

Sound Designer

The Design Process:

- Determine the production schedule and budget.
- Read, assimilate, and understand the material being designed.
- Create an initial concept.
- Conduct research (preliminary sound clips).
- Finalize your concept and sounds.
- Gather the equipment needed for your design.

Pre-Production:

- Attend pre-production meetings with the director and other design team members.
- Meet with the technical director to discuss your budget.
- Price desired items.
- Ensure that you do not go over budget.
- Keep accurate records of all transactions (see general contract).
- Create an inventory of sound equipment in the theatre.
 - You may delegate this to the assistant sound designer.
- Create an equipment list including all pieces of equipment that you need to implement your design.
- The sound engineer will hold a sound workshop for all crew members. You must supervise this workshop.

Rehearsal Process / Tech Week:

- You are required to attend production meetings.
 - Give a brief statement about the progress of the show's sound effects.
- Talk to the stage manager to schedule times when recordings involving performers can be achieved.
- It is your responsibility to find the available space and record the actors.
- Ensure that the sound engineer understands the design requirements as it relates to equipment as they will be installing all of the equipment for the production.
- Ensure your design is fully installed.
- You must keep paperwork up to date, accurate, and distributed to the stage manager and sound engineer.
- Incorporate music and other sounds into production as soon as possible.
- Discuss the proper operation of the equipment and clips with the sound board operator.
- Prior to the paper tech, create a finalized cue sheet for the stage manager.

Technical and Dress Rehearsals:

- Attend all technical and dress rehearsals.
- Take notes of problems.
- Help the sound board operator set levels.
- Help with cue placement.

- After any technical or dress rehearsal have a brief meeting with the sound board operator. At this meeting discuss any notes that you may have.
- Inform the stage manager of any altered cues.

General Reminders:

- All purchases at Longwood must be on a university-issued Mastercard, for which the faculty scenic designer, costume designer, and technical director are solely responsible.
- Costume shop rules must be followed at all times. No exceptions.
- Scene shop rules must be followed at all times. No exceptions.

Sound Designer Schedule:

12 weeks out – preliminary meetings with director & design team

11-6 weeks out – meeting continue and should include: research, examples, etc.

6-4 weeks out – last meetings with director to finalize sound design & collect sounds, music, and back-up (secondary choice) sound clips

3 weeks out – a rehearsal CD should be given to the stage manager to ensure early introduction of sound

14 – 8 days out – attendance at a couple of rehearsals to get the feel & flow of the show & any known sound editing should be completed before tech

7 days out – at minimal of one week out, an updated production disc should be made and handed off to the proper people (stage manager, board operator, director)

5 days out – paper tech: preliminary proposed cues should be prepared & given to the stage manager

tech week: take notes and perfect all cues

4 – 2 days out – tech week: take notes and perfect all cues

1 day out – final dress rehearsal: no notes, everything perfect, all cues in book. No more changes can be made.

Opening night – All done! Congratulations!

Sound Designer

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

Role:

Please check all that apply to you:

I am in the THEA 104 class.

I am in the Opera Workshop class.

I am in an Independent study class. The class name is _____

I am a BFA Tech major.

I am a BFA Performance major.

I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

Signature:

Date: _____