

Guide for Tech/Production Portfolio Presentations

Whatever area of technical theatre, filmmaking, 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 (hyperlinks built in to a PDF or PowerPoint 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.

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 content you are going to highlight (even if it's self-made) and give a 20-30 second synopsis (time, place, and world of the story 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 content is better than blasting through twenty pieces saying "Here's this here's this here's this..."
 - You want to **leave them wanting more so they will call you back!** Callbacks are one-on-one interviews 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 non-actors almost never have to speak about their work!
- 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.

3. PRESENTATION FORMAT. All portfolios must be PDF format. We recommend building your portfolio in PowerPoint and then exporting the slides to PDF. Test any hyperlinks to photos or videos!

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.