

# STAGE AND SCREEN ARTS

## EVENT SUBMISSION FORM INSTRUCTIONS

### Page 1

#### Requestor Information

The name of the individual who is completing the submission form

The name of the student organization or class producing the event

The name of the Faculty who has approved the event concept and his/her role in relation to the event. Place a ✓ on the appropriate line.

#### Event Information

Event title (title of play, movie, series etc.) A working title is fine.

Event type may be any format or combination of formats indicated by a ✓ on applicable lines.

Place a starting and ending date in each of the production window columns. Consider all elements from auditions to editing.

Identify the target audience. Be aware of what has mass appeal and what may turn some off.

#### Budget Information

A line-item budget must accompany the event submission.

Enter the bottom line into the event budget line.

Evaluate available funds (i.e. Student Organization Funding) and complete the funding source lines and department request amount. NOTE: There is no guarantee of funding from the department.

### Page 2

#### Facilities

Place a ✓ on each facility line beneath each production window for which you will be using it. The dates entered on Page 1 will be used to determine availability and to enter your reservation requests.

### Forms

#### Facility Authorization

An authorizing signature is required for some facility and property use. One or more persons may be named and authorized by the area manager. This completed form must accompany your submission before it can be approved.

#### Property Use Release

To be used for authorized use of props, costumes/wardrobe, video equipment etc. Each area manager must sign off on an itemized property use release.

#### Consumable Materials Agreement

Your itemized budget must include consumable materials. The area manager will approve use of materials based on a reimbursement agreement. Unless you are purchasing everything you will need, this form must accompany your submission prior to approval.

# STAGE AND SCREEN ARTS

## EVENT SUBMISSION FORM

### REQUESTOR INFORMATION

Name of person completing event submission form \_\_\_\_\_

Student Org. or Academic Department affiliation \_\_\_\_\_

Name of Faculty \_\_\_\_\_

Advisor \_\_\_\_\_ Director \_\_\_\_\_ Instructor \_\_\_\_\_

### EVENT INFORMATION

Event Title \_\_\_\_\_

Event Type

Live Performance

On Screen Presentation

Live Streaming

Pre Production

Production

Post Production

Start date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

End date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intended Audience

College Students

High School Students

Children

Adults

General Public

All Ages

Parental Guidance

Adults

Objectionable

Language

Theme

Humor

Nudity

### BUDGET INFORMATION

Event Budget \$ \_\_\_\_\_ (line item budget must be attached)

Requested Department funds \$ \_\_\_\_\_

Other funding source(s)

\$ \_\_\_\_\_ Name of source \_\_\_\_\_

\$ \_\_\_\_\_ Name of source \_\_\_\_\_

## Facilities

Indicate (✓) which facilities your event requires during each of the three production windows

	Pre-Production	Production	PostProduction
B3 lab/costume shop*			
B5 men's dressing rm			
B8 women's dressing rm			
B9 editing rm			
B12 sound rm			
B18 lab/green rm			
B21 resource rm			
103 Blanche Davis Theatre			
107 Scene Shop*			
108 Sanford Syse Theatre			
111 lab/studio*			
112 classroom			
114 lab/control rm*			
119 classroom			
135 box office*			
201 Davis Booth*			
202 Syse Booth*			

\*indicates authorization required by area manager along with property use release and/or consumables agreement

## Facility Authorization

Costume Shop Supervisor has authorized \_\_\_\_\_  
for use of the following:

Sewing machines \_\_\_\_ Irons/Steamers \_\_\_\_ Laundry \_\_\_\_ Dyes \_\_\_\_

**All use of costume inventory will be requested and approved prior to alteration and use**

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Signature/Date Costume Shop Supervisor

Scene Shop Supervisor has authorized \_\_\_\_\_  
for use of the following

Power tools \_\_\_\_ Hand Tools \_\_\_\_ Ladders/Scaffolding \_\_\_\_ Paint and Materials \_\_\_\_

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Signature/Date Scene Shop Supervisor

Technical Director has authorized \_\_\_\_\_  
for use of the following Davis/Syse Equipment

TEC \_\_\_\_ Booth \_\_\_\_ Lighting \_\_\_\_ Sound \_\_\_\_ Projection \_\_\_\_

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Signature/Date Technical Director

Production Operations has authorized \_\_\_\_\_  
to use studio equipment as follows

Still Camera \_\_\_\_ Video Camera \_\_\_\_ Studio Cameras \_\_\_\_  
Control Room Tech \_\_\_\_ Lighting Package \_\_\_\_ Sound Package \_\_\_\_

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Signature/Date Prod. Op. Manager

# Stage And Screen Arts Property Use Release

## Borrower Information

Name: \_\_\_\_\_

Business: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Class: \_\_\_\_\_

Event Type: \_\_\_\_\_

Instructor: \_\_\_\_\_

Start Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

QTY	Item Description	Returned

If requestor is not the person who will be directly handling the property, please name that person.

\_\_\_\_\_ will be handling/operating the equipment.

Signature of Requestor \_\_\_\_\_

Use Approved by:

\_\_\_\_\_  
Area Manager Signature

\_\_\_\_\_  
Department Chair Signature

## Consumable Materials Agreement

	Quantity Used	# Hours	\$/hour value	Replacement cost
Lamps	_____	_____	_____	_____
Gels	_____	_____	_____	_____
Batteries	_____	_____	_____	_____
Paint	_____	_____	_____	_____
Brushes	_____	_____	_____	_____
Glue	_____	_____	_____	_____
Lumber	_____	_____	_____	_____
Nails/hardware	_____	_____	_____	_____
Drill Bits	_____	_____	_____	_____
Saw Blades	_____	_____	_____	_____
Fabric	_____	_____	_____	_____
Thread	_____	_____	_____	_____
Dyes	_____	_____	_____	_____