

PERFORMING ARTS AT IOWA SITE SPECIFIC GUIDELINES

DEPARTMENT OF DANCE THESIS PRODUCTIONS

The MFA Thesis concert is the comprehensive outgrowth of the student's graduate studies at The University of Iowa. Dance MFA candidates at the University of Iowa perform and / or choreograph their MFA thesis concert as part of their creative and scholarly work in the curriculum of the MFA Program in Dance.

The Department of Dance and the Performing Arts Production Unit make every effort to provide options in support of MFA candidate's Thesis work. Arrangements to produce outside of Space Place Theatre take time and multiple steps. It is important to note that if requesters don't meet the deadlines outlined below, the Department of Dance and Performing Arts Production Unit are not obligated to move forward with the Site Specific request.

The Performance Venues, and associated guidelines, available for MFA Thesis concerts are outlined in three sections below:

- I. [University of Iowa Performing Arts Facilities REQUEST](#)
- II. [University of Iowa non-Performing Arts Campus Facilities REQUEST](#)
- III. [Off Campus Location REQUEST](#)

[Appendix A: University of Iowa Green Spaces](#)

[Appendix B: Local Performing Arts Spaces](#)

REQUEST CONTACTS and DEADLINES:

REQUEST TYPE	DEADLINES	CONTACT
Space Place Theatre	May 1 (Approved)	Production Stage Manager, KatyBeth Schmid, Catherine-schmid@uiowa.edu
MOCAP and VR Studios	May 1 (Approved)	Digital Media Specialist, Emily Berkheimer, emily-berkheimer@uiowa.edu
University of Iowa NON-Performing Arts Campus Facility	March 15 (Request) May 1 (Approved)	DEO, Rebekah Kowal, Rebekah-kowal@uiowa.edu Director of Dance Production, Eloy Barragan, eloy-barragan@uiowa.edu
Off Campus Location	March 15 (Request) May 1 (Approved)	DEO, Rebekah Kowal, Rebekah-kowal@uiowa.edu Director of Dance Production, Eloy Barragan, eloy-barragan@uiowa.edu

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I. Performing Arts at Iowa Facilities

SPACE PLACE THEATRE

Deadlines: Please *confirm* use of Space Place Theatre **by May 1** of the AY (academic year) prior to Thesis production with the Director of Dance Production and Production Stage Manager.

Calendar: dates will be provided to you for Thesis I, II, or III.

Location: 101 North Hall

Space Place Theatre Specs [HERE](#)

Space Place Production Guidelines [HERE](#)

Contact: KatyBeth Schmid, catherine-schmid@uiowa.edu

MOCAP STUDIO and VR STUDIO

If a student is interested in *REQUESTING* the use of MOCAP Studio and/or VR Studio they must meet the following pre-requisites:

- Displayed competency and experience with desired technical gear
- Coursework or research completed with Digital Media faculty

MOCAP STUDIO

Deadlines: Please confirm use and dates of MOCAP Studio **by May 1** of the AY prior to Thesis production.

Location: Performing Arts Annex 166

MOCAP Specs:

Square Footage – 1652 ft²

Seating Capacity –

5 square feet per person standing

7 square feet per person sitting

*design of space requires approval of fire marshal

*Please contact Emily Berkheimer for additional facility specifications

MOCAP Production and Equipment Guidelines: Please contact Emily Berkheimer for guidelines

Contact: Emily Berkheimer, Emily-berkheimer@uiowa.edu

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VR STUDIO

Deadlines: Please confirm use and dates of VR Studio **by May 1** of the AY prior to Thesis production.

