

National Sun Yat-sen Department of Theater Arts Performance Production Implementation Guidelines

(English translation is not finalized)

Formulated by the 4th Department Affairs Council Meeting, Academic Year 2011, November 30, 2011
Amendment approved by the 5th Department Affairs Council Meeting, Academic Year 100, January 11, 2012
Amendment approved by the 10th Department Affairs Council Meeting, Academic Year 2013, April 9, 2014
Amendment approved by the 6th Department Affairs Council Meeting, Academic Year 2017, June 21, 2018
Amendment approved by the 6th Department Affairs Council Meeting, Academic Year 2018, April 10, 2019
Amendment approved by the 6th Department Affairs Council Meeting, Academic Year 2019, March 25, 2020

1. The Guidelines were formulated to improve the effectiveness of student performances and the use of related resources.
2. Types of performance: Divided into annual productions, semester productions and graduation productions, classroom presentations, theater competitions and independent presentations based on production budget and human resources.
3. Scope: Sorted by precedence.
 - (1) The execution of annual productions during the year should be decided by the department development committee and apply to "Enforcement Rules of Semester Production".
 - (2) Graduation productions shall be executed in accordance with the Department's "Enforcement Rules of Graduation Production" and "Enforcement Rules of Semester Production."
 - (3) Classroom presentation:
The course instructor should apply to the department for end-of-semester time slots during the mid-term examination week of each semester. A stage manager or class representative should be appointed for its implementation in accordance with the "Rehearsal Classroom Management Regulations".
 - (4) Independent presentation:
 - A. These refer generally to presentations given by current students of the Department outside of official courses and course presentations. These are considered a part of the education offered by the Department as well. The number of theater competition depends on the number of graduation and semester productions of the academic year. The director of independent presentation groups should have completed the Directing (I) courses; the stage design should have

completed Stage Design (I) courses; the main actors should have completed Advanced Acting (I) and the leading performers in independent presentations may not overlap; the light design should have completed Lighting Design and Practice.

- B. All presentations must be in the Department's name. The performance may not be given as a theater group.
- C. The performance shall be no longer than 60 minutes. The performance time shall be in March. It shall be a non-profit on-campus performance and no tickets shall be sold.
- D. All presentations may only proceed on the basis that it will not impact on the courses for that semester and classroom presentations.
- E. The production team should submit their proposal and script to the department office by the end of November each year. They must pass the first review by the relevant department committee before being deemed eligible to perform. The affidavit should be signed. If the performance is too different from the proposal, the performance must be cancelled.
- F. The proposal should include:
 - a. The script to be planned, the copyright and consent form, or when the consent form is expected to be given. It must be secured within one month of being approved by the relevant committee. A photocopy should be submitted to the department office for archival. If consent is not secured then performance permission is revoked.
 - b. Script abstract and analysis, a complete directors' creative concept, and list of production team members.
 - c. Concepts on stage, lighting and costume design, expected scale and special technical requirements.
 - d. Source of funding and expected income/expenditure.
- G. For electrical safety at the performance venues, except for 219 rehearsal classroom where the 219 management rules apply, when other spaces are used please follow the electrical loading and power rating figures for each space published by the department office in calculating and enforcing the number of lights that can be used safely. For spaces that use external power (including power from 219 or other external power sources) these may only be used under instructor supervision.
- H. The time slot for theater usage should be agreed upon in advance and follow the time slots announced by the department office.
- I. Special technical requirements such as water, fire, electricity and

weight-carrying require the approval of full-time faculty members. Non-compliance will result in performance permission being revoked

4. Any matters not covered in the Guidelines shall be handled in accordance with the explanation given by the administrator of the department office.
5. The Guidelines were approved by the Department Affairs Council prior to implementation. Modifications shall follow the same procedure.