

Scene Shop Request Form

Get custom built props and setpieces for your project OR reserve time/space for your team to work.

Note: Priority is given to sets who submit early.

Production Information

Project Name:		Director Name:	
Shoot Dates:		Director Phone:	
Type of Set/Project:	Prod390/490/Theater/Independent	Director Email	
Project Budget (Total):		PD Name:	
PD Budget (Total):		PD Phone:	
Budget for Request:		PD Email:	

Request Information

Type of Request:

☐ Item Manufacturing Request ☐ Shop Time for PD to create Item ☐ Item Sourcing ☐ Other: _____

Do you have the materials required? (We can help source materials.)

☐ No ☐ Yes ☐ I do not fully understand the material requirements ☐ Some ☐ N/A

Type of Item:

☐ Prop ☐ Custom Flat ☐ Costume ☐ Set Dressing ☐ Other: _____

Do you have the means to Store/Transport your Item?

☐ No ☐ Yes

Item Name(s):

General Item Descriptions/Requirements:

Preferred Time for Call/Meeting? (Spring 2026 Hours: Mon 4:00pm-6:00pm Wed 4:00pm-6:00pm. Thus 12:00-4:00pm.)

—    **STOP**    —

Before you submit this form, please add the Sceneshop Manager to your contacts. Nikolai DeBrito – 541.360.9956 & ndebrit@lion.lmu.edu. This form may be submitted to the G&E office or electronically to the Sceneshop Manager.