IN A NUTSHELL:

1. For a class project of any size which involves technical support or rehearsals, submit a form PTS-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 PTS-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 PTS-111 form is approved, you may contact
   - **Bruce Zwinge** (bzwinge@cslanet.calstatela.edu) 323-343-4125 for costume support needs
   - **Scene Shop** (position currently vacant) 323-343-4116 for scenic and property needs
   - **Tim Jones** (pjones@cslanet.calstatela.edu) 323-343-4126 for simple lighting needs (such as gel)
   - **Rico Garca** (rico.garcia105@calstatela.edu) 323-343-5564 for simple audio support needs

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

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.)* Take your list of requests to your faculty member for approval. All equipment checkouts must have the approval of your faculty member after you have selected the items.

   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 for MUS 115, MUS 101 (Arena Theatre), Dance Studios or other rehearsal spaces need to be made **IN WRITING** directly to the Performing Arts Facilities Coordinator. While that position is vacant, make all requests to Elizabeth Pietrzak via email (epietrzak@cslanet.calstatela.edu).

5. If you have audio or lighting needs beyond what is standard equipment in the classroom you are using, please include that on the PTS-111 form and make an appointment with the A&L Productions staff via the email or phone number 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 A&L Productions above.

7. All other questions or concerns, contact A&L Productions.
BORROWING SCENERY, PROPERTIES, COSTUMES, OR LIGHTING FOR YOUR THEATRE ARTS CLASS.

All loans are handled through APPOINTMENTS ONLY. Call ahead to make an appointment!

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

Projection equipment is NOT AVAILABLE from A&L Productions.
Your instructor can arrange projection support for class projects through A&L Information Technology Consultants, Men Tran or Dave Gibson.
http://www.calstatela.edu/academic/al/technology/techcarts.php

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.
3. Pickup the costumes on your follow-up appointment date. You are responsible for storage and security of your costumes while checked out.
4. Return costumes by the due date as per written agreement.
5. All costumes must be appropriately cleaned before they are returned. Be prepared to pay out of your own pocket for dry cleaning if needed. Please provide copies of cleaning receipts.

SCENERY AND PROPERTIES
1. Bring a list of what you need, as specific as possible, to your first appointment.
2. Write down on the Property Loan Agreement (PLA) a brief but accurate description (color, size, shape, etc.) of every prop, furniture or piece of scenery you would like to borrow. The more specific the better.
3. Upon approval and availability of items, arrange a second appointment to pick up the items as well as a return appointment. 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.
4. Arrive promptly at your pick-up appointment date and time bringing your moving crew. Items must be returned without damage or alteration. No painting or re-upholstery please! Confirm your return date!
5. Return your items to the EXACT PLACE YOU TOOK THEM FROM on the return date and time as scheduled on the PLA.

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, The Arena Theatre, 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 return. 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 vendor in Los Angeles.
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.

Printed on 12/06/12