

Guide for ASL Interpreted Performances at Boston University's School of Theatre

(last updated 8.18.12)

School of Theatre (SOT) Responsibilities:

1. Selection of shows, Director of Artistic Sign Language (DASL), and ASL interpreters:

SOT will engage a DASL and the Deaf and Hard-of-Hearing Services Department from the beginning of the season show selection process.

Deaf and Hard of Hearing Services will hire qualified the DASL . DASL and Deaf and Hard of Hearing Services will convene and recruit ASL interpreters for each show.

SOT will provide the DASL with scripts of all the shows that are being produced. After reviewing the scripts, DASLes will report back to the SOT, through the Staff Interpreter, with advice about which shows are ideal to be ASL Interpreted.

2. Preparation time and materials:

Scripts:

SOT will provide scripts of the shows to the interpreting team, and revisions thereof.

SOT will provide lyrics to songs or music to be used during the performances, if available.

Rehearsals:

The SOT will allow the interpreter(s) access to rehearsals, rehearsal space, performances, and pre and post-play discussions.

SOT will provide the interpreter(s) with an audio or videotape of the actual performance (if available).

SOT will allow the interpreter(s) access to actors, technicians, stage managers, translators, dramaturg and the director(s), when appropriate, to ensure the proper interpretation of the performance

To ensure ease of communication, Stage Managers will include interpreters and DASLes on the email distribution list for rehearsal reports associated with interpreted productions.

3. Interpreter(s) Placement and Lighting:

Placement:

SOT will provide the interpreter(s) placement within the playing space of the stage. Placement is agreed upon by the DASL, director, interpreter(s), and theatre liaison. Audience members must be able to easily see both the interpreter(s) and performers within their visual range.

When the interpreter(s) are integrated as actor or shadow, the interpreter(s) need to be blocked and have time to rehearse with the other actors.

The Stage Manager and/or production director will arrange with the interpreter proper entrance and exit procedures for pre-show, intermission and post-show, including accompanying light cues.

The Stage Manager will inform the performers and technical crews of the interpreter's placement and any necessary adjustments in the staging.

Lighting:

The Lighting Designer and/or Master Electrician will provide sufficient lighting to illuminate the interpreting area without shadows. Instruments should be on a dimmer that coincides with any stage blackouts. The interpreter's lighting can be dimmed to match lighting changes on stage, but it must always remain sufficient to see facial expressions clearly.

4. Seating and Program Considerations:

Seating:

The Box Office will provide reserved seating for Deaf audience members (if appropriate).

The appropriate seating area will be at the discretion of the DASL working in consult with the house manager and the stage manager.

Program:

SOT will provide a program insert for interpreted performances that includes interpreter bios. Bios must be submitted to the production stage manager three weeks prior to the production's opening night.

5. Promotion of Interpreted Performances:

Both SOT and the Deaf and Hard of Hearing Services Department will feature a list of shows to be interpreted, along with date, location, and pricing information, in all public relations materials, including brochures, websites, etc.

6. Miscellaneous:

Call Time:

Stage Management will provide the interpreter(s) with appropriate call times, sign-in information, and a place to prepare for the interpreted performance.

Curtain Call:

If the interpreter(s) will be included in the curtain call, the Stage Manager will make the cast and interpreter(s) aware of any changes in curtain call procedure.

Dress:

If appropriate to the production, SOT may provide a costume for the interpreter(s).

Sound Systems:

If the production involves use of a sound system with monitors, such as for a concert or opera, SOT will provide interpreter(s) with a monitor, preferably one with voice-only feed or assistive listening system.

ASL Interpreter(s) Responsibilities:

1. Preparation time and materials:

Script:

If requested, the Interpreters will return scripts in good condition, promptly after the interpreted performance.

If requested, the Interpreters will return the audio or videotape of the actual performance in the same condition as it was delivered, promptly after use.

Rehearsals:

Interpreters will:

Prepare adequately to provide a professional, polished interpreted performance.

Schedule the rehearsals, performances, pre and post-play discussions that will be attended in advance with the Stage Manager and/or SOT staff.

Arrange complimentary ticket needs with the Stage Manager.

Utilize the rehearsal space designated for rehearsal during performances.

