



UNIVERSITY AT BUFFALO
THEATRE & DANCE

BFA THEATRE (Design & Technology) Portfolio Review Requirements for Matriculated BFA Students

In hardcopy, all current BFA Design/Technology students should provide:

- A current Resume
- Letter of Intent
 - The letter is to include your training history and career goals.
- Current Academic Advisement Report
- A Portfolio
 - Hard-copy
 - Showcasing three (3) paper projects and one (1) “major” work for each year of study
 - Realized work must be accompanied by production photos
 - Digital portfolios will be reviewed as supplemental material, and can be emailed to: Dyan Burlingame at dlo@buffalo.edu

Assessment is based on clarity of presentation and idea. The presentation should not overwhelm the work itself. Present both process and product. Label the work with the production title, playwright, your name, and your role on the production.

Presentation Guidelines for “Major” Work

Suggested Materials by Discipline

Scene Design

- Design approach statement, typed
- Visual materials/research
- Preliminary sketches or models
- Props List ☒
- Photographic images and any other sources of inspiration that demonstrates process
- Ground plan in scale
- Section drawings in scale ☒
- Line Set Schedule
- Sketches of the setting in a medium of the designer’s choice
- Model, built in suitable scale for shipping and exhibition
- Scene Shift Information
- Production Photos

Costume Design

- Design approach statement, typed
- Visual materials/research
- Preliminary sketches
- Costume plot/lists
- Photographic images and any other sources of inspiration that demonstrates process
- Costume renderings with swatches
- Production Photos

Lighting Design

- Design approach statement, typed
- Visual materials/research
- Preliminary sketches
- Photographic images and any other sources of inspiration that demonstrates process ☐
- Light plot in scale
- Lighting section in scale
- Color key (or any method of showing color choices)
- Magic sheet and traditional paperwork (such as hook-up and instrument schedule)
- Representative color photographs of the production, labeled as to scene/locale. At least one photograph should illustrate the entire setting and its relationship to the stage and theatre space.
- Sample production cue sheets with a description of the moments and “looks” desired
- Paint and fabric swatches to give a sense of the overall scenic and costume color and texture schemes
- Computer aided techniques displayed (when applicable).

Make-up Design

- Design approach statement, typed
- Visual materials/research
- Photographic images and any other sources of inspiration that demonstrates process
- One or two representative renderings of each character with the colors listed for each area, i.e. base, cheeks, eye shadow, lips, hair color, etc. (Makeup character worksheets may be used for renderings)
- Color photographs of the finished characters; at least one headshot and at least one waist shot, to show coordination between costume, makeup and hair

Sound Design

- Design approach statement, typed
- Photographic images and any other sources of inspiration that demonstrates process
- Script w/cues and notes from meetings with the director
- Representative production photos showing the world for which the sound was created
- List sound choices with pertinent recording information, artists, recording dates and background. If sound cues are engineered, explanation of methods and types of equipment. NOTE: Document process by illustrating how cues were built. Samples of layering one effect upon another can easily communicate procedure.
- Paperwork such as cue sheet, sound plot, board hook-up, speaker placement, etc., illustrating how the design was implemented
- All drawing and schedules
- Samples of sound and method of playback

Tech/Craft

- Project approach statement, typed
- Visual materials/research ☒
- Relevant process work
- Finished drawings or drafts
- Actual objects
- Construction photos
- Production photos

Technical Direction

- Rear elevations
- Detail construction drawings
- A complete estimate of materials with pricing
- Estimated timeline
- Break down of actual costs
- Actualized timeline
- Design plates
- Copies of renderings
- Photos of completed production
- Construction photos (pictures showing how items of interest were assembled)

Stage Management

- Stage Manager's approach statement, typed and not to exceed one page.
- Visual materials that serve to show:
 - Effective collaboration with production staff
 - Effective management of rehearsal and performance process
 - Team building and personnel management
 - Effective use of resources
 - Preparation and effective use of schedules, shift plots and running sheets
 - Working with the director, actors, and designers
 - Script notation
- Visual materials should include:
 - Prompt book
 - All schedules, lists, plots and running sheets used for one show
 - Computer applications
 - Samples of e-mail correspondence to establish communication style
 - Any other materials used to accomplish the job
 - A program
 - Representative production photos

There are diverse areas of research and creativity activities within the design, technology, and management program. Theoretical coursework or produced projects might not neatly fit into an above discipline or the guidelines offered. It is the job of the student to document each portfolio project in such a way that their abilities as a creative and technical problem solver are evident. The portfolio should demonstrate their ability to write, visually communicate, and produce an appropriate product.