

STUDENT CLASS PROJECT

STUDENT CLASS PROJECT PROPOSAL and REQUEST FORM Form ALP-111

California State University, Los Angeles
 College of Arts and Letters – A&L Productions

date received: _____
 received by: _____

Project Title _____ Project Author _____

Course Name and Number _____ Instructor or Faculty Adviser _____

Student Name _____	CSULA ID# _____
Address _____	
City _____	State _____ Zip Code _____
Phone _____	FAX _____ Cell Phone _____
Email _____	
Grade: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> MFA/MA <input type="checkbox"/> Other: _____	

Which of the following best identifies your project? (check all that apply)

- | | | | | |
|---|---|---------------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Acting Scene/Monologue | <input type="checkbox"/> Directing Scene | <input type="checkbox"/> One-act Play | <input type="checkbox"/> Concert | <input type="checkbox"/> Lecture |
| <input type="checkbox"/> Lighting Class Presentation | <input type="checkbox"/> Class Presentation | <input type="checkbox"/> Rehearsal | <input type="checkbox"/> Workshop | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Preparation for Class Presentation | <input type="checkbox"/> Meeting | <input type="checkbox"/> Filming † | <input type="checkbox"/> Other | |

Also briefly describe your proposed activity: _____

Which A&L facility/venue are you requesting? (check all that apply)

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> State Playhouse | <input type="checkbox"/> Music Hall | <input type="checkbox"/> Arena Theatre (MUS 101) | <input type="checkbox"/> No Venue Needed |
| <input type="checkbox"/> Choir Room (MUS 149) | <input type="checkbox"/> Band Room (MUS 150) | <input type="checkbox"/> Dance Studio 1 (KH 5108) | <input type="checkbox"/> MUS 115 |
| <input type="checkbox"/> KH 5111 | <input type="checkbox"/> Music Courtyard | <input type="checkbox"/> Other _____ | <input type="checkbox"/> KH 5105 |

† FOR STUDENT FILM LOCATION REQUESTS:

Have you submitted a student film application through CSULA Office of Public Affairs? Yes No
 If so, has your request been approved by Public Affairs? Yes No
 Please attach a copy of your permit. Yes No

Student Signature	Date	<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:50%; text-align: center;">PAFC Hold</td> <td style="width:50%; text-align: center;">A&L TD Review</td> </tr> </table>	PAFC Hold	A&L TD Review
PAFC Hold	A&L TD Review			
Instructor/Faculty Adviser Approval	Date	A&L Dean Approval (when required)		
Department/Program Chair Approval	Date	Account Number (if applicable)		

*** Please submit this form **at least 3 weeks prior to your activity** to the A&L Productions in the Theatre Arts building, TA 204. Alternately mail, email, fax or DocuSign this application with any supporting documents to:

California State University, Los Angeles
 College of Arts and Letters – A&L Productions
 5151 State University Drive – TA 204, CA 90032
 Phone 323-343-4133 FAX 323-343-5565
 Email: epietrzak@calstatela.edu, pts@calstatela.edu

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Please list the *first, second and third* choice of dates that you are requesting for your event:

	DATE	ARRIVAL TIME	SHOWTIME	END TIME	ACTIVITY
FIRST Choice					
SECOND Choice					
THIRD Choice					

List any additional dates/times, including all rehearsals and access times prior to the event. Please attach a complete rehearsal/performance schedule, if available: _____

How many people are in your company (performers, crew and support staff)? _____
 How many audience members do you expect to attend your event? _____

Will you be holding a reception outside the theatre? Yes No
 If yes, pre-event reception or post-event reception

Will there be food/drink at the reception or at any other time during the activity? Yes No
 If so, please describe that in detail: _____

Will you be selling tickets? Yes No If yes, ticket prices: _____

Please describe ALL items you plan to bring to the classroom/performance space. For example, musical instruments, scenery, sets, furniture, props, tables, chairs, food, DJ equipment, etc. *(Subject to approval of A&L TD):*

Complete rehearsal schedule attached? Yes No
Complete production schedule attached? Yes No
You may attach a completed Tech Rider. Are you including a Tech Rider? Yes No

What scenery elements do you anticipate needing to build, create, paint or borrow? *(Subject to approval of A&L TD):*

Stage, set and setup floorplans attached?: Yes No

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What kinds of costume needs do you anticipate needing to build, create, or borrow? *(Subject to approval of A&L TD):*

List all furniture and property items you expect to use. *(Subject to approval of A&L TD):*

Will you need to use stage lighting? Yes No

Describe your lighting needs beyond a worklight or a concert wash. *(Subject to approval of A&L TD):*

Will you need to use the house sound system? Yes No

Describe your audio needs (CD playback, microphones, monitors, music stands, iPod hookup, etc).

(Subject to approval of A&L TD):

Will you need dressing rooms? Yes No

If so, describe your dressing room needs:

Is open flame (candles, cigarettes, cigars, prop guns) a part of your event? Yes No

If yes, please explain:

Will you be bringing any scenery that needs to be hung overhead or flown during the show? Yes No

If yes, please explain:

Do you have any video or special effects needs, such as fog or pyrotechnics? Yes No

If yes, please explain:

Anything else you need or will bring, such as a podium, flags, blackboard/whiteboard, easel, etc.? Yes No

If yes, please explain:
