

# Oklahoma Shakespearean Festival



1405 North Fourth Street  
PMB 4209  
Durant, OK 74701  
580.745.2860  
Fax: 580.745.7460

*Presenting great theatre each summer on the campus of  
Southeastern Oklahoma State University.*

Employee Handbook  
for the...  
**30<sup>th</sup>**  
Anniversary Season!

# Welcome to the 2009 OSF Company!

With this handbook, you will find many different forms to fill out and send back to us. Here are the deadlines by which we must receive your materials.

**May 20, 2009**

1. Signed Letter of Engagement (or contract)
2. Completed emergency contact form
3. Signed and completed car registration form
4. Completed bio form
5. Bio submitted for print in the souvenir playbill (*actors, directors and designers only*)
6. Completed general information sheet
7. Completed measurement form (*actors only*)
8. Any other document(s) enclosed in this packet
9. Completed housing contract
10. \$50 refundable housing deposit

*This deposit is not part of your housing allowance.  
Each OSF employee who lives in the dorms must pay this amount.*

*This check will not be cashed without prior notice.  
It will be returned to you when you properly check out of your dorm room.*

11. Resume submitted to the OSF offices
12. Two headshots (*actors and directors only*) submitted to the OSF offices
13. A photocopy of your driver's license and social security card or passport.

Once we have received all of your materials, we can begin to process your payroll.

If your materials are incomplete, unsigned, or late, your first check may be delayed.

## Who we are...

Summer 2009 marks the 30<sup>th</sup> Anniversary Season of one of America's fastest growing theatre festivals. The Oklahoma Shakespearean Festival (OSF) is a professional repertory company that produces five productions each summer. In addition to the plays themselves, OSF offers college credit for theatre classes for participants and a variety of workshops.

The Festival is a non-profit organization, which receives financial support from a variety of public and private sector groups, as well as individuals. Major funding comes from the State Arts Council of Oklahoma and Oklahoma Tourism and Recreation. Facilities and partial staff are provided by Southeastern Oklahoma State University, the Festival's host.

One staff member conducts Festival business year round. In the summer, the faculty and staff grow considerably. In 2009, it will include 50 full and part time members, working in areas such as acting, directing, Children's Theatre, creative dramatics, studies, movement and music. The company includes theatre artisans, professionals, teachers and students from across the nation.

Oklahoma Shakespearean Festival  
*A season you don't want to miss!*

## Where we are...

Durant is located on U.S. Highway 69-75 and 70. If you are coming from the Dallas area, take U.S. 69-75 North through Sherman, Texas. Durant is about a ninety-minute drive north of Dallas. From Oklahoma City, take I-35 South to Ardmore, Oklahoma. In Ardmore, take U.S. 70 East. Durant is about an hour from Ardmore. Greyhound bus lines serve Durant.

We are only 13 miles from beautiful Lake Texoma, which attracts millions of visitors every year. The Festival is housed on the campus of Southeastern Oklahoma State University, which is located in the northern part of Durant.

**If traveling on U.S. 75 north bound**, you will see the Main Street exit with fast food restaurants, Wal-Mart, etc. KEEP GOING. The second exit is the Washington Street exit. KEEP GOING. The 3<sup>rd</sup> Durant exit is the Southeastern Oklahoma State University exit.

**If traveling on U.S. 75 south bound**, take the first Durant exit.

### U.S. 75 travelers...

Exit to the ramp and take a right onto what is now North First Street. You will pass the Oklahoma Highway Patrol, several apartment complexes, a baseball field, etc. You will see the Visual and Performing Arts Center on the left. This building is directly across the street from the Bloomer Sullivan Gymnasium.

**If traveling on U.S. 70 east bound**, you will enter Durant on Main Street. Continue on Main Street several miles until you get to Fifth Street. Take a left onto Fifth Street and continue north until you get to University Blvd. Take a right. Travel on east on University Blvd. until you reach the stoplight. Take a left at the light.

### All travelers...

The Visual and Performing Arts Center (VPAC) is a large building located on the east side of North First Street. It is directly across the street from the Bloomer Sullivan Gymnasium. You will need to use the main entrance, the blue double doors.

## Company Meeting...

There will be a Company Meeting **Sunday, June 14, 2009** at **7:00 p.m.** in **Montgomery Auditorium** (*maps will be provided when you arrive in Durant*). **This meeting is mandatory for all company members!** After the meeting, we will be taking a company picture so please dress appropriately!

