

Senior Project Performance Use of Facility Check list

If you would like to use a building on- or off-campus you must do the following things:

- **On-Campus:** See *Mr. Buckle* for available dates. (Please note that senior project performances may only be scheduled for Tuesdays, Wednesdays or Thursdays. Only one performance is allowed and the time is limited to ONE HOUR only. Performances should begin between 5 and 6 pm.)
 - Go to the office and get a **Facilities Request Form** from *Mrs. Brown* and complete it and return it. Do this quickly so that you do not lose your intended spot. *In addition, you may want to request a tech session which would mean that you will need the facility for at least one additional day (rehearsal).* (Please attach a very clear drawing - labels, distance between things, equipment placement, etc.) This is important for the set up of your event. *Mr. Hernandez* is the plant manager. The better and clearer the information is for him, the more likely you will receive the set up you need. ***Attach a copy of your facility use form with your Approval Contract.***
 - **Tech** (Sound, lighting, etc.) - Please see *Mrs. Silbert* to assist you in finding tech students and equipment to assist you with your production. There are fees for use of equipment and tech help, so talk to her to find out that information in advance.
 - **A week prior to your big event** – check back in with Mr. Buckle, Mrs. Silbert, & Mr. Hernandez.
- **Off-Campus:** If you plan to use an off-campus public or private facility, please see the person in charge of the venue you have chosen. Get a facility use form (or whatever paperwork required), a signature and a date for your project or performance. ***Attach a copy of your facility use form with your Approval Contract.***
- **Donations/Fundraising:** Students *may* request “donations” upon entry to a show to fundraise for an on-campus club or a charity. However, *all* donations are to go directly to the club or charity. Students cannot be reimbursed for their own expenses out of donations collected. Therefore, be mindful of the cost of your production. Students are responsible for whatever costs are incurred for their own senior project.