



## UNISTA Production Application #2

Please complete the following completely for consideration by the UNISTA board. If your production does not require all of the production elements listed below, please indicate so by filling in “not applicable”. If this is the case, indicate of the reverse why this position is not necessary for the production.

Applicant/s: \_\_\_\_\_

\_\_\_\_\_

Title of Production: \_\_\_\_\_

Prospective Production Dates: \_\_\_\_\_

Prospective Production Space: \_\_\_\_\_

Director: \_\_\_\_\_

Stage Manager: \_\_\_\_\_

Technical Director: \_\_\_\_\_

Scenic Designer: \_\_\_\_\_

Lighting Designer: \_\_\_\_\_

Costume Designer: \_\_\_\_\_

Sound Designer: \_\_\_\_\_

Properties Master: \_\_\_\_\_

House Manager: \_\_\_\_\_

Publicity: \_\_\_\_\_

Running Crew: \_\_\_\_\_

Cast (if known): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach the following as a word processed document:

1. A budget detailing all planned purchases for the production (to the extent that is possible), to include costumes, scenery, lighting, rights, publicity, etc.
2. A props list
3. A list of technical the requirements to date to include:
  - a. Costumes
  - b. Scenery
  - c. Lights
  - d. Sound
4. A detailed production calendar for 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 main-stage production calendars.
5. Contact information for all members of the company including actors and design team.
6. An activity card for EVERYONE in the production (designers, production team, actors, etc.) Actors at auditions may fill out cards if the show is not pre-cast. Final approval of the second application will not be considered until all activity cards have been received.

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

*Shows may not start rehearsals until final approval of the second application. Beginning before this 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. 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. Accumulation of three strikes will result in automatic dismissal of the production.*