EVERY class, EVERY day. Statistics prove that doing your homework well and religiously increases grade point immensely.
- Get your rest. No kidding! Get to bed at a decent hour so you are ready to go first thing in the morning. Being tired is no excuse for not doing homework or missing class.
- Pay attention to your eating/drinking habits. Being a dancer is extremely hard on your body. Take the time to reload it with the best food and drink possible. Lots of greens, H₂O, protein, and fruits, are essential for success.

WHAT TO DO ABOUT BAD GRADES

If you do fall behind, there are some steps you can take to help yourself out.

1. Talk with your classroom instructor and ask for help.
2. Talk with your advisor and ask for help.
3. Utilize campus services: tutoring, mentoring, counseling, English and STEM labs, oral communication lab, writing center, and the library.
4. Consider a withdrawal or audit of the class in peril.

ASSESSMENT OF DANCE STUDENTS

- Each individual dance major will be assessed in technique, problem solving skills, writing, and performance.
- Each individual dance major will be assessed on their own progress through the above listed skills and will be given verbal, written, and visual feedback as well as grades.
- Technique assessments will be done in every technique course through technical testing, choreography, and daily progression. You will also be tested on your vocabulary skills for each level of each genre through written exams.
- Problem solving skills will be evaluated through improvisation skills, choreography skills, daily tasks in technique classes, and projects assigned throughout your time at Casper College.
- Writing assessments will take place in all classes through varied written assignments that could include reading reviews, performance reviews, journals, self-evaluations, and research projects.
- Performance assessments will be done in all technique classes and performance opportunities. These will be provided to the students in verbal and written form.
- All readings, reviews, research papers, and projects in the dance program need to be written in MLA format. The MLA format information can be found at caspercollege.edu/library.



Time Management

TIME MANAGEMENT IS CRUCIAL IN THE DEPARTMENT OF THEATER AND DANCE

Time-tested lessons:

- First lesson to be learned: efficient use of time is key to your survival. Pay attention to instructor demonstrations and directions; they are teaching the correct techniques as well as the most efficient ways of doing the task. Write down all instructions! You think you will remember them but you won't. These time-tested techniques will save you valuable time and energy.
- The easiest way to keep track of assignments and instructions is to write them into one calendar/notebook you take with you to every class. That way, you can visually see where you have time to relax or do homework in a given day. Mark down in your calendar/notebook all project and homework due dates so you can list priorities for that day.

- Use the buddy system. Look for someone in your class you can partner with. Sometimes it is easier to see problems with someone else's work than to see the problems in your own work. Oral critiquing is a great way to get feedback and to self-improve — especially in a performance medium.
- Stay on task. Discipline is the key. Set priorities. Get down to work and look at what needs to be finished first. Do the most important things with the earliest deadlines first. Sometimes you may need help. Don't be afraid to ask.
- A white board in your room is a great study tool to remember due dates and test dates!
- Don't be afraid to seek out another student from the department who has taken the class.
- **USE FLASH CARDS!**





“circlesWShare”
Theatre and Dance production 2023.

2023-2024 Season

The **DROWSY** Chaperone

a musical within a comedy

October 13-14, 19-20, 2023, 7:30 p.m.

MATINÉE: October 14 and 21, 2023, 2 p.m.

McMURRY MAINSTAGE, GERTRUDE KRAMPERT CENTER FOR THEATRE AND DANCE

It's a Wonderful Life: A Live Radio Play

November 14-17, 2023, 7:30 p.m.

MATINÉE: November 18, 2023, 2 p.m.

THOMAS H. EMPEY STUDIO THEATRE, GERTRUDE KRAMPERT CENTER FOR THEATRE AND DANCE

PENCILS DOWN!

February 22-24, 29-March 1, 2024, 7:30 p.m.

MATINÉE: February 24 and March 2, 2024, 2 p.m.

BARBARA N. AND LELAND F. SCIFERS DANCE THEATRE, GERTRUDE KRAMPERT CENTER FOR THEATRE AND DANCE

THE LIGHTNING THIEF *THE PERCY JACKSON MUSICAL*

April 18-20, 25-26, 2024, 7:30 p.m.

MATINÉE: April 20 and 27, 2024, 2 p.m.

McMURRY MAINSTAGE, GERTRUDE KRAMPERT CENTER FOR THEATRE AND DANCE

WINTER DANCE SHOWCASES

December 12, 2023 at 7:30 p.m.

SPRING DANCE SHOWCASES

May 8-9, 2024 at 7:30 p.m.

Production Policies, Procedures, and Information

Costumes for all productions listed on the previous page will be designed by or under the supervision of Darrell Wagner. Sets and lighting will be designed by or under the supervision of Chontelle Gray. Sound will be designed by or under the supervision of Larry Burger. Technical direction will be under the supervision of Sterling Merrill.

AUDITIONING FOR SHOWS

These dates will be announced before the audition and there will be a sign-up sheet on the green room board. Each show will have different requirements. Questions on each audition should be addressed to the director.

WE RECOMMEND INSURANCE

- Involvement in theater and dance can be risky for accidents or health. Costs that you incur through illness or injury are your own responsibility.
- Neither Casper College nor the department of theatre and dance will cover these costs. Therefore, we recommend you have insurance either through your family insurance plan or by purchasing the Student Accident and Sickness Insurance plan offered by the college. For more information on this policy, please check with student services at 307-268-2201. Remember, this can be cheap compared to medical costs.
- Please note that if you are employed in the scene or costume shops, you are covered by worker's compensation while you are at work only! PLEASE DISCUSS INSURANCE WITH YOUR PARENTS.

- If you do get injured during class or rehearsal you should let the instructor know immediately so ice can be applied and the correct procedures are followed.
- As dance majors you have access to Casper College's athletic trainer for consultation and rehab needs as well as the T-Bird Fitness Center for rehab. You need to go through the coordinator of the dance program for proper procedure.
- If an injury does require a trip to the doctor it is important to tell the physician you are a dance major and get very specific instructions and limitations.

REHEARSAL GUIDELINES

DURING REHEARSALS

CHECK THE CALLBOARD DAILY!

- Rehearsals may need to change, announcements need to be made, or fittings may be scheduled.
- You are responsible to be at all rehearsals for which you are scheduled. This means warmed up and ready to rehearse.
- When in rehearsals and technical rehearsals, the stage manager is the extension of the director. Please listen to and respect the stage manager as such.
- NO FOOD OR DRINK is allowed in the house. The only exception is water in closed containers. All food must be consumed outside the theater. Be sure all garbage is disposed of properly.

- No cell phones are to be used in the theater or backstage areas during rehearsal. They may be used in the lobby or green room areas. Please turn off ringers if they are left in the theater. Cast and crew should not use phones anywhere in the building during technical and dress rehearsals and performances from the posted call time until after the show.
- Please keep quiet in the house and backstage area. Do not pass in and out of the house any more than absolutely needed; it is distracting to the director and the cast.
- Props: Please do not touch other people's props. Don't play with ANY props while offstage. Return all props to the prop tables when you leave the stage. Don't leave them in the lobby, in the house, or backstage.
- Costumes: Return all rehearsal clothes to the costume shop or designated area. Under no conditions should an actor ever "try on" or wear another actor's costume or accessories.
- Please report any problems to the stage manager.

DURING TECHNICAL REHEARSALS AND PERFORMANCES

- Sign in on time, please, and check for special messages or assignments. Calls and warm-ups will be established by the director. There will be a company meeting in a designated room for cast and crew before each show.
- The cast is to make sure all costume pieces are in the proper places before the company meeting.
- Check and preset your props before the company meeting and refrain from touching or handling any props or costumes that are

not yours. Return all props to the prop tables when you leave the stage. Don't leave them in the aisles or lying around backstage. Nothing is preset in the lobby before the show.

