



Independent Productions: *How to Submit your Proposal*

- Students may rehearse and present their own projects which may be carried out in theatre spaces, classrooms, or in "found spaces" around campus.
- **A list of available dates** for Independent Productions will be listed on the Production Board and in DARTboard at the beginning of the academic year. These dates are chosen to avoid overlap with other Departmental events and production work.
- **A detailed proposal of the project** must be submitted to the Department for approval: **a description of the project** of approximately 200 words length must be submitted with a completed **Technical Request Form**. The Technical Request Form is available on DARTboard and from the Production Manager. *Please return the completed forms to the Production Manager.*
- There is a small budget available for Independent Productions. Budgets are assigned after the approval of technical requirements.
- You will be informed of the Department's decision regarding your request.
- Theatre Spaces: see "Booking Spaces" in the Students Guide for instructions. Book spaces only after you have been notified that your project has been approved.
- Found Spaces: The Technical Request Form must contain information about the time and place of the performance, as well as any rehearsals to be scheduled in the chosen area. Book this space only after your request has been approved. A Department representative may need to make the necessary arrangements or get approval on your behalf. If you choose to use a found space, technical support may be extremely limited and additional procedures to meet University policy requirements may be required. You are responsible for ensuring that the found space is used responsibly and left in an acceptable condition.

Please Note:

- 1) Only donations are allowed for admission. These donations will go to the Students Assistance Fund, or another charity approved by the Department.
- 2) Someone with current CPR certification must be on the premises during the performances.
- 3) The group must arrange for a faculty or staff person to be on the premises during each of the performances