# California State University, Los Angeles – A&L Productions
# STUDENT PROJECT SUPPORT GUIDELINES

## COLLEGE OF ARTS AND LETTERS – A&L PRODUCTIONS

Office Location: TA 204 (Theatre Arts Building 2nd floor)
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Web: http://www.calstatela.edu/academic/al/pts/index.php

### IN A NUTSHELL:

1. For a class project of any size which involves technical support or rehearsals, submit a form ALP-111 Student Class Project Proposal and Request Form. Submit by the deadline provided to your class, **typically 3 or more weeks before your project is scheduled to begin rehearsals or make property loan requests.**
2. After your ALP-111 has been received, reviewed, and approved, you may make requests for rehearsal space and make appointments to review scenery, props and costume stock. **A&L Productions only loans out costumes, props, furniture and some scenic items.**
3. After your ALP-111 form is approved, you may contact

   **Bruce Zwinge** (bzwinge@calstatela.edu)
   for costume and property support needs

   **Elizabeth Pietrzak** (epietrzak@calstatela.edu)
   for scenic and property needs

   **Tim Jones** (pjones@calstatela.edu)
   for simple lighting needs (such as gel)

   **Rico Garcia** (rico.garcia105@calstatela.edu)
   for simple audio support needs

   In their absence, Elizabeth Pietrzak, Technical Director, can help you with any of these needs.

   **All arrangements shall be made by EMAIL appointment ONLY. You will make three appointments:**

   a. 1st appointment to view stock and reserve materials or equipment**. (This should be several weeks before your project is due.)**
   b. 2nd appointment to pick up your materials or equipment.
   c. 3rd appointment to return your materials or equipment.
4. All requests for rehearsal space (other than filming activities) for MUS 115, MUS 101 (Arena Theatre), MUS 214 can be made after your ALP-111 form is approved. Theatre and Dance students and TVFT-M.F.A. students may request rehearsal time and space by emailing gotspaceMTD@gmail.com. All other requests for rehearsal space by students in other programs or for use of other facilities should email directly to Elizabeth Pietrzak, epietrzak@calstatela.edu.
5. If you have audio or lighting needs beyond the standard equipment in the classroom you are using, please include that on the ALP-111 form and make an appointment with the A&L Productions staff via the email at the top of this page.
6. If you need additional training on any equipment in the facility, please request help far in advance of your project due date by contacting the appropriate A&L Productions staff.
7. All other questions or concerns, contact A&L Productions staff.

# BORROWING SCENERY, PROPERTIES, OR COSTUMES FOR YOUR THEATRE ARTS CLASS.

**All loans are handled through APPOINTMENTS ONLY via email.**

*Email at least 24 hours prior to make an appointment!*

**Weapons, knives, swords, guns, etc. of any kind, including toys, are NOT AVAILABLE.**

**Projection equipment is NOT AVAILBLE from A&L Productions.**

## COSTUMES

*NOTE: Alterations are not allowed.*

1. Please arrive to your appointment with your pull list and actor measurements.
2. Pull the items you need. Only two people are allowed to pull at a time: the person who made the appointment and one assistant. **Do not bring your actors/performers with you.**
3. Schedule a follow-up appointment to pick up your costumes. You are responsible for storage and security of your costumes while checked out.
4. Return costumes by the due date. Schedule your return date and time at the time you pick up your costumes..
5. All costumes must be appropriately cleaned before they are returned. Be prepared to pay out of your own pocket for dry cleaning when required. Please provide copies of cleaning receipts.
6. Please do not restock your items. Return them to the racks specified by the costume shop.

## SCENERY AND PROPERTIES

1. Bring a list of what you need, as specific as possible, to your first appointment.
2. A&L Productions will review your selected items and provide any restrictions on usage of or altering of the items you are borrowing.
3. Arrange a second appointment to pick up the items as well as an appointment to return them. You will need to **bring your own crew** to move heavier items to and from upstairs or downstairs storage. Assembly of scenery is your responsibility. Tools are not available for check-out or borrowing.
4. Items must be returned without damage or alteration. No painting or re-upholstery please!
5. You MUST restock your items and return them to the EXACT PLACE YOU TOOK THEM FROM upon return of the items.

## LIGHTING, AUDIO & VIDEO

1. Make an appointment with A&L Productions to talk about your project's lighting and audio needs. Needs could range from minor manipulation of equipment in one of the facilities (MUS 115, MUS 101, etc.) to complete setup and operation of a lighting or audio package. Not all requests will be approved. Contact A&L Productions early in order to assess the feasibility of your request.
2. Most lighting and audio equipment requires sequential training for setup, operation and usage. Please plan this into your schedule accordingly. Most basic usage will require two or three training sessions over the course of a couple weeks.
3. We do not have a portable lighting setup. If you need lighting for your site-specific or found space performance, you will need to contact A&L Productions early to discuss the possibilities. Be prepared for renting (out of your own pocket) equipment from a theatrical lighting equipment vendor.
4. Certain lighting, audio and video equipment will only be available with the hire of professional staff to setup and operate the equipment. **A&L Productions does not check out lighting, sound or video equipment to individual students or faculty**; we provide support in existing A&L Performance Venues only.
5. Lighting equipment beyond the facility stock equipment has expendable components (lamps, gel, etc.) that may get charged back to the borrower.