- Make sure you are ready to go on stage five minutes before the opening curtain if you are in the first scene.
- NO FOOD OR DRINKS IN COSTUME! Water in closed containers is allowed.
- Only the cast and crew are allowed backstage from call time until after the performance.
- Please be aware of the technical crew and assist them as much as possible, especially if they ask.
- Please be respectful at all times.
- Please report all accidents or problems you have to the stage manager. It may be necessary to file a report to the college of any accidents involving injury.

COSTUME PROCEDURE AND REGULATIONS

- Absolutely no eating, drinking, or smoking in costume, except as required on stage. Water in a closed container is acceptable.
- Never appear in the lobby or outside the building in costume, unless you are specifically asked to do so.
- Your area in the dressing room and make-up room will be assigned.
- You are responsible for making sure that your assigned area in the dressing room and make-up room are kept clean. Please put all make-up away. It is not a good idea to keep personal items in the make-up room.

- Individual “ditty bags” are provided for personal items and/or costume pieces.
- Hang costumes properly.
- One costume to a hanger behind your name tag. Extra hangers are always available in the costume shop.
 - Costumes should be grouped together as worn.
 - Hangers should be turned in one direction.
 - Wigs, hats, or headpieces belong on head forms and in assigned areas.
- There will be a sheet posted on the door of the costume shop for you to list any necessary repairs, washing, or any missing accessories or costume pieces. Any problems that occur concerning your costume should be put on this list.
- The dressers are in charge of costumes backstage during the run of the show.
- If you have special concerns or requests regarding costume changes, etc., please see the designer or the wardrobe master. Dressers are provided as needed.
- Please discuss problems with costumes, such as fit, with the designer. He/she is open to suggestions as long as they are feasible and within the concept of the show and approved by the director.
- You may be asked to wear a wig, have your hair cut, or wear a particular hair style. A professional hairdresser will be available as needed for unusual hairstyles.
- Absolutely NO CHANGES are to be made to costumes, accessories, make-up, or hairstyle.
- Cast members should check the production callboard daily for fittings. The fittings take approximately 30 minutes. We will make every effort to work around your schedule. If for any reason you cannot make a fitting appointment, please notify the costume department as soon as possible to reschedule by calling 307-268-2558.
- Once rehearsal costume items have been given to you, please wear them as determined with the director. This includes rehearsal skirts, shoes, hats, etc. Please ask if you need anything additional to practice with. These items should be checked in/out with the stage manager at each rehearsal.
- Please do not rely on fellow cast members to assist in your costume changes. Discuss any changes that might need a dresser with the dressers.
- Strike occurs immediately after the final performance. Your first obligation is to check in all of your costumes, accessories, and wigs. Your inventory will be checked in at that time.
- Theater and dance majors will provide their own make-up for the shows. See designers to order a make-up kit.

The costume department is looking forward to working with you on this year’s productions. Our door is always open and we appreciate a visit or help if you have any free time.

DUTIES OF THE STAGE MANAGER

A. During Rehearsal

- Assist director at auditions.
- Attend all rehearsals; record all blocking/choreography and hold book for all rehearsals until the first technical rehearsal.
- As requested by the director, conduct warm-ups of cast from rehearsal period throughout the entire run.
- Enforce no food or drink in the theater/dance spaces except water in closed containers.
- Post announcements of rehearsals, calls, company schedules, costume fittings, contact lists, rehearsal/show reports on the callboard.
- Assist in preparation of program copy, especially cast and crew bios, with publicity director.
- Check with costume shop daily for fittings list. This will include communicating to the cast when the performers need to make an appointment for a fitting.
- Turn off all lights, lock and secure rehearsal space and other areas used by performers during rehearsal and performances as determined by the director and/or technical director. The assistant stage manager/rehearsal mistress will assist in this duty.
- Compile and distribute a company contact sheet listing cast, supervisors' shop numbers, and emergency telephone numbers.
- Enforce that cell phones are not to be used by cast and crew in the theater during rehearsals or anytime in the building during rehearsals.

- A technical theater key will be assigned to the stage manager and will only be used for show-related needs.

B. During Technical Rehearsals and Performances

- Organize and run all technical rehearsals, dress rehearsals, and performances; prepare running script with cues for calling all light, sound, and curtain cues during performances; make sure all pre-show checks are done prior to opening the theater; be fully familiar with operational protocols of this theater/dance; and understand all safety equipment, especially fire extinguishers. Remember, stage managers are the student authority responsible for backstage operations during technical rehearsals, dress rehearsals, and performances.
- Post sign-in sheet for technical rehearsals and performances. Contact performers/technicians who have not signed in by posted call time.
- Coordinate start of performances and intermissions with house manager.
- Unlock all actor/dancer entrance doors and turn out lights in hallways by offices and into the shop.
- Submit stage manager's report as required by the director noting starting/ending times, running times of acts or scenes, shifts, intermissions, and special problems. Hand out copies of these to the director, the technical director, and the costumer each night.

DUTIES OF THE ASSISTANT STAGE MANAGER/REHEARSAL MISTRESS

- Assist in organization of hand and dress properties during technical rehearsals. Post properties changes.
- Rehearsal mistress will write all choreography and will rehearse the cast when requested by the director/choreographer.
- Set up rehearsal furniture before all rehearsals and strike furniture/props after rehearsals.
- Serve as liaison between the director, property manager, and designer as necessary; and coordinate with properties manager acquisition of all hand and costume property items, both rehearsal and show properties.
- Assistant stage manager will check rehearsal costumes in and out to actors at each rehearsal.
- Assistant stage manager will be responsible for the setup of the run scripts for sound/lights/backstage. Collect all run scripts after last performance and give them to the technical director.
- Coordinate organization and management of dressing room spaces with the costume master.
- Assist the stage manager during all rehearsals and performances in turning off all lights, locking and securing rehearsal space and other areas used by performers during rehearsal and performances.
- During rehearsals assist the stage manager as needed by the director in following the book or in the performing of any duties normally assigned to the stage manager.

- Prepare all scene change assignments by first technical and post backstage.
- Take telephone off hook in shop during performances.

DUTIES OF THE DANCE CAPTAIN

- Assist choreographer at auditions if selected prior to casting.
- Attend all rehearsals, record all entrances/exits, and choreography including formations.
- Learn and know all choreography set in rehearsals.
- Be available to teach and/or work with any cast member on choreography during rehearsals.
- As requested by the choreographer conduct warm-ups of cast from rehearsal period throughout the entire run.
- Enforce no food or drink in the theater/dance spaces except water in closed containers.
- Post announcements on the callboard as assigned by the choreographer.
- Step into any cast member's role if they are absent.

THE CALLBOARD

We have two callboards. One is in the green room and one is in the hallway by the two dance studios. Any and all theater and dance information for shows are on these callboards. You should check them twice daily for important news. Adjacent to the green room callboard is the theater and dance informational board. Check that daily, also.

COMPLIMENTARY TICKET POLICY FOR STUDENTS IN PRODUCTIONS

Students involved in Casper College Department of Theatre and Dance productions will receive two complimentary tickets for each production they are involved in. You must personally reserve the tickets at the box office during box office hours. Tickets are never guaranteed until they are reserved.



“An Adaptation of ‘Charlotte’s Web’”
Dance production 2017.

Work-Study Positions

THE DEPARTMENT OF THEATRE AND DANCE CAN HIRE STUDENTS TO FILL THE FOLLOWING POSITIONS:

- Scene shop.
- Costume shop.
- Box office.
- Dance.

