



Student Initiated Production Proposal

School of Music & Drama

Contact Person

Name: _____

Student Number: _____

Mobile: _____

Email Address: _____

Production Details

Production Title: _____

Production Date & Time: _____

Venue: _____

(Proposed venue to be tentatively booked with Alistair Davies until production is approved by Professor Sarah Miller)

Staff Facilitator: _____

Signature of Staff Facilitator: _____

Note: The production is to be supervised at all times by a member of permanent staff to ensure all OH & S requirements and university policies are adhered to.

Support material to accompany Proposal (no more than 4 A4 pages in total)

Brief description of production

Production crew: names and contact phone and email

Budget

Request for rehearsal and/ or performance space

Draft rehearsal and production schedule

Equipment list

Signed copy of policy on Extra-Curricular Student Performances

Program Support

Your Program Coordinator must support your proposal before it is submitted to Professor Sarah Miller, Head of School.

I, _____, Program Coordinator, support the proposal and recommend the production is approved for public display.

Signature: _____ Date: _____

Head of School Initial Approval (Return to Brooke House)

Approved: YES NO

Signature: _____ Date: _____

If the proposal is approved by Professor Sarah Miller, Head of School.

Regular meetings will be held between the Production team and Professor Sarah Miller to discuss and monitor the below items up until the conclusion of the production.

Publicity

All publicity is to be approved by Professor Sarah Miller before distribution. Publicity material including media coverage must not advertise the University of Wollongong's name or logo, as student initiated productions are independent of the University.

List publicity material associated with the production to be approved (eg. posters, flyer, media releases etc):

- o
- o
- o
- o
- o
- o

Anticipated date for publicity material to be submitted for approval: _____
(4 weeks prior to production opening)

Note: Please leave enough time to make changes to publicity material if required.

Kitchen Booking

To book the kitchen please complete the forms attached and return to Brooke House ASAP.

The service of alcohol at events on campus must abide by strict policies and procedures. Permission must be granted from the Dean of the Faculty. Contact Brooke House for more information.

OH&S

Productions held on campus by Creative Arts students must comply with University and Faculty policies and procedures.

Known hazards eg. use of fire, water, sharp objects must be identified on the risk assessment and appropriate measures for dealing with the hazard(s) identified. The staff facilitator and Head of School must sign the risk assessments including initial risk assessment for production plus final risk assessment to be complete once stage has been set. Forms available from Brooke House at FCA Central.

Box-office income and Production Expenditure

All takings from the box office go to the School of Music & Drama, minus pre-approved expenses. 'Pre-approved' means that proposed expenses are negotiated with Professor Sarah Miller in advance. Sarah will then make a judgment in respect of projected box office. The School will then determine how the profits are best spent. Receipts must be provided.

Bookings

Bookings for your production may be directed to the School's Box Office on 4221 4889. Discuss with Brooke House in the first instance.

Please return your proposal and associated documents/ forms to Brooke House at FCA Central, 25.113. If you have any question, please call 4221 5384.

Checklist

Step 1

- o Complete proposal and submitted to Discipline Coordinator with appropriate documentation including
 - Brief description of production
 - Production crew: names and contact phone and email
 - Budget
 - Request for rehearsal and/ or performance space
 - Draft rehearsal and production schedule
 - Equipment list
 - Signed copy of policy on Extra-Curricular Student Performances

If approved

Step 2

- o Proposal submitted to Professor Sarah Miller, Head of School, for approval via Brooke House FCA Central, 25.113.

If approved

Step 3

- o Student will be notified of approval and will be asked to meet with Head of School to agree on the budget. The forms listed below are to be complete for meeting. See Brooke House for the forms.

Kitchen

- o Kitchen Booking Sheet

If serving alcohol (note: must be approved by the Dean):

- o Signed copy of Faculty and University policies
- o Copy of Responsible Service of Alcohol certificate (RSA)
- o Risk Assessment

OH&S

- o Complete initial risk assessment for production to be signed by Alistair Davies. (Final risk assessment to be completed once stage has been set.)

Publicity

- o Submit all publicity material for approval by the Head of School before distribution.

Note: If you seek to have the media cover your event you must get approval from the Head of School before contact is made with an organization.

Step 4

- o Booking sheets will be put on the box office counter at 5.00pm. A Box Office Nightly Report sheet will be attached to the booking sheet and must be complete each night. All money and Box Office Nightly Report sheets must be given to Jason Challinor, Finance Trainee, for banking.

Step 5

- o Student accounts back to Head of School on income and expenditure when the production is complete.