PRACTICAL CONSIDERATIONS

Most successful student/artists in UCN’s Theatre Program are organized. Our program is rigorous, and from the students’ perspective, requires a certain amount of attention to time management. The following is a short list of suggestions that will help you organize your time and focus your energies.

1. Maintain an appointment book (or palm-pilot) for all classes and rehearsals. *Carry it with you at all times and keep it current.*
2. Pencils are not optional. Keep one with you at all times—classes, rehearsals, always.
3. The Theatre Office (Martin 113) is generally open 8-12 and 1-5 Monday-Friday. The office phone number is 660-543-4020. The Box Office number is 660-543-8811.
4. Faculty office hours are posted on their doors at the beginning of each semester.
5. Schedule classes to avoid shop call and rehearsal conflicts:
   - Scenic and Costume Shop Hours 2:00-5:00 M-F
   - Mainstage Rehearsals 6:30-10:00 M-F
   - Studio Rehearsals 6:30-9:00 M-F
6. Come prepared to class.
7. Be on time . . . classes, meetings, calls, rehearsals, fittings, etc. *Be on time.*
8. Check call board twice a day.
9. Check phone messages and return them.
10. Check your email daily.
11. Let the Theatre office know of any change in your contact information. We can’t contact you if we can’t find you.

Theatre Department Website

A major resource tool for the student is the Department of Theatre and Dance’s website, [www.ucmo.edu/theatre](http://www.ucmo.edu/theatre). The website contains the following useful information:

- The production calendar
- Ticket information for all shows
- Degree program information
- Course offerings for each semester
- Scholarship information
- *The Stage Door* Newsletter
- Faculty information and email addresses