

Production Assignment Application

Name: _____ Student ID Number: _____

Production: _____

Year in School: _____

Position Desired:

Stage Manager	Assistant Stage Manager
Scenic Designer	Assistant Scenic
Costume Designer	Assistant Costume
Lighting Designer	Assistant Lighting
Sound Designer	Assistant Sound
Media Designer	Assistant Media
Wardrobe Head	Lead Electrician
Props Head	Assistant TD

I understand that if I am assigned this Production Assignment that I am responsible for all work and requirements as outlined in the jobs description of that position. I will meet all deadlines and guidelines as set for by my supervisor for the specific Production I am assigned, including (but not limited to):

- Being at all relevant rehearsals, technical rehearsals, and performances.
- Attending any and all meetings for which I am scheduled.
- Reading the script before the first meeting or rehearsal, whichever occurs first
- Having all lists, paperwork, and or projects completed on time and having them shared with my supervisor before the due date.

I will also stay in regular communication with my supervisor, letting them know *at least weekly* the progress and status of my work, and will come to them with any complications I encounter. I will complete my duties in a timely and professional manner and work for the betterment of the production and company. I understand that my job is not done until after strike of the Production and confirmation by my supervisor.

Signature: _____

Date: _____

Please Fill out both sides of this form

Please List classes taken that relate to position desired:

Please List Relevant Production Experience:

Please tell us why you want to be assigned this role and in this Production:

Please list any Conflicts that you might have during the Production Process:

Faculty will fill out the bottom portion

Accepted: _____
Class Number/Credits Assigned: _____
Supervisor: _____
Date: _____

Please Fill out both sides of this form