

Undergraduate Production

Production Application – Off Broadway Theater and Co-op High School Theater

Use this form only if not applying for CPA funding – space application is integrated into the CPA application. Applications will be reviewed with consideration given to the overall size, scale, and production requirements. Attention will be paid to previous production experience of the Production Team and/or Sponsoring Organization and preference will be given to complete applications of the highest quality and to performances that are appropriate for the space. Before submitting this application, please review the [Undergraduate Production Regulations](#).

Name of Event:

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

Estimated Length of Event (Run Time):

Venue (select one): Off Broadway Theater Co-op High School Theater

Preferred Dates and Times:

	1 st choice	2 nd choice	3 rd choice	Notes
Performance Dates, Times				
Load In Date				
Strike Date				

OBT residencies run from Sun morning to Sat night. Co-op residencies begin Thurs or Fri afternoon and end Sat night.

Production Team: Please fill in all that apply. Registered undergraduate organizations please provide information for officers.

Role	Name	Cell	e-mail	College
Producer				
Director				
Set Designer				
Technical Director				
Light Designer				
Master Electrician				
Costume Designer				
Sound Designer				
Props Master				

Production/Design information

Please describe your event. Please include your team’s ideas about any scenic, lighting, costume, and sound design, including proposed audience/stage configuration. If appropriate, please submit a ground plan, sketches, and/or research.

Venue

Please explain why your event and your production team would be a good fit for your requested venue.

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Please be aware that [additional restrictions](#) pertain to non-students and to on-leave or withdrawn students.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

The maximum audience capacity of the OBT is 195. The maximum audience capacity for the Co-op is 300. Two ushers are needed for up to 50 audience seats and an additional usher for every 50 seats thereafter.

Number of Seats

Number of ushers

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](#), 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 _____ 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 _____