REHEARSAL/AUDITIONS
LMU SCHOOL OF FILM AND TELEVISION STUDENT REHEARSAL/AUDITIONS APPROVAL FORM

General Student Information:
Student’s Name: ___________________________ Date of Submittal: ___________________
Email: ___________________________ Phone Number: ___________________
Professor’s Name: ___________________________ Course Number: ___________________

Production Information:
Name of Project: ________________________________________________________________
Director: ___________________________ Producer: ___________________________

Locations Information:
**All auditions/rehearsals for SFTV student projects require the Head of Production signature. Once form is completed, please submit to Event Scheduling Office (XAVIER 112).
** Additional Signatures will be required for spaces other than general use classrooms.

Space: __________________________________ Dates: __________ Time: __________
         SET-UP START END
Space: __________________________________ Dates: __________ Time: __________
         SET-UP START END
Space: __________________________________ Dates: __________ Time: __________
         SET-UP START END

Personnel & Equipment
Total Number of Participants in Room: __________ Will children be there?: __________ How Many?: __________
Potential Noise Level: LOW MEDIUM HIGH
Will props be brought in?: __________ If so, please describe?: ___________________________
Will furniture be moved?: __________ Will anything be hung on the walls?: ___________________________
Will food/beverages be in the room?: ___________________________

Attention: All Requests must be turned into the Scheduling Office no later than 3 business days BEFORE your intended audition. All necessary signatures should be obtained before submission to the Scheduling Office. Please call 310.338.2878 if you have questions about which signatures you need for your project.

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**Student Film Agreement: (Student Signature Required)**

1. Props may Not be nailed on the walls. Only BLUE painter’s tape is allowed for any wall or structure taping.
2. No INTERIOR smoke effects allowed anywhere on campus
3. All power cords MUST be taped down.
4. All LMU campus policies must be followed and all classrooms/facilities must be returned to their original set-up.
5. Damages or other extraordinary cleaning that occur during your event, will be billed directly to your student account.
6. All Student Housing policies must be followed if filming in a Student Housing facility.
7. Completion of this form does NOT guarantee facility/classroom availability.
8. After above signatures have been obtained, completed forms, including required signatures, must be submitted in person to the LMU Event Scheduling Office, XAVIER 112. Film students must meet with a representative from the Event Scheduling Office in UNH 1353 **between the hours of 8:00am and 5:00pm Monday-Thursday, and 8:00am-12:00pm NOON on Friday.** All LMU event booking procedures must be followed for confirmation of filming locations and dates.

Student Signature:________________________________________________ Date:__________________________

**Scheduling Office Use Only**

_________________________________________________________ Date:__________________________

Staff Member

Event Scheduling

Loyola Marymount University

Received by:____________________________ Date:_____________________ Time:____________