Interested students should contact Darrell Wagner, costume shop, Jodi Youmans-Jones, dance, Chontelle Grey, Sterling Merrill, scene shop, or Erin Burns, box office. The box office positions are given to those students who can readily work during the time that the box office is open to the public, Monday-Friday 11 a.m. to 5 p.m. In addition to the standard work-study program, additional students who qualify under the Federal Student Aid Program are employed each year. If you need a job, be sure to apply at career services, as the department of theatre and dance cannot hire everyone who wants to work. Applying through the placement center office is an institutional requirement. For more information about these or any funded positions on campus, contact career services at 307-268-2662.

USHERING POSITIONS

If you are not already involved in a show, you are welcome to apply for an ushering position for the run of each of our shows. These are paid-per-hour positions. Please see Erin Burns in the theater office for more information.



“A Rock ‘n’ Roll Fantasy”
Dance production 2018.



“Shadowed Winds and Ghost Roads”
Dance production 2022.

Frequently Asked Questions

How much do I need for living expenses and books?

That all depends on whether you live in the dorms or off-campus. Generally, we suggest you have enough money for food per week, approximately \$500 for books per semester, \$100 per month for pleasure, and also \$500-\$600 for a dance or theater trip. Include these costs in your private loan applications. It's money well spent and very necessary.

When I realize that I have some extra time, is it possible to just drop in to the costume or scene shop to help out?

Absolutely! We encourage all theater and dance majors to help out when you can. It's a great experience for you, helps our departmental productions, and builds great student relationships!

Can I stay in the theater and dance building late for some extra work time?

Yes and no. For you to stay after hours in the theater and dance building, you must fill out an after-hours form, which is located in the green room or from the faculty. You then must have a dance faculty member sign the form. In order for Casper College Campus Security to allow you to be in the building, your name **MUST BE LISTED** on the form, and you must have a valid Casper College ID.

What do I do if I'm having a "personal problem" with an instructor?

We are hopeful that you will first talk with the instructor face to face. The best way to solve a conflict is to address it openly with the people involved. If that does not solve the issue, then in this order, follow the chain of command:

- Talk with the Dance Program Director, Jodi Youmans-Jones.

- Talk with the Academic Chair, Zach Vreeman.
- Talk with the Dean, Julia Whyde.
- Talk with the Vice President of Academic Affairs, Brandon Kosine.

How do I get a letter of recommendation?

Asking for a letter of recommendation is no small thing. It is not an obligation of anyone to provide you with a recommendation, nor should you ever make such a request lightly. Such letters are based upon your professional and personal relationship with the person who you are asking to write a letter. Therefore, there are basic procedures you should follow when requesting such letters. Never assume anything.

- Always provide a self-addressed, stamped envelope in which the letter will be mailed. Type the address.
- Clearly supply the name of the person to whom this letter is to be sent. It is your responsibility to get this name if you do not have it. If you cannot get a name, the letter will be addressed "To Whom it May Concern."
- If the institution/individual who has requested the letter has provided a form, complete as much of the form as possible. Typing is always preferred.
- Always be sure your name is on everything you give to the person from whom you have requested the letter. It is easy to forget what belongs to whom.
- Every letter needs to be requested specifically. Because you have requested one in the past, do not assume that any subsequent letters will be immediately forthcoming.

- It is better to waive your right to privacy if the form gives you that option. That provides an indication that the school/individual is getting the letter writer's honest opinion.
- Be sure that the person you are asking has enough knowledge of you to be able to write a letter. For example it is difficult for a technical instructor to comment on acting, etc.
- Be prepared to be told "no." It may be that the person you are asking either does not have the time or does not feel they can give you the kind of letter you need to get into the school of your choice.

How do I know which classes to take first?

All of the 1000-level courses should be taken during your freshman year. The 1000-level courses are usually prerequisite courses for the 2000-level courses. The 2000-level courses are considered sophomore level. Your advisor will help you keep on track.

I know what classes I want; why do I need an advisor?