From there, we will break up into several groups.

### When to arrive

Please check your contract for your specific start date. Make sure that you are in Durant, your housing secured and everything taken care of before that date.

- A mandatory training session for all **EDUCATIONAL STAFF MEMBERS** will be held **Sunday, May 31<sup>st</sup>** at **2:00pm** in **Montgomery Auditorium**.
- **COSTUME, LIGHTS, PROPS, ADMINISTRATIVE and PUBLIC RELATIONS STAFF MEMBERS** will begin **Monday, June 1<sup>st</sup>** at **9:00am** in the **Visual and Performing Arts Center**.
- **SCENE SHOP STAFF MEMBERS** will be held **Monday, June 1<sup>st</sup>** at **9:00 am** in the **University Center**.
- **SENIOR STAFF MEMBERS** will have a mandatory meeting **Sunday, June 14<sup>th</sup>** at **1:00pm** in the **Theatre of the Visual and Performing Arts Center**.

*Please check your contracts to verify your start date.*

## Housing...

All OSF participants will be in Shearer Hall which is only three years old. This dorm is divided into suites. Each suite has four (4) bedrooms. Two bedrooms share a bathroom. The four rooms share a great room. In years past, a television

has been provided in the great room. Attached to the great room is a kitchen area with a full-size refrigerator and microwave. Shearer Hall has a full, operating kitchen in the dorm as well as laundry facilities.

A \$50 refundable deposit is due upon reserving your room. A check or money order should be made out to OSF.

This check will be returned to you at the end of the season after the room has been checked for cleanliness and damage.

The housing allowance in your contract does not cover this deposit! This is your sole responsibility.

No animals of any kind are allowed in Shearer Hall.

All dorm rooms come with internet access.

Campus Dining Services will be open shortly after June 1<sup>st</sup>. Cash can be used (*about \$7 per meal*) or you may purchase a meal plan. All of this is optional.

Your housing deposit **MUST** be received on or before May 20, 2009.

**All dorms must be vacated by Monday, July 20, 2009 at 5pm. Unless you go on tour then the date would be Wednesday, July 22, 2009 at 9am.**

*Pictures of the dorm will be sent to you in a separate email.*

## **Keeping in touch...**

Your mailing address for the summer season is:  
Oklahoma Shakespearean Festival  
1405 North Fourth Street  
PMB 4209  
Durant, OK 74701

The office phone number is:

580.745.2712

*(Office personnel will be instructed to take messages only.)*

If you need any information or have any problems en-route, please call  
580.924.6517 and ask for Riley;  
580.775.0756 and ask for Jenny;  
580.760.0760 - Riley's cell.

## Checking in...

When you arrive in Durant, proceed to the OSF office. There, Jenny or Riley will check you into your dorm room.

Dorm rooms for OSF are usually assigned to Shearer Hall. These are co-educational dorms. By virtue of the fact that our day ends at 10:30 p.m., and regular students from the university will also be in residence for summer classes, you can see the necessity to keep after hours talking to a minimum inside the buildings.

If you arrive before Sunday, May 30, 2009 you need to make arrangements concerning check-in with OSF prior to your arrival.

## What to bring...

You will need to supply a shower curtain, linens, towels, pillows, blankets and other toiletry and personal items.

Each room is furnished with a bed and chest of drawers (it has a closet). Bathrooms have only shower facilities – no bathtubs.

The buildings are equipped with air conditioning. However, some like to bring a small oscillating fan for additional comfort to the room. Those who are cold natured...bring an extra blanket.

The floors in the dorms are tile. Some like to bring a small area rug and/or slippers for those early mornings.

There is a track and tennis courts available to you. You might want to bring running shoes and tennis equipment if you play.

Alarm clock...2 if you have trouble waking up after little or no sleep.

Pad of paper, pens, highlighters, etc.

Microwave ovens are available in every great room (*4 rooms to one great room*).

OSF has a supply of plates, cups and silverware for each suite.

There is one refrigerator in every great room.

If you have one, bring a chargeable hand drill.

**It's a fact!**

Durant is home to the

**World's Largest Peanut.**

**What else to bring...**

You might want to bring some nice summer outfits for such things as going out and/or performance attendance at any of the Festival's five productions in which you are not participating.

**Remember while you are on campus or in the community you represent the Festival and will need to dress accordingly.** Shorts and t-shirts (*no profane messages, please*) are the standard fare in Durant for the summer.

Of course, Lake Texoma is only 13 miles away, so be sure to bring your bathing suit and lots of sun block. Oklahoma sun is extremely hot and you will burn very easily.

### **Survival Tip:**

*Dehydration is common during the summer,  
so make sure you drink lots of water!*

### **Important Phone Numbers:**

Domino's Pizza	580-924-1350
Pizza Hut	580-924-3908
Movie Theatre and Bowling Alley	580-920-2898
Great Wok (they deliver!)	580-924-5388
Roma's (Italian)	580-931-9961

### **What to wear...**

Actors are required to bring a dance belt and/or athletic supporter.

Actresses must bring black character shoes, long rehearsal skirt, and a strapless bra. If you have a Merry Widow's bra, hairpieces or costume jewelry, please bring them along.

Dancers must bring black character shoes, ballet shoes, strapless bra and plenty of rehearsal leotards and tights. Anyone is welcome to bring their dance shoes. Sometimes folks get together for class over dinner break just to blow off some steam!

Remember that there will be dance and fight rehearsals every day. Please dress appropriately for these rehearsals. Tight pants and short skirts are not recommended.

Technical staff and actors working in the shops must wear long pants, closed toe shoes, socks and a shirt at all times. If you have protective eye wear, please bring them.

Even though it will be summer and very warm, some of the rehearsal spaces can get quite cool. You might want to include a pair of sweats and long sleeved shirts for rehearsals.

### **Survival Tip:**

***During the summer months, it is not uncommon of for temperatures in Durant to reach up to 105 degrees!***

***Remember, Oklahoma is very humid.  
It is not a dry heat.***

***Be sure to drink lots of water to stay cool.***

## **Expectations...**

1. Actors must supply their own basic make-up kits. The Festival supplies make-up for special effects that cannot be produced with a basic kit. If you require special hypoallergenic make-up, you will need to furnish your own special effects make-up as well.

2. All actors and designers will be expected to print off their own scripts for *Twelfth Night*. Scripts of *A Tuna Christmas* and *Smoke on the Mountain; The Homecoming* will be provided to the actors at no cost.
3. The company provides OSF with librettos of *Honky Tonk Angels* as a part of our royalty payment with them. If you are cast in *Honky Tonk Angels* you may use one of these. You will have to write us a check for \$25 before one is given to you. If the script comes back to us in the same condition, you get your check back. If it is damaged, written in or highlighted...you are the proud new owner of a *Honky Tonk Angels* libretto.
4. Lines must be memorized before the start of the Festival.
5. Actors are expected to participate in special rehearsals, workshops, promotional performances, photo calls, work calls and strikes.
6. All OSF personnel are expected to participate in change overs and strikes.
7. Actors are expected to work in front of house positions when not performing.
8. OSF employees are expected to assist and attend any fundraising events including the Potato Luncheon and productions.
9. All technical staff is expected to work on a running crew for the performance run of the festival. Technical employees will need to supply their own dark clothing for all productions.
10. All Senior Staff members who borrow items from outside sources will be expected to return those items as part of strike.

## Start and end dates...

Administrative positions:	May 26
Educational and Intern positions:	May 31
Senior Staff positions:	June 14
Official start date of the Festival:	June 01

Official end date of the Festival:

July 20

AFTER STRIKE  
IS COMPLETE!

Typically, OSF participants work well into the night to complete strike so they can depart the next day (Monday, July 21, 2009). **All dorms must be vacated by Tuesday, July 21, 2009 at 5pm. Unless you go on tour then the date is Wednesday, July 22, 2009 at 9am.**

## Hours of operation...

THESE TIMES ARE SUBJECT TO CHANGE!

<u>Departments</u>	<u>Work Days</u>	<u>Times</u>
Costume Shop	Sunday-Friday	9:00-12:00
Scene Shop		12:00-1:00 Lunch
Prop Shop		1:00 - 3:15
Office Staff		3:15 – 3:30 Break
Publicity Staff		3:30 – 5:30
		5:30 – 7:00 Dinner
		7:00 – 10:30
Box Office	Monday-Friday	10:00 – 6:00
	Sunday	2:00 – 5:00

**FYI**  
If transportation to and from Dallas airport is needed, the employee must contact OSF at least two weeks prior.

