



University of Wisconsin
Stevens Point

Department of Theatre & Dance Student Technical Request Form

Please complete, print and include this cover sheet with your detailed proposal and submit to your program coordinator.

Contact Person

Date

Phone

Email

Production Title

Type of Event

Venue Requested

Mentor

Dates:

Please attach a separate file outlining dates and times for rehearsals, technical rehearsals and performances.

Technical Need Requests: Availability to the use of any Theatre & Dance property or personnel is at the discretion of the Department Chair in coordination with Design/Tech faculty and staff.

Preferred Seating Arrangement & Total Number of Seats:

Scenic Requests (masking, furniture, etc) :

Props Requests:

Lighting Requests (works, specials, etc):

Sound Requests:

Costume Requests:

Back Stage Requests (dressing rooms, green room, etc):

Have you considered the need for a Stage Manager, House Manager, Box Office Manager, Run Crew, Light Board and Sound Board Operators? If you have a team working on your production, please attach a contact sheet.