

Stage Crew Technical Collaboration Request Form



- 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 place a **hire** of 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.
- 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 **before submitting** this form.
- The use of Stage Crew equipment and services is **free**

Section 1: Contact Information	
Club/Society Name:	
Name of Contact:	
Email Address:	
Section 2: Basic Information	
Name of Event:	
Date(s) of Event:	
Location of Event:	
Room Booking Details: Please state the rooms and the hours that you have booked for each day	
Brief Outline of Event Concept: Describe the content, staging and other key information.	
Section 3: Technical Requirements	
Lighting requirements: E.g. Warm or cold washes, specific colours, backlighting, effects	

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<p>Sound/projection requirements: E.g. Handheld microphones, sound effects, etc. If your event contains a band, please provide details of its instruments.</p>	
<p>Set/any other equipment requirements: Stage Crew has a few small tables, wooden set blocks and a sofa which can be transported from our off-campus storage for the cost of a courier van.</p>	
<p>Allocated technical budget: For the hire of additional equipment (if required) e.g. wireless head microphones, extra moving lights or set pieces</p>	
<p>Any other important event details:</p>	