## Rehearsals...

**June rehearsals are Monday through Friday with the following schedule:  
(Rehearsal schedule will rotate)**

8:30 – 11:45                      *Twelfth Night*

12:45 – 3:15 Children’s Theatre  
Teen Theatre Workshop \*These 3 shows will not rotate.  
A Tuna Christmas

1:00 – 5:30 *Honky Tonk Angels*

7:00 – 10:30 *Smoke on the Mountain: The Homecoming*

\* Rehearsals for *Twelfth Night* and *Smoke on the Mountain: The Homecoming* will rotate to allow for equal rehearsal time.

**OSF rehearses Sundays with the following schedule: 1:00pm-10:30pm**

## Performances...

Performances will be June 19<sup>th</sup> through July 19<sup>th</sup>. OSF runs in true rolling repertory with a different production each night. A performance calendar will be sent to you in a different email.

## Payroll...

OSF payroll will be divided equally into four pay periods to be given on the following dates: June 15<sup>th</sup>, July 1<sup>st</sup> and July 15<sup>th</sup>. Your final paycheck will be distributed once strike is complete. Any damages to property or failure to participate in strike will result in the forfeiture of your final check.

## Festival Policies...

1. The Festival operates on a basis of a company ensemble.
2. The Festival also operates on the assumption that each member of the company represents and reflects the Festival. This requires the acceptance of public

responsibility by each of its members. Violations of campus, city, state and federal laws and ordinances will not be tolerated and may be grounds for termination of contracts.

3. In order to avoid possible conflicts or misunderstandings, the following policies should be understood:

- A. Each company member is responsible to the schedule set by the Festival and should be prepared to begin work at the beginning of each call.
- B. All actors are expected to know their lines before their arrival in Durant.
- C. Attendance at company meetings is required for all members of the ensemble in order to maintain effective communication.
- D. Attendance at all company rehearsals, special rehearsals, photo calls, work calls, pick-up rehearsals (*or glibs*) and choreography rehearsals are required (actors, dancers, fighters, stage managers, directors, etc.)
- E. Actors, musicians, community volunteers and dancers are responsible to their directors during each rehearsal period and should not leave a rehearsal area without checking with the stage manager. They are responsible to the stage manager during all performances.
- F. Technicians are responsible to the head of their area or to the stage manager, depending upon the nature of the assignment or situation.
- G. Hairstyles for all performers or anyone appearing on stage or in the pre-play festivities will be designed and cut or styled to suit the needs of the Festival. If you have a beard, you may be asked to shave; if you don't, you may be asked to grow one.
- H. Guests are not allowed in the dressing rooms or backstage before, during or after a performance.
- I. The Costume Designer must approve any article of clothing, jewelry or make-up worn in performance.
- J. All props, costumes and music purchased or prepared by the Festival are property of the Festival. Those items having only temporary value will

- be made available to company members. The Producing Director will make this decision.
- K. Stage Managers' prompt books become the property of OSF upon completion of strike.
  - L. There is no eating, drinking (*except water*) or smoking in or around costumes.
  - M. Smoking is not permitted in any of the rehearsal/performance areas, technical areas or in the Festival offices. There are designated smoking areas at the back entrance of all buildings.
  - N. Pets are not allowed in campus housing.
  - O. Alcohol is not allowed on campus (*Oklahoma state law*)
  - P. Since the housing units are located within the college community, company members are expected to curtail noise during late evening hours.
  - Q. Each company member will be placed on various crews, and is expected to fulfill his or her responsibilities when not needed in rehearsal.
  - R. Members of the staff who borrow items from outside sources, community members or businesses for production purposes are required to return those items as part of their strike. Final checks will not be issued until all items are safely returned.
  - S. The Festival does not provide Unemployment Insurance.
  - T. The Festival assumes that each company member will make the maximum use of his or her talents, imagination, personality and energy.
  - U. The Festival encourages every member to eat properly, sleep when possible, dress appropriately, relax occasionally and maintain a sense of humor.

# Phone Numbers...

Phone numbers you might want to have at your fingertips...

Southeastern Oklahoma State University	(580) 745-2000
Riley	ext. 2860
Jenny	ext. 2712
Public Relations	ext. 2794
Box Office	ext. 2696
OSF Rehearsal Hotline	ext. 2697
Costume Shop	ext. 2692
Scene Shop	ext. 2835
Campus Security	ext. 2727
Resident Life	ext. 2866
Auxiliary Services	ext. 2898