# CLASSROOM SUPPORT

## CLASSROOM SUPPORT REQUEST FORM

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

date received: ___________________
received by: ___________________

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Class Name and Number ____________________________________________________

Assigned Classroom ___________________________ Quarter ____________________

Department ___________________________ # of Students/Participants ______________

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<tr>
<th>Instructor</th>
<th>Address/Office Rm #</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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Which of the following best identifies your project? *(check all that apply)*

- [ ] Class Project
- [ ] Class/Lecture
- [ ] Workshop
- [ ] Shops/Demonstration
- [ ] Meeting
- [ ] Other

Also briefly describe your proposed activity (if you need more space, please attach additional pages):

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

Which PTS facilities are you requesting? *(check all that apply)*

- [ ] TA 208/207
- [ ] Scene Shop
- [ ] Costume Shop
- [ ] Makeup Room
- [ ] State Playhouse
- [ ] Music Hall
- [ ] Arena Theatre (MUS 101)
- [ ] MUS 115
- [ ] Dressing Rooms
- [ ] Dance Studio 1 (KH 5108)
- [ ] Other ___________________________

What materials, equipment and resources are you requesting? Please include all stock and purchased materials you anticipate needing and a detailed cost breakdown:

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

__________________________
Instructor Signature

Date

PAFC Hold

TD Review

A&L Dean Approval (when required)

Department Chair Signature

Date

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*** Please submit this form **prior to the start of the quarter** to the Performing Arts Facilities Coordinator at TA 110 in the Theatre Arts building, or mail, email or fax this application with any supporting documents to:

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

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(form revision date September 2012)