

# 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: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> MFA/MA <input type="checkbox"/> Other: _____	

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

- |   |   |                                       |                                   |                                  |
|---|---|---------------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Acting Scene/Monologue             | <input type="checkbox"/> Directing Scene    | <input type="checkbox"/> One-act Play | <input type="checkbox"/> Concert  | <input type="checkbox"/> Lecture |
| <input type="checkbox"/> Lighting Class Presentation        | <input type="checkbox"/> Class Presentation | <input type="checkbox"/> Rehearsal    | <input type="checkbox"/> Workshop | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Preparation for Class Presentation | <input type="checkbox"/> Meeting            | <input type="checkbox"/> Filming †    | <input type="checkbox"/> Other    |                                  |

Also briefly describe your proposed activity: \_\_\_\_\_

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

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> State Playhouse      | <input type="checkbox"/> Music Hall          | <input type="checkbox"/> Arena Theatre (MUS 101)  | <input type="checkbox"/> No Venue Needed |
| <input type="checkbox"/> Choir Room (MUS 149) | <input type="checkbox"/> Band Room (MUS 150) | <input type="checkbox"/> Dance Studio 1 (KH 5108) | <input type="checkbox"/> MUS 115         |
| <input type="checkbox"/> KH 5111              | <input type="checkbox"/> Music Courtyard     | <input type="checkbox"/> Other _____              | <input type="checkbox"/> KH 5105         |

† 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 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 – TA 204, CA 90032  
Phone 323-343-4133 FAX 323-343-5565  
Email: [epietrzak@calstatela.edu](mailto:epietrzak@calstatela.edu), [pts@calstatela.edu](mailto:pts@calstatela.edu)

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(form revision date November 2018)

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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):

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 \_\_\_\_\_

**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):*

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List all furniture and property items you expect to use. *(Subject to approval of A&L TD):*

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**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):*

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**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):* \_\_\_\_\_

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Will you need dressing rooms?  Yes  No

If so, describe your dressing room needs: \_\_\_\_\_

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Is open flame (candles, cigarettes, cigars, prop guns) a part of your event?  Yes  No

If yes, please explain: \_\_\_\_\_

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Will you be bringing any scenery that needs to be hung overhead or flown during the show?  Yes  No

If yes, please explain: \_\_\_\_\_

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Do you have any video or special effects needs, such as fog or pyrotechnics?  Yes  No

If yes, please explain: \_\_\_\_\_

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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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