

Jonathan Edwards College & Undergraduate Production

Production Application – JE Theater

Applications should be submitted in hard copy to the JE Theater Manager. Preference will be given to projects involving students in JE, to complete applications of the highest quality, and to performances that are appropriate for the space. Major shows and other events lasting more than one night will be scheduled with or subsequent to the CPA decisions each semester. Before submitting this application, please review the [Undergraduate Production Regulations](#) and the [Guidelines for use of the JE Theater](#).

Name of Event: _____

Type of event (select all that apply) Theater Dance Comedy Other

Estimated Length of Performance/Event (Run Time): _____

Preferred Dates and Times:

	1 st choice	2 nd choice	Notes
Performance Dates, Times			
Load In Date and Time (be specific)			
Strike Date and Time (be specific)			

Production Team: Please fill in all that apply. Registered undergraduate organizations please provide information for officers. Please include all JE students involved in the event.

Role	Name	Cell	e-mail	College
Applicant				
Producer (if different)				
Director				
Set Designer				
Technical Director				
Light Designer				
Master Electrician				

For Access to Space:

Applicant Net ID

Applicant SID#

Production/Design information

Please describe your event. Please include your team’s ideas about any scenic, lighting, projection, and sound design.

Venue/Experience Level of Staff

Please explain why your event and your production team would be a good fit for the JE Theater.

Staged Fights/Stage Weapons

Do you anticipate any staged combat or stage weapons (including props) being used in your production?

Yes

No

If so, please fill out the [Staged Combat/Stage Weapons Request Form](#) to the best of your ability and submit it to Undergraduate Production at least six weeks prior to your first performance.

Non Enrolled Students

Are all of the participants in this project currently enrolled in Yale College?

Yes

No

Please be aware that [additional restrictions](#) pertain to non-students and to on-leave or withdrawn students.

Other Special Hazards, If Any

Two ushers are needed for of up to 50 audience seats and an additional usher for every 50 seats thereafter.

Number of Seats

64

Number of ushers

3

A fully signed version of this form must be on file with UP no later than two weeks prior to the start of your load in. This completed form and a completed fire drill log must be posted backstage on the main bulletin board during each production.

Statement of Responsibility

“I have read, understand, and will follow the [Undergraduate Production Regulations](#) and the [Guidelines for use of the JE Theater](#) to the best of my ability. I will seek advice and permission in advance as warranted. I may be held personally and financially responsible for this event. I understand that application approval is contingent on our securing the necessary funding for this event and is specific to this producer/director team.”

Production Staff

Signature of Producer/Applicant

Date

Signature of Director

Date

Registered Undergraduate Organization Staff, if applicable

Signature of President

Date

Signature of Treasurer

Date

Production Approvals

Dates and times listed on page one approved by venue

Signature of Venue Manager

Date

Application approved by Undergraduate Production

UP Signature

Date