Location: Performing Arts Annex 175

VR Studio Specs:

Square Footage

Seating Capacity

*Please contact Emily Berkheimer for additional facility specifications

VR Studio Production and Equipment Guidelines: Please contact Emily Berkheimer for guidelines

Contact: Emily Berkheimer, Emily-berkheimer@uiowa.edu

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II. UI Campus Site-Specific Request

Deadlines:

Steps 1 – 3 Completed **by March 15** of the academic year prior to Thesis production

Steps 4 – 5 Completed **by May 1** of the academic year prior to the Thesis production

Request Steps:

Step 1 - Discuss and research UI campus location(s) with DEO, Director of Dance Production and Thesis advisor (*please see Appendix A for a listing of UI green spaces*)

Step 2 - Contact Building Coordinator of UI Campus Location to request dates, rental rates, facility guidelines, and storage

Step 3 - Submit UI Campus Location Request via [WORKFLOW REQUEST FORM](#) to provide the following information:

- UI Campus Location Name and Facility Hours
- UI Campus Location Rates, Facility Guidelines, and Storage
- Rehearsal and Performance Dates and Times
 - as it relates to the available Facility Hours
- Outline of how UI Campus location supports your Creative Work
- Outline of Production Elements, please review Dance Production Guidelines
- Production Equipment Requested from Performing Arts inventory
- Production Equipment Requested from MOCAP, VR inventory
- Request will route to: DEO, Thesis Advisor, Director of Dance Production, Production Manager, Production Stage Manager, and Technical Director for review

Step 4 - PSM will schedule a meeting to discuss request and next steps, inclusive of but not limited to:

- Scheduling an onsite visit and safety walk with the DEO, Director of Dance Production, Fire Marshall, UI Campus location Building Coordinator, Production Director, Technical Director, and Production Stage Manager
- Scheduling a debriefing meeting after the walk thru. MFA Thesis Student's may be required to re-submit the location request, if needed, to include feedback from onsite walk through.

Step 5 – DEO and Director of Dance Production will contact MFA Thesis Student with decision on UI Campus location request

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UI Campus Location Production Guidelines:

UI Campus Locations follow:

- Department of Dance Production [Guidelines](#)
- Production [Deadlines](#) as outlined for MFA Thesis Concerts
- UI equipment, scenery, props, and costumes are available for checkout per the availability and feasibility as it relates to the Performing Arts season calendar while also adhering to the Campus locations guidelines.
- FOH staff provided by request to Molly Dahlberg.
- Upon request and justification, additional budget may be provided by the Department of Dance to support the Thesis candidate in acquiring and Archival Videographer, Archival photographer, Crew (if Dance Production Run crew class is not available), Stage manager.

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III. Off-Campus Location Request

Off-Campus Requests will only be permitted for community performance spaces within the Iowa City/Coralville area where users will need to adhere to their facilities guidelines.

Deadlines:

Steps 1 – 3 Completed by **March 15** of the academic year prior to Thesis production

Steps 4 – 6 Completed by **May 1** of the academic year prior to the Thesis production

Request Steps:

Step 1 - Discuss and research Iowa City/Coralville Community Performance location(s) with DEO, Director of Dance Production, and Thesis advisor (*Please see appendix B for a local listing of performance spaces*)

Step 2 - Contact Iowa City/Coralville Community Performance space to request dates, rental rates, facility guidelines, and storage

Step 3 - Submit UI Off-Campus Location Request via [WORKFLOW REQUEST FORM](#) including the following information:

- Iowa City/Coralville Community Performance Space Name and Facility Hours
- Iowa City/Coralville Community Performance Space Rates, Facility Guidelines, and Storage
- Rehearsal and Performance Dates and Times
 - as it relates to the available Facility Hours
- Outline of how Iowa City/Coralville Community Performance Space supports your Creative Work
- Outline of Production Elements, please review Dance Production Guidelines
- Production Equipment Requested from Performing Arts inventory
- Production Equipment Requested from MOCAP, VR inventory
- Request will route to: DEO, Thesis Advisor, Director of Dance Production, Production Director, Production Stage Manager, and Technical Director for review

Step 4 - PSM will schedule a meeting to discuss request and next steps, inclusive of but not limited to:

- Thesis candidate acquiring their own use agreements and liability insurance with the Iowa City/Coralville Community Performance Space
- Thesis candidate coordinates with local offices in the jurisdiction to conduct safety and fire training protocols, as identified by the Iowa City/Coralville Community Performance Space

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Step 5 – Thesis Candidate submits:

- use of Iowa City/Coralville Community Performance Space **facility agreement, insurance, and fire / safety approval** to DEO, Thesis Advisor, Director of Dance Production, Production Director, Production Stage Manager, and Technical Director for review
- PSM will schedule a debriefing meeting after submission. MFA Thesis Student may be required to re-submit the location request, if needed, to include feedback from onsite walk through.

Step 6 – DEO and/or Director of Dance Production will contact MFA Thesis Student with decision on Iowa City/Coralville Community Performance Space request

UI Off-Campus Location Production Guidelines:

It is likely that producing at an off campus location will require additional funding. In budgeting for a Thesis concert, candidates should consider these additional costs as it relates to their allocated Thesis budget from the Department of Dance. Costs exceeding the allotted budget will likely need to be supported through grants and/or personal resources and is not the responsibility of the Department.

- Audio, lighting, and video equipment needs will be supported by the Iowa City/Coralville Community Performance Space as part of the facility rental agreement
 - University owned audio, lighting, and video equipment will not be available for checkout as they are not set up to be transported and used off campus.
- Front of house will be provided by the Iowa City/Coralville Community Performance Space as part of the facility rental agreement.
- UI props and costumes are available for checkout per the availability and feasibility as it relates to the Performing Arts season calendar while also adhering to the checkout guidelines.
- Upon request and justification, additional budget will be provided by the Department of Dance to support the Thesis candidate in acquiring an archival videographer, archival photographer, crew, and stage manager for Off-Campus performances.

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Appendix A: University of Iowa Green Spaces

Gibson Square Park

Hubbard Park

IMU River Amphitheater

Kautz Plaza

North Liberty Plaza

The Pentacrest

[LINK](#) to Outdoor Campus spaces and Contact for Reservation

Appendix B: Local Performing Arts Spaces *(not all inclusive)*

Off-Campus Performing Arts Venues – Iowa City/Coralville

The Englert Theatre

221 E Washington St

Iowa City, IA 52240

Contact: Keegan Colletta-Huckfeldt

Senior Production Manager

keegan@englert.org

(319) 519-6739

Capacity: 725 seats



The James Theatre

213 N Gilbert St

Iowa City, IA 52245

[The James Theatre Event Inquiry](#)

Rental Fee: \$500/day

info@thejamesic.com

(319) 600-2936

Capacity: 121-250 seats



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Coralville Center for the Performing Arts

1301 5th St
Coralville, IA 52241

Rental Fee: [CCPA Rental Rates](#)

Contact: Evan Hilsabeck

Managing Director

ehilsabeck@coralville.org

(319) 248-9371

Capacity: 472 seats



Willow Creek Theatre Company

327 S Gilbert St
Iowa City, IA 52240

Contact: WCTC@willowcreektheatre.org

(319) 541-7931



Old Brick

26 E Market St
Iowa City, IA 52245

Contact: Julie Thomas,

Executive Director

director@oldbrick.org

(319) 351-2626



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Riverside Festival Stage (May 1-October 1)

200 Park Rd
Iowa City, IA 52246

Contact: Jeff Sears
Recreation Program Supervisor
jeff-sears@iowa-city.org

(319) 356-5020

\$75/hr. – Stage and two (2) dressing rooms

\$100/hr. – Stage, dressing rooms, & concession stand

\$250 refundable deposit if no alcohol served, \$500 if alcohol served

[Riverside Stage Rental Application](#)



Riverside Theatre

119 E College St
Iowa City, IA 52240

Contact: Irena Saric
Managing Director
irena@riversidetheatre.org

(319) 887-1360

Hourly: \$150/hr.

Daily: \$1,150/day (12 hrs. max)

Capacity: 150



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Public Space One

538 S. Gilbert St

Iowa City, IA 52240

Contact: John Engelbrecht

john@publicspaceone.com

Rental fee: \$50-\$300 sliding scale.

Main Hall capacity: 50