Utilize necessary access to the actors, technicians, stage managers, translators, dramaturgs and the director(s) wisely and efficiently.

2. Interpreter(s) Placement and Lighting:

Placement:

The Interpreters will arrange for their proper placement within the playing space, including location, sitting or standing, etc.

Lighting:

Interpreters will:

Enter and exit as pre-arranged with correct light cues.

Be available for any lighting checks necessary.

3. Program Considerations:

Program:

Interpreters must provide a current bio (50 words or less) to the SOT three weeks in advance of the opening night of the interpreted production.

4. Promotion of Interpreted Performances:

Marketing can include but not be limited to the Mass_Deaf-Terp email list, Deaf community events, Facebook, Twitter, YouTube, and word of mouth. Some marketing will be handled by the ASL team, which can include the interpreter, the DASL, or Deaf and Hard of Hearing Services.

5. Miscellaneous:

Call Time:

Interpreters must arrive at the designated call time and follow proper sign-in procedures.

Curtain Call:

Interpreters should follow staging directions are determined by the stage manager and/or production director.

Interpreters will discuss final questions with theatre personnel prior to the performance.

Sound Systems:

If the production involves use of a sound system with monitors, such as for a concert, the interpreter(s) will be available for a sound check.

Dress:

Interpreters should dress appropriately for the performance. Example: Contrasting clothing or a costume to be provided by SOT.

If SOT provides a costume, the interpreter(s) will be available for costume fittings as necessary or appropriate.

Payment for Interpreter Services:

The interpreter(s) will submit a bill for services rendered within 30 days following the interpreted performance date, to be submitted to the Deaf and Hard of Hearing Service Department

DASL Responsibilities:

1. Selection of shows and ASL interpreters:

Show Selection:

DASL will be involved with SOT from the beginning of the selection process, when SOT is first designing and considering the entire season of shows.

DASLes will continue to be involved regarding decisions about which shows would be best interpreted.

After reviewing all scripts, the DASL will report back to the SOT with advice about which shows should/should not be interpreted.

ASL Interpreters:

The DASL will recruit ASL interpreters for each show.

2. Preparation time and materials:

Scripts (Negotiable):

DASL will:

Arrange delivery of scripts and subsequent script changes from SOT to the Interpreters.

If requested, return scripts in good condition, and promptly, to the SOT after the interpreted performance.

If requested, return the audio or video media of the actual performance in the same condition as it was delivered, promptly after use, to the SOT.

Rehearsals:

DASLes will:

Prepare adequately to provide a professional, polished interpreted performance.

Schedule the rehearsals, performances, pre and post-play discussions that will be attended in advance with the Stage Manager and SOT staff.

Arrange complimentary ticket needs with the stage manager.

Utilize the rehearsal space designated for rehearsal during performances.

Utilize necessary access to the actors, technicians, stage managers, translators, dramaturges and the director(s) wisely and efficiently.

3. Interpreter(s) Placement and Lighting:

Placement:

DASLes will arrange proper placement of Interpreters and lighting within the playing space, including location, sitting or standing, etc.

4. Seating:

DASLes will designate appropriate seating area for Deaf and Hard of Hearing audience, working in consult with the house manager and stage manager.

5. Promotion of Interpreted Performances:

Marketing can include but not be limited to the Mass_Deaf-Terp email list, Deaf community events, Facebook, Twitter, YouTube, and word of mouth. Some marketing will be handled by the ASL team, which can include the interpreter, the DASL, or Deaf and Hard of Hearing Services.

6. Miscellaneous:

Call Time:

DASL must arrive at the designated call time and follow proper sign-in procedures.

Curtain Call:

DASL must follow whatever staging directions are set for the interpreter(s) by the stage manager and/or production director.

DASL are responsible for discussing final questions with theatre personnel prior to the performance.

Sound Systems:

If the production involves use of a sound system with monitors, such as for a concert, the DASL will be available for a sound check.

Dress:

DASL will dress appropriately for the performance. Example: Contrasting clothing or a costume to be provided by SOT.

If SOT provides a costume, the interpreter(s) will be available for costume fittings as necessary or appropriate.

Payment for Services:

The DASL will submit a bill for services rendered within 30 days following the interpreted performance date, to the Deaf and Hard of Hearing Services department.