

**The Department of Theatre**  
**University Theatre**

**MEMO**

To: University Theatre Directors  
Effective Date: June 4, 2007  
From: Jim Peterson, Technical Director / Production Manager  
Re: **University Theatre Sound Design and Reinforcement**

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It is important that all Directors, especially Guest Directors, understand that sound designers are not routinely assigned to University Theatre productions. Sound design is not a part of the Department of Theatre curriculum and therefore, there is no base pool from which to assign this position. The production's Director is responsible for choosing the programmatic sources for playback sound cues. The University Theatre technical staff will insure that sound cues are edited, formatted and are ready for playback at technical and dress rehearsals and, with adequate notice, can assist in finding program sources. We also have a library of sound effects from which to draw. Please make sure you note the "sound due date" on the production calendar. Cue sheets to assist you in organizing sound cues are available from the University Theatre technical staff or in the University Theatre production office.

Additionally, please note that the sound vocal reinforcement scheme used for your production is the responsibility of the University Theatre technical staff. The University Theatre Artistic Director has the overall responsibility to ensure that all theatre-goers can clearly hear and understand stage voices. While you, as Director, will be consulted and your advice will be noted, all decisions regarding the sound reinforcement scheme including the level of sound volume will ultimately be approved by the Artistic Director in consultation with the Technical Director.