



STAGE BOOKING FORM

PRODUCTION INFORMATION

UPDATED FALL 2025

SHOW TITLE		
COURSE & PROD No°		
	NAME	PHONE
DIRECTOR		
PRODUCER / SHOWRUNNER		
CINEMATOGRAPHER		

☐

FILM STAGE

☐

TV STAGE

☐

DRESSING ROOM

☐

HFP 108

☐

PV Black Box 286

☐

PV make-up room

☐

PV Dressing Room

PREP DATE _____

Time _____ to _____

SHOOT DATES _____ to _____
Must be consecutive days.

Time _____ to _____

STRIKE DATE _____

Time _____ to _____

If different from final shoot date.

ALL PRODUCTIONS MUST BE WRAPPED OUT BY 10PM ON SUNDAY NIGHTS.

REPRESENTATIVE - Production Admin

Date

Studio Operations Administrator

Date

I understand that I am responsible for locking both the stage doors and the loading bay doors upon completion of my filming. If doors are not secured, a fine of \$100 will be charged to my student account.

Student signature

Student Name

Date

**SMOKE, FOG, and/or HAZE are NOT PERMITTED.
LOBBY FURNITURE MAY NOT BE USED FOR PRODUCTIONS.
STAGE FLOORS MAY NOT BE PAINTED!**