

TO INSTRUCTORS IN THE THEATRE DIVISION  
BANFF SCHOOL OF FINE ARTS

At the risk of gaining a "memo in triplicate" reputation I thought it would be valuable if we did a bit of pre-session organizing.

NEW COURSES NOT IN CALENDAR

In the event that you have not already received announcement of these two courses, ADVANCED ACTING (SECTION II), and the ADVANCED SEMINAR, I am enclosing copies of these courses. They are self-explanatory. The ADVANCED SEMINAR is an attempt to attract senior people to the School, and although we may not have many this year, (if any as it was a bit late in being announced) I hope that it will build into something quite worthwhile for future years. We will need the cooperation of all of you in setting assignments, assessing research, and in the oral and written exams at the end of term. I will be in charge of this course, and will work out individual programs in consultation with the different instructors concerned.

SPACE ALLOCATION FOR TEACHING

As you know there is usually quite a scramble for adequate teaching space, and if you have any special requirements for teaching or rehearsal I would suggest you write Ken Madsen immediately. I am hoping that we can reserve a large room such as the Solarium for classroom performance and rehearsal, as we need such a space badly.

ORGANIZATION OF REHEARSALS AND LABS. FOR FIRST YEAR STUDENTS

This year there will be a definite time allocation for first year people taking STAGECRAFT and ACTING, as in the past there has been some conflict between rehearsals and crew duties. All classes and labs. end at 3:00 P.M. Rehearsals and crews will be scheduled from 3:00 to 5:15 or after dinner. A student will only be expected to attend one stagecraft lab. a day, if he has a rehearsal scheduled for that day as well. I would like all rehearsals scheduled a week ahead of time in order that the STAGECRAFT instructors can plan their work. Students ~~not available for evening crew work if they are required for evening rehearsals, and evening crews should be drawn from that group of students not required for rehearsal.~~ With the large staff of technical assistants this should be possible.

TECHNICAL ASSISTANTS

Although most of the technical assistants are drama majors, I would prefer that they not be cast in productions, and if they tryout they must have Professor Graham's approval before they do this.

ATTENDANCE, LATENESS, ASSIGNMENTS NOT COMPLETED

Any student who: misses a class without a good excuse; is continually late; or who is not fulfilling his assignments should be reported to me immediately. This applies especially to scholarship students who have a special obligation to the School.

STAFF AND STUDENT MEETING

We usually have a short staff meeting of members of the Theatre Division on the first Monday of the School. This will be July 4th at 7 P.M. place to be announced. This followed by a meeting with all students of the Division. This year I would like to have us see all scholarship students separately. General auditions will be held on the 5th, with casting for the major production immediately following. If possible would Dr. Conkle and the instructor in RHYTHMICS also attend the staff meeting.

STUDENT SCENES

I was quite surprised at the end of last term to have a group of first year students come to me with the suggestion that they were not kept busy enough. I think we could help this situation by assigning weekly scenes for these people. In the past we have spoken about student scenes handled in somewhat the same manner as the student music recitals. This is a suggestion which I would like Dr. Smith and Mrs. Prothro to think about, and one which we can discuss further at Banff.

LIBRARY BOOKS

If there are any special library books you need let me know immediately, as we are making up the list to go from the Extension library.

This is all I can think of now. If there are any queries that you have please write me c/o University of Alberta, Edmonton. I expect to be here most of June.

Sincerely

Gordon Peacock

Encl.

GP/gs