

STUDIO C PROPOSAL
Cover Letter

Name of Student Producer _____ Phone: _____

Email: _____ Alternative contact person _____

Phone: _____ Email: _____

Name of Production _____

Class _____ Professor _____

Primary Date and Time Request

Please indicate your proposed shooting and prep dates:

Preparation Time in Studio C (give exact dates) From: _____ To: _____

Production Time in Studio C (give exact dates) From: _____ To: _____

Please Indicate Alternate dates:

Preparation Time in Studio C (give exact dates) From: _____ To: _____

Production Time in Studio C (give exact dates) From: _____ To: _____

List Names of Production Crew Members:

Will you require scenery or sets: Yes _____ No _____

If yes, give exact date by which you will dismantle and remove sets and scenery:

Total number of participants in production in studio C _____

Special equipment or construction needs (be specific):

Date and time by which sets and scenery will be removed: _____

Studio C Usage Guidelines

Studio C is a shared facility. Other entities within the College of Professional Studies and Fine Arts may need to schedule time in the studio. In order to maintain TFM's good standing with these other departments in the arts, *common courtesy, diplomacy and sensitivity to the needs of other students and faculty is required*. Remember, the studio is in use by regularly scheduled classes. These classes have priority. Also, the studio is available by department reservation only during the semester. Use during other times will need to be arranged through the University based on their existing policies and procedures for management, safety and security.

1. You must attach a proposed stage plan showing the size and placement of your set in the studio. Blank stage plan forms are available in the TFM office.

Agreement: A qualified supervisor must oversee all activities taking place in Studio C during preparation and production. This must be a TTF faculty member or a paid GA, approved by the TFM Facilities Committee. The supervisor will obtain a Studio C key from Checkout, and is responsible for opening and locking the studio. All release and waiver forms must be signed before production can begin. The studio must be kept clean and tidy and a thorough cleanup is required at the end of **every** studio session. All sets and scenery must be assembled in a way that will allow others to use the studio between your sessions. This includes all regularly scheduled classes. All sets, scenery, props, tools, equipment, food, etc. must be removed by agreed upon date and time (see below) after production is complete. For any work done in the studio outside of regularly scheduled class time, you must leave a security and clean-up deposit of \$250 cash with Checkout (see below). Deposit will be refunded when key is returned to Checkout and condition of studio is approved. Failure to adequately clean-up studio, damage to SDSU-owned flats and scenery, or other damage will result in fines that will be deducted from the security deposit and/or additional fees. Unless arrangements have been made with a successive production group, sets must be struck upon completion of production and flats must be properly stored in designated storage areas. If you build scenery that will be used by another group, they must sign an agreement stating that they assume full responsibility for studio cleanup at the end of their session, as well as responsibility for any loss or damage to SDSU-owned flats or scenery. All SDSU-owned flats, scenery or props to be used in your production must be approved by David Morong. These must be returned undamaged and in the same condition as when they were checked out. All doors in studio must be locked when studio is not in use. Keys will not be issued directly to students and must be kept by the studio Supervisor at all times. By signing this form, the Student Producer agrees to all terms of the agreement.

Instructions: Complete this form. Secure your professor's signature for approval of project and the faculty scheduler's signature (Prof. Greg Durbin 594-6856, Comm. 101). Leave a cash deposit for \$250 in Checkout. (This will be refunded upon verification that Studio C has been left in good condition. Otherwise, damage or clean-up fees will be deducted). Deliver this completed form to Dennis Riley in Checkout.

Student Producer _____

Approval of Instructor of Record _____

Approval of Studio C Committee _____

Stage Plan Approval (David Morong) _____

Faculty Scheduler's Approval _____

Studio Supervisor's Approval _____
(Approved Graduate Asst.)

Please attach a separate synopsis or script for your proposed project, noting the scene(s) and sets you plan to build in the studio.

Note: Proposals are judged on a competitive basis. Factors influencing approval include:

1. The quality of your script
2. The feasibility of your project
3. Your instructor's recommendation
4. Your level of organization
5. Clean record of past facility use.

Also, proposals will be prioritized based on the following schedule:

1. Graduate Thesis Projects
2. Advanced "senior" projects (TFM 560, TFM 569)
3. Other Advanced Projects such as TFM 522.