

## DEPARTMENT OF DRAMA

### FALL 2016 DEPARTMENTAL LOAN POLICIES

The Tisch Undergraduate Department of Drama offers several loan resources to curricular and mainstage productions. Anyone expecting to use departmental loan resources is responsible for understanding and adhering to these policies.

PRODUCTION RESOURCE OFFICE CONTACTS				
Jon Dunkle	Production Manager	x81754	917/538-6960	jd105@nyu.edu
Yvonne Winfrey	Associate Production Manager	x81836	954/249-0052	yvonne.winfrey@nyu.edu
Ryan Parow	Production Administrator	x81853	864/991-6541	ryanparow@nyu.edu
DEPARTMENT LOAN CONTACTS				
Kat Tharp	Technical Director <i>Scene Shop Inquiries</i>	x28244	917/716.3342	kt74@nyu.edu
Ted Griffith	Prop Master <i>Prop Loan Inquiries</i>	x81863	252/814-9008	tg1591@nyu.edu
Therese Bruck	Costume Director <i>Costume Loan Inquiries</i>	x81567	201/679-7836	tb71@nyu.edu
Kimberly Parkman	Costume Shop Manager <i>Wardrobe Inquiries</i>	x81706	757/289-7366	kimberly.parkman@nyu.edu
Josh McConchie	Lighting Supervisor <i>E-Loan Lighting Inquiries</i>	x81867	914/564-2539	jm6621@nyu.edu
Kurt Bradley	Audio Supervisor <i>E-Loan Sound Inquiries</i>	x26639	917/399-0907	kb107@nyu.edu

Resources from Departmental Loans are first allocated to Stageworks Productions, followed by internal curricular studio productions. Requests for other productions are considered on a case-by-case basis. Costume and Prop resources are not available for use in class.

If something breaks, please email, call, or text the appropriate individual(s) above or contact the Production Resource Office. The Production Staff does not normally work nights or weekends, however the department does employ **Night and Weekend Supervisors** to answer questions and help troubleshoot. Please use them as a resource! The night and weekend supervisors' home base is the Front Desk on the 3<sup>rd</sup> Floor.

Scenic elements or equipment including seating and platforms, flats and selected hand tools may be available for use for curricular production work. Requests should be made directly to the Production Resource Office.

## **LIGHTING AND SOUND LOAN – “E-SHOP”**

2nd Floor of 721 Broadway in the rear of the building, behind the Loewe Theatre

Contact: Kurt Bradley (Sound) kb107@nyu.edu; Josh McConchie (Lighting) jm6621@nyu.edu

### **GENERAL INFORMATION**

- Tisch Undergraduate Drama’s Electric Shop has a limited quantity of lighting and sound gear, cable, and accessories (gel, adapters, templates, etc.) for use in curricular productions in the various performance spaces at 721 Broadway and 113 2nd Avenue throughout the academic year.
- E-Loan equipment is available to Tisch Undergraduate Drama students, faculty, admin, and designers for use in curricular studio productions, Stageworks productions, and Light Lab projects.
- The E-Shop is located on the 2nd Floor of 721 Broadway in the rear of the building, behind the Loewe Theatre, next to the freight elevator.
- Requests for equipment must be submitted 24 hours prior to your scheduled appointment.
- E-Shop access is by appointment only. To make an appointment and submit your equipment request, please contact the Lighting Supervisor Josh McConchie (jm6621@nyu.edu) or Sound Supervisor Kurt Bradley (kb107@nyu.edu).
- Drop-in appointments for requests consisting of five items or less may be available during regular E-Shop Hours. Please contact the Lighting Supervisor or Sound Supervisor prior to visiting the E-shop.

### **Fall 2016 HOURS**

- E-Shop Appointments are available during the following hours:

<b>Tuesdays</b>	<b>6:00pm to 8:00pm</b>
<b>Thursdays</b>	<b>6:00pm to 8:00pm</b>
<b>Sundays</b>	<b>2:00pm to 7:00pm</b>

### **E-SHOP LOAN POLICIES**

- All E-Loan requests are subject to approval by the Lighting Supervisor and Sound Supervisor.
- Proper loan paperwork MUST be filled out in full and APPROVED at least 24 hours prior to the loan of any item.
- Any items requested beyond the inventories of a performance space are subject to availability.
- All loan pick-ups and returns must be scheduled during E-Loan operational hours.
- Equipment other than cables (i.e. scrollers, I-Cues, intelligent lights, speakers) are not to be removed from the building unless used in the 2nd Ave. Theatre.
- Returned gear is to be returned stripped of labels and given back the same way it was received.
- Borrowed gear should be returned all at once; nothing partial will be accepted. There are numerous productions going on in the building, and remembering where a few small things are is no easy task!
- The following occurrences will result in permanent loss of E-Loan privileges:
  - Unauthorized taking of any E-Shop materials/unauthorized accessing the E-Shop.
  - Improper return of loaned materials.
  - Swapping functional E-Shop items with other studio and/or NFG items.
  - Failure to return loaned items on time.
  - Failure to return entire loan.
  - Failure to report any non-functional/damaged/missing loan items.
  - Loss of an item greater than \$30 in value.