An advisor is the connection between you and the college records department. Your faculty advisor has a file with copies of your high school transcript, your ACT or placement exam scores, and your class schedules. Your advisor will be able to assist you with signing up for the correct courses that you are qualified to take. Your advisor will receive copies of your midterm grades in order to spot problems you may be having in your classes. You will need to meet with your advisor on or before advising days to preregister for classes for the next semester. After a signed copy of your approved schedule is placed in your file, you can register online through the myCC info portal. Your advisor will release your registration hold.

How do I change my advisor or degree?

First, ask the faculty member if they will accept you as a new advisee. If yes, fill out the change of advisor form and have the new advisor sign it. Once it is signed, take it to the admissions office in the Walter H. Nolte Gateway Center. The same form has the information you need to fill out to change your degree. Both can be found in your myCC info portal.

How long will it take to get my degree?

You should be able to graduate in two years. However, much depends on how large a credit load you take per semester, and whether you pass or finish all the classes you sign up for. Remember, if you drop a class, that puts more load on you later in order for you to still graduate in two years.

How do I add/drop a course?

During the first week of the semester, you may add or drop a class online. After the first week of classes, you will need to ask for an instructor's permission to add a class. You will need to fill out an add/drop form located in the admissions office in the Walter H. Nolte Gateway Center. To drop a class, you need to follow the same process. You have until two weeks following midterms to drop a course. After the midterm deadline, you must ask permission of the instructor to drop their course and they must also sign the drop slip. Remember, all dropped courses will require additional semesters and additional finances for you to complete your degree.

Student Clubs

BROADWAY BOUND

Broadway Bound is a student organization dedicated to the support and promotion of theater, dance, and learning. Members have the opportunity to participate in and even initiate theater-based and dance-based activities in addition to what is already offered by the department of theatre and dance.

Theater and dance can be extremely time-consuming with little time for relaxation. Broadway Bound is in a position to sponsor relaxing and exciting activities to help break the stress of production and bring everyone together.

Each year the department of theatre and dance goes on a theater trip to visit major theater centers around the region. While we usually go to Denver, we have gone as far as Minneapolis and Las Vegas. The department has also offered trips to New York City. Broadway Bound, as an organization, is the principle fund-raising entity. Funds raised are used to offset the cost to club members. Because of its function, Broadway Bound takes a strong hand in planning the activities of each year's trip. You must be a member of Broadway Bound to go on this trip, as a request for funding from student government must come from a college club.

Broadway Bound has been involved in creating some new activities in recent years and has become involved in charitable community activities. Members of Broadway Bound have donated their time and work to Casper's Habitat for Humanity, for example.

Membership in Broadway Bound is open to anyone with an active interest in theater and dance. All majors are encouraged to join. Membership is simple — express an interest and pay a \$10 per-year due. Get involved!

THE ASSOCIATION OF DANCE PERFORMERS

The Association of Dance Performers is a student organization recognized by the Casper College Student Senate. This group is open to all students and focuses on various fund raisers, as well as local and statewide workshops in dance techniques and performance. This group also works hand-in-hand with the company class to perform at various local events and act as ambassadors to Casper College.

The ADP is the organization that sponsors participation in the American College Dance Association Conference. You must be a member of ADP to attend, as requests for funding from student government must come from a college club.

Membership in ADP is open to anyone with an active interest in dance. We encourage all majors to join. Membership is simple — express an interest and pay a \$10 per year due.

CASPER COLLEGE STUDENT CHAPTER OF USITT

Casper College has a chapter in the United States Institute for Theatre Technology Inc. This organization helps provide technical support for student productions. Members also have the opportunity to attend the annual USITT conference which is held in a different U.S. city every spring.

Graduation Process

APPLYING FOR GRADUATION

Early in your third semester — usually in the fall of your second year — you need to apply for a graduation check in the myCC info portal. This is to make sure you have taken and passed all of the required courses within your degree program. If you have inadvertently missed a course, you will be notified through the graduation check process and still have time to take that course in your final semester.

