Department of Drama
Application for Grad Production Projects Requiring Department Resources

Student: _____   I.D. Number: _____

Email: _____   Telephone: _____

Program and Year in Program: _____

Faculty Supervisor: _____

Project Title and Term: _____

Application Procedure
- Complete this application form, attach your proposal and secure the required signatures (with the exception of the Chair's signature; the Graduate Advisor will secure the Chair's signature).
- Submit the package to the Graduate Advisor.
- Once approved, changes can only be made through written agreement of the Supervisor and Production Manager.
- When there are multiple applications for a specific venue and/or time, or if there are more proposals than the department can effectively handle, all applications will be prioritized by a committee consisting of the Department Chair, Associate Chair Grad and Production Manager.
- The student understands that revenue generating projects are not eligible for free venue access. For projects that are revenue generating, students may rent the space, if it is available.

Application Deadlines
For production projects that will occur during the following terms:
- Fall – **September 10**
- Winter and "after term" (April and May) – **January 10**

Proposal Submission
The following information must be included when submitting a proposal:
- Description of project including "type of presentation", e.g. whether a fully (full design and production elements) or semi-staged presentation (partial elements) and whether it will be viewed by a public (ticketed – paid or free) or private (free - invitation only) audience.
- A summary of who you are engaging to help realize your project e.g. Creative team, performers, production team, etc… (See Production Guidelines below regarding authorized technical support).
- Overview of the timeline for the preparation and completion of the project.
- What resources the student may be requesting of the department including: the venue, and any resources beyond what equipment is included in the stage/studio inventory. The student may request 'minimal' elements, such as specific prop or costume items which may prove difficult to source on their own. Any direct costs related to usage will be borne by the student (e.g. alterations, drycleaning, etc…).

Room Booking

The optimum times for Grad projects to be presented in Drama Department spaces are:

Fall Term - during the first eight weeks

Winter Term - before Reading Week

After Term - within six weeks of the end of classes (priority given to Undergraduate projects for the first 3 weeks after end of term)

Additional Room Booking guidelines:

- No projects may be scheduled in department spaces during the last four weeks of term.
- When a project has been approved, the applicant can pre-book four consecutive days in the performance space (inclusive of set-up/rehearsals/tech/performances/strike), plus one other day that may or may not be consecutive (based on availability). Note that you cannot start configuring the space until the start of your consecutive booking.
- Students can sign up for rehearsal space when the schedules are posted at 8:30 a.m. Monday mornings, and may also participate in the room booking lottery during peak periods in each term (Room Booking policy will apply).
- Projects taking place after term may have access to rehearsal space based on availability, to be requested of and negotiated through the Chair.
- Students should pursue all possibilities of rehearsal space elsewhere, both on and off campus.
- The Timms Mainstage is not available for student projects.

Production Guidelines

The student understands that they are ultimately accountable to manage their event to prevent risks to those involved in the production, the audience, and the venue and its equipment. Tasks may be delegated, but ultimate authority rests with the student undertaking the project (and their faculty supervisor) to control the production in order to ensure that those involved with any aspect of the project are reasonably competent to do so. Note that only current students and staff of the university are allowed to perform technical work in the performance venues. The student is responsible for arranging any student support for their project. Volunteers from outside the department are not permitted to conduct any technical work on department sponsored projects on campus. The department may be able to hire professional technical support for these projects, at the student's expense.

Student Signature: _____   Date: _____

Final Approvals: (signatures in this sequence)

Supervisor: _____   Date: _____

Production Manager: _____   Date: _____

Associate Chair, Grad: _____   Date: _____

Department Chair: _____   Date: _____