## **UNDERGRADUATE PROP LOAN**

Sub-basement, 721 Broadway

contact: Prop Master,Ted Griffith (tg1591@nyu.edu)

### **GENERAL INFORMATION**

- Tisch's Undergrad Prop Loan is an assortment of hand and furniture props for use in only department-sponsored and curricular productions throughout the academic year.
- Undergraduate Prop Loan items are available to Tisch Undergraduate Drama students, faculty, admin, and designers for use in curricular studio productions and Stageworks productions.
- Prop Loan is located in the sub-basement of 721 Broadway. To get to the front desk of Prop Loan, head to the bottom of stairway G, which is located across from the basement vending machines and nearer the bathrooms. From the bottom of the stairs, take a right and head to the end of the hallway to a set of double doors. Prop Loan is inside. Alternatively, come to the Scene Shop on the corner of Mercer and Waverly and ask someone who works in the Scene Shop.
- Prop Loan access is by appointment only. To make an appointment, contact the Prop Master Ted Griffith (tg1591@nyu.edu) or visit this link:  
<https://docs.google.com/a/nyu.edu/forms/d/e/1FAIpQLSdohzSjNPte9d4qXILaVje9NS98ZLCdLJZRB8TLt9JGtVHe4A/viewform>
- Appointments must be made requested at least 48-hours in advance.

### **Fall 2016 HOURS**

- Prop Loan Appointments are available during the following hours:

<b>Sundays</b>	<b>1:00pm to 10:00pm</b>
<b>Mondays</b>	<b>5:00pm to 10:00pm</b>
<b>Tuesdays</b>	<b>5:00pm to 10:00pm</b>
<b>Thursday</b>	<b>5:00pm to 10:00pm</b>

### **PROP LOAN POLICIES**

- All appointments must be made 48 hours in advance.
- The borrower must bring a physical copy of the appointment request form with a signature signifying Faculty/Admin approval. Your Faculty/Admin will be contacted if your props are not returned in a timely fashion.
- Borrower is liable for the cost of any lost or damaged props.
- Borrower must schedule a prop return appointment when you pick up your props.
- The borrower who submits the form must also be present at pick-up and drop-off of the rental.
- No Props may be modified without express permission from the Scene Shop Supervisor.
- Props may not be rented for classes, only department productions. Contact your production manager or studio head if you are not sure if your show falls under department productions.
- The tagging system has been reinstated. Do not remove Tags from other productions! Once items are tagged, please place them back where you found them until you come to pick them up.
- Keep prop loan organized and clean. Do not return dirty props. Keep the aisles clear! Do not bring back any other props than what you rented. You will be asked to take it with you when you leave.
- Violation of any of the above policies will result in permanent loss of borrowing privileges.

## **UNDERGRADUATE COSTUME LOAN**

2nd Floor of 721 Broadway, Costume Shop  
Contact: Therese Bruck (tb71@nyu.edu)

### **GENERAL INFORMATION**

- Undergraduate Costume Loan is a small selection of costumes, accessories and rolling racks available for use in productions within or affiliated with the Tisch Department of Drama. The collection is monitored and maintained by members of the Costume Shop staff.
- Undergraduate Costume Loan items are available to Tisch Undergraduate Drama students, faculty, admin, and designers for use in curricular studio productions and Stageworks productions. For exceptions, please contact the Costume Director with a specific request.
- Undergraduate Costume Loan access is by appointment only. To make an appointment, please send an email to the Costume Director Therese Bruck (tb71@nyu.edu) including the following information:
  - Borrower's name, NetID, phone number and e-mail address
  - Contact information for the director, stage manager, or production manager for the project, including phone number and e-mail
  - Title and Location of Project
  - Dates of Tech, Performances, and Strike
  - Studio Affiliation
  - Admin or Faculty Contact
  - Style/period in which the show will be presented
  - Specific list of the items needed

### **HOURS - Fall 2016**

- Costume Loan Appointments are available during the following hours:

