

PLEASE SUBMIT THE FOLLOWING ITEMS AS THE SECOND APPLICATION:

1. **Contact Sheet**, word processed, including names, positions, telephone numbers, and e-mail addresses for all current members of the cast (if known) and production team. This may include, but is not limited to:
 - Director
 - Stage Manager
 - Technical Director
 - Scenic Designer
 - Lighting Designer
 - Costume Designer
 - Sound Designer
 - Properties Master
 - Marketing Director
 - Run Crew Members
 - Board Operators
2. **Production Budget Request Forms** prepared by directors and designers detailing all planned purchases for the production (to the extent that is possible). This may include, but is not limited to budgets for costumes, scenery, lighting, rights and scripts, sound, and publicity. The Production Budget Request Form is available online at www.UNISTAonline.org/applications.php.
3. **A props list**, word processed.
4. **A list of all technical requirements to date**, word processed, including, but not limited to costumes, scenery, lights, and sound.
5. **Production Calendar**, word processed and detailing all aspects of the show including, but not limited to, weekly production meetings, dates for finalized designs, a design presentation, work calls in either studio, light hang/focus, publicity distribution, acting rehearsals, technical rehearsals, dress rehearsals, etc. This information should also include times and locations. For examples of dates that should be included, refer to any of the department of theatre production calendars.
6. **Locator/Audition Forms** of EVERYONE currently involved in the production (directors, designers, production team, actors, etc.). Actors may fill out these forms at auditions if the show is not pre-cast. *Final approval of the second application will not be considered until all Locator & Audition Forms have been received.* The Locator and Audition Forms are available online at www.UNISTAonline.org/applications.php.

Changes in personnel may not occur after the approval of the second application without the consent of the UNISTA board.

Productions may rehearse for one week without final approval of the second application. Continuing rehearsal without final approval of the second application is grounds for dismissing the production

UNISTA operates under a three-strike policy. This is to maintain strong standards and a sense of accountability. If the production is deemed to be having difficulties in communication (internal, with the UNISTA board, or with faculty), causing a disturbance for main-stage or class work, not meeting deadlines etc. you will be issued a strike. Accumulation of three strikes will result in automatic dismissal of the production.

A representative from the production must be present at every UNISTA meeting following approval of the second application. Failure to do so will result in a strike.