CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
College of Arts and Letters
A&L Productions

# STUDENT CLASS PROJECT

## STUDENT CLASS PROJECT PROPOSAL and REQUEST FORM Form ALP-111

**California State University, Los Angeles** date received: _____
**College of Arts and Letters – A&L Productions** 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:** ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ MFA/MA ☐ Other:_____

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

☐ Acting Scene/Monologue ☐ Directing Scene ☐ One-act Play ☐ Concert ☐ Lecture
☐ Lighting Class Presentation ☐ Class Presentation ☐ Rehearsal ☐ Workshop ☐ Reading
☐ Preparation for Class Presentation ☐ Meeting ☐ Filming † ☐ Other

**Also briefly describe your proposed activity:** _____

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

☐ No Venue Needed
☐ State Playhouse ☐ Music Hall ☐ Arena Theatre (MUS 101) ☐ MUS 115
☐ Choir Room (MUS 149) ☐ Band Room (MUS 150) ☐ Dance Studio 1 (KH 5108) ☐ KH 5105
☐ KH 5111 ☐ Music Courtyard ☐ Other _____

**† 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* | *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:

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