

## Guide for Tech/Production Portfolio Presentations

Whatever area of technical theatre, design, directing, stage management, playwriting, marketing, dramaturgy, or theatre education you plan to pursue, your portfolio should concentrate on any projects you have participated in at your school or in the community. The more examples (specific to your desired field) you show in your portfolio, the more strength you will show as a budding theatre artist. Your portfolio does NOT have to be flawless! None of the colleges are looking for graduate-student quality work... that's their job to help you prepare for the professional world. They ARE looking for you to show your creativity, problem solving, attention to detail, and technical expertise from your field. Students have been accepted to colleges on the spot with portfolios that look less than professional but show promise and effort. Sign up, practice your presentation, and see what happens!

### Tech/Production Portfolio Presentation Rules

1. **WHAT TO PREPARE.** You should prepare a portfolio of evidence that is relevant to your intended field, featuring examples of your own work which **COULD** include but is not limited to: design renderings, production photos, brief audio/video recordings (built into Power Point is best), typed plots or lists, design statements, production timelines & calendars, script notations, blocking notations, prompt book samples, cue lists, playwriting samples, period research, marketing campaign images, color swatches, physical scale models, constructed costume pieces, budgets, custom built hand props etc... Your work should be for published plays written for the theatre. Designs or other work for performances of poetry, fiction, screenplays, or any other medium are **not** recommended.

2. **YOUR PRESENTATION.** You will give a **four** minute oral presentation highlighting your area of the production process that walks the room of college representatives through the strongest materials in your portfolio. Notecards are permitted, but you should rehearse your presentation outloud for maximum confidence and results.

- Your presentation should begin with an introduction that includes your name, school and city, and the area(s) of technical theatre in which you are most interested.
- After the introduction, share the title and playwright of the show you are going to highlight and give a 20-30 second synopsis (time, place, and world of the play as written) for representatives who may be unfamiliar with it. NOTE: Your full portfolio can include work and examples from additional projects and shows but you will not have time to show everything--save the extras for callbacks.
- The rest of your four minutes should highlight a selection of materials from your work on this show. Some suggestions:
  - Demonstrating rich insight and background on three or four pieces of evidence is better than blasting through twenty pieces saying "Here's this here's this here's this..."
  - You want to **leave the room wanting more so they will call you back!** Callbacks are one-on-one interviews at their booth where you can walk them through your entire portfolio in more detail and can ask them questions about their programs.

- Smile, make eye contact, **let them in on who YOU are** as a creative person. It's totally okay to be nervous! They understand that tech students almost never have to speak to a room full of people!
  - Include a **Concept Statement** (directorial approach/design concept/central image): A statement detailing the production's approach to the play, what you want your work to convey to an audience, and the response you hoped to receive. How does your work support The World of the Play? (may not apply to all production areas.)
  - What were some of the **Given Circumstances** (requirements of the play): What was needed in your work to accommodate the action of the play. You might mention any special constraints imposed on the production such as space, budget, other resources, need to tour, etc. and how those things affected your role in the production process.
  - What **Research** did you do? How did this research become incorporated in your work on the show? This research should be a blend of practical and conceptual information and be based on an your understanding of The World of the Play as framed by your specific approach to the production.
- At the four minute mark, time will be called and the **college representatives will have one minute for you to answer their questions**. Don't feel bad if they do not have questions for you in front of the whole room, they may be saving theirs for a callback with you. After the one minute Q&A, your presentation will be finished. If/when the timer calls "Time," you should thank everyone and strike your materials. You will not be disqualified and should not feel bad if time is called, we just have to keep things moving along.
  - The overall session, including the introduction, presentation, and follow-up questions, cannot exceed **five** minutes.

3. PRESENTATION EQUIPMENT & MATERIALS. All portfolios must be either physical books/binders OR digital presentations in Microsoft PowerPoint format.

- A projector, screen, and doc-u-cam will be available to enlarge and project a physical portfolio, or you may wish to bring a digital presentation (Microsoft PowerPoint only) on a thumb drive.
- If bringing a binder to place under the doc-u-cam, avoid shiny sleeve protectors as they will reflect the ceiling lights and may distort the image.
- NO internet access will be available during the presentation. NO connectivity to a personal electronic device will be available. Speakers will be available and connected to the presentation station computer.
- Additional materials such as set design models or costume/hand prop construction samples are permitted. An easel, bistro table, and costume rack will be available to display such materials.

4. IF YOU GET A CALLBACK. Callback lists will be posted after lunch and you will have several hours to visit booths/rooms and conduct interviews. This is an opportunity to go deeper into your work and showcase other materials in your portfolio.