**CONTENT FOR TRI-FOLD 11x17 PROGRAM**

(front cover, title page, personnel, notes, thanks/sponsor, back cover)

1. AEO staff will use the content provided here to create an InDesign layout.
2. Enter all program content into this Word document. (You may omit any elements or sections that are not needed.)
3. Describe formatting requests in the document, rather than altering the layout. (For example, don’t add columns, but tell us where you’d like them.)
4. Don’t embed images into the Word document. Provide any image files separately.
5. [Link to Submitting an Effective Image](1.%09https:/docs.google.com/document/d/1mhDH_iXGqSIaDu0BsXkgPjGFwpv_SLDWb14wPMsFvK4/edit)
6. Have PPD production staff and/or advisor review before submitting to AEO.
7. Email approved Word doc to [artsevents@ucsc.edu](mailto:artsevents@ucsc.edu) no later than agreed upon date/time. (Include Event Title in file name.)

The Theater Arts Program of the

Performance, Play & Design Department of the

University of California, Santa Cruz

presents

Title

by [author’s name]

Directed by [director’s name]

February x–x &

March x–x, 2022

Mainstage Theater - or -

Experimental Theater - or -

Second Stage

Theater Arts Center

University of California, Santa Cruz

**Title of Play**

by [Author]

February x–x & March x–x, 2022

Directed by [director’s name]

CAST

in order of appearance

-OR-

in alphabetical order

[delete the option you are not using]

Jill Jack Sandra Cue

Jane Doe Cathy Curtain

Character Actor Name

Character Actor Name

Character Actor Name

Character Actor Name

Character Actor

Character Actor

Character Actor

Character Actor

Character Actor

Setting

Act I — In Joe’s living room

Act II — Joe’s living room, later that evening

Act III — At the cemetery

There will be one 15-minute intermission.

- OR -

There will be no intermission.

[delete the option you are not using]

[Smoke, haze, simulated live gunfire, strobe effects]   
are used in this production.

There will be full [partial] nudity.

[delete options you are not using]

[CREDIT TO ORIGINAL PRODUCER AND PUBLISHER]

About the Playwright

Start here…

Notes from the Director

Start here…

Notes from the Dramaturg

Start here…

Special Thanks & Acknowledgements

SPONSOR STUDENT PRODUCTIONS!

Get the satisfaction of seeing your investment bring student theater to life on the stage. You can sponsor a student production by contributing to the Student Production Fund. This fund directly supports the costs of producing projects that are performed, directed, and designed by UCSC students in the Theater Arts program. There’s no better time to support the Arts than now!

If you’d like to contribute to the Student Production Fund, please Moon Rinaldo, Department Advisor, at moonr@ucsc.edu.

Production Personnel

*Note: What you see as “……” are not periods. It called “leader.”*

*Please do not insert spaces or periods to even out the lines or make them prettier. Spaces and periods will goof up the InDesign layout and have to be removed.*

1. Delete any positions that don’t pertain, or add new ones as needed.

2. Hit “tab” after position name to create leader; type in name of person.  
3. Arts Div. staff will create 5” x 11” vertical layout using this content.

Director [--> tab] Xxxxxxx Xxxxxx

Assistant Director [--> tab] Xxxxxxx Xxxxxx

Technical Director Christopher Hackett

Assistant Technical Director

Stage Manager

Assistant Stage Manager

Scenic Designer

Assistant Scenic Designer

Lighting Designer

Assistant Lighting Designer

Sound Designer

Assistant Sound Director

Choreographer

Assistant Choreographer

Costume Designer

Assistant Costume Designer

Props Master

Props Assistant

Dramaturg

Master Electrician

Assistant Master Electrician

Light Board Operator

Follow Spot Operator

Vocal/Accent Coach

Sound Board Operator

Fight Captain/Choreographer

Hair/Make-up Designer

Costume Technicians

Costume Run Crew

PPE Officer Amaya Walsh-Saldivar

Run Crew

Production Electricians

Light Hang Crew

Carpenters/Welders

Scenic Painter

Prop Shop Manager

Production Office Manager

Front-of-House Crew Lauren Elscott, Sandy Ignacio

Josephine Joliff, Moriah Kawas

Saksham Kumar, Raymond Lee

Rosie Longo, Brandon Miao

Sonya Ontiveros, Sophia Partida, Chelsea Qu

Gina Schneider

Ticketing Managers AEO will add these names

Event Supervisors Jessica Abramson, Sabrina Eastwood

**BACK PAGE LAYOUT**

no action needed

**Content will be inserted by AEO**