GRADUATION ROBE

Watch for a notice from the admissions office in the Walter H. Nolte Gateway Center for information in renting/purchasing a robe for graduation.

YOU NEED TO MARCH

You have done well, worked hard, and now you have received a degree. Please give yourself the reward of attending graduation ceremonies and walking across the stage to receive your diploma. You deserve it! It is also important to show the college and city that our theater and dance program is going strong and graduating our students.

EXIT INTERVIEWS

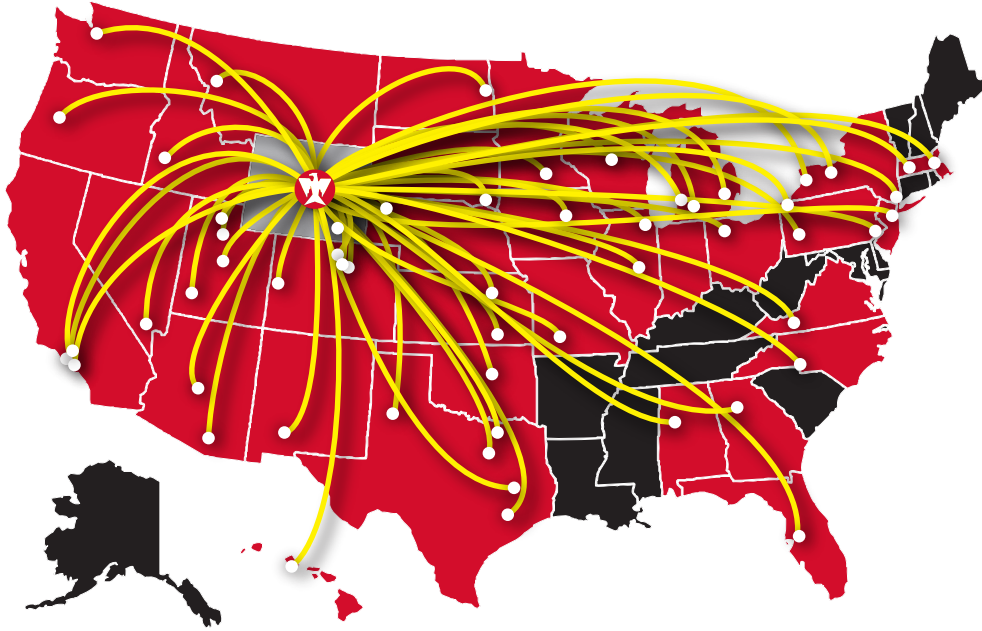
Every theater and dance student is expected to go through the exit interview process with the academic chair. We ask that you fill out a questionnaire form and answer questions through this private conference. Sign-ups will be on the callboard near the end of the spring semester.



Casper College graduate.

Transfer Schools

Our students are going places! Below is a list of schools that our students have transferred to in the past 10 years. Peruse them and see if there are any in this list that may interest you. How far will you go?



Arizona State University, Tempe, Arizona
 Boise State University, Boise, Idaho
 Boston University,
 Boston, Massachusetts
 Bowling Green University,
 Bowling Green, Ohio
 Brigham Young University, Provo, Utah
 Butler University, Indianapolis, Indiana
 California State University,
 Long Beach, California
 Chadron State College,
 Chadron, Nebraska
 Colorado State University,
 Ft. Collins, Colorado
 Colorado University, Boulder, Colorado
 Columbia College Chicago,
 Chicago, Illinois
 Cornish College of the Arts,
 Seattle, Washington
 Denver University, Denver, Colorado
 Emerson University,
 Boston, Massachusetts
 Fordham University, New York, New York
 Hampshire College,
 Amherst, Massachusetts
 Hope College, Holland, Michigan
 Kansas State University,
 Manhattan, Kansas

Kennesaw State University,
 Kennesaw, Georgia
 Loyola University, Chicago, Illinois
 Manhattan Theater Club, New York City,
 New York (two interns)
 Mercyhurst University,
 Eerie, Pennsylvania
 Mesa University,
 Grand Junction, Colorado
 Metro College, Denver, Colorado
 Minnesota State University,
 Mankato, Minnesota
 Missouri State University,
 Springfield, Missouri
 New Jersey City University,
 Jersey City, New Jersey
 New Mexico State University,
 Las Cruces, New Mexico
 Oakland University, Rochester, Michigan
 Oklahoma State University,
 Stillwater, Oklahoma
 Pepperdine University, Malibu, California
 Point Park University,
 Pittsburgh, Pennsylvania
 Radford University, Radford, Virginia
 Roosevelt University, Chicago, Illinois
 Sam Houston State University,
 Huntsville, Texas

Southern Utah State College,
 Cedar City, Utah
 Southeast Missouri State University
 Springfield, Missouri
 Southwestern College, Winfield, Kansas
 Stella Adler Academy of Acting,
 Hollywood, California
 Stephen F. Austin State University,
 Nacogdoches, Texas
 SUNY Brockport, Brockport, New York
 SUNY Buffalo, Buffalo, New York
 SUNY Purchase, Purchase, New York
 Temple University,
 Philadelphia, Pennsylvania
 Texas Tech University, Lubbock, Texas
 Texas Wesleyan University,
 Fort Worth, Texas
 Texas Women's University,
 Denton, Texas
 University of Alabama,
 Tuscaloosa, Alabama
 University of Arizona, Tucson, Arizona
 Point Park University,
 Pittsburgh, Pennsylvania
 University of Hawaii, Honolulu, Hawaii
 University of Illinois-Urbana,
 Champaign, Illinois
 University of Montana,
 Missoula, Montana
 University of Missouri,
 Columbia, Missouri

University of Nevada, Las Vegas,
 Las Vegas, Nevada
 University of North Carolina at Charlotte,
 Charlotte, North Carolina
 University of North Dakota,
 Grand Forks, North Dakota
 University of Northern Colorado,
 Greeley, Colorado
 University of Northern Iowa,
 Cedar Falls, Iowa
 University of Oklahoma,
 Kennesaw, Oklahoma
 University of Oregon, Eugene, Oregon
 University of South Dakota,
 Vermillion, South Dakota
 University of South Florida,
 Tampa, Florida
 University of Utah, Salt Lake City, Utah
 University of Wisconsin-Madison,
 Madison, Wisconsin
 University of Wisconsin-Stevens Point,
 Stevens Point, Wisconsin
 University of Wyoming,
 Laramie, Wyoming
 Weber State College, Ogden, Utah
 Western Michigan University,
 Kalamazoo, Michigan

HEALTH AND SAFETY PROTOCOLS

- Doors on both sides of the studio will remain open.
- Student dance bags and backpacks will be stored either in a personal locker or in a designated area in each space. The designated spaces will be cleaned after each class.
- Rags and spray cleaner will be in each studio for students to wipe down barres, balls, bands, and any other personal items used. Rags will be put into laundry baskets and then washed every night.
- During any given class, balls and other equipment will not be shared and only one student per piece of equipment will be allowed.
- Individual water bottles are a must.
- Students will have the option to wear a mask during class.
- Individual sweat towels will be required.
- Floors will be cleaned every morning before the first class.
- Any class taken with shoes — tap, ballet, jazz, musical theater, the students will be required to only wear the shoes in the studio and will have to remove them if exiting for any reason, this includes socks worn in class.

Casper | Department of
College | Theatre and Dance



“Merry Mixed-up Christmas”
Dance production 2020.

125 College Drive
Casper, WY 82601

307-268-2100
800-442-2963

caspercollege.edu/theatre-dance

PR 09/23

Casper College

Casper College is an accredited institutional member of the National Association of Schools of Dance.
nasd.arts-accredit.org