Stage Crew Technical Collaboration Request Form

UCL STAGE CREW

- Please download this form as a PDF document and fill it in. Once complete, **email to** uclstagecrew@gmail.com **and cc:** su-stagecrew@ucl.ac.uk as far in advance of your event as possible.
- Forms should be submitted with **at least 2 weeks' notice** or they are unlikely to be considered.
- If you wish to **hire** additional technical equipment, please get in touch with us **at least 4 weeks** before your event to ensure there is enough time for the payment to be processed by the Union.
- Room bookings must be confirmed **before submitting** this form. Please note that there must be enough time for get-in, get-out and tech/dress runs, as well as the performance or event itself.
- If applicable, please obtain the rights confirmation for your show **before submitting** this form.
- The use of Stage Crew's own equipment and services is **free**.
- For more information on how to collaborate with us, please refer to the **Externals Collaboration Guide**.

Section 1: Contact Information	
Club/Society Name:	
Name of Contact:	
Email Address:	
Section 2: Basic Information	
Name of Event:	
Date(s) and Show Time(s) of Event:	
Location of Event:	
Room Booking Details: Please state the rooms and the hours that you have booked for each day	
Room Booking Evidence: Please attach a screenshot(s) of your **confirmed** room booking details.	
Brief Outline of Event Concept:	

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Describe the content, staging and other key information.	
Section 3: Technical Requirements	
Lighting requirements: E.g. Warm or cold washes, specific colours, effects	
Sound/projection requirements: E.g. Handheld microphones, sound effects, etc. If your event contains a band, please provide details of its instruments.	
Allocated technical budget: For the hire of additional equipment (if required) e.g. wireless head microphones, extra moving lights	
Any other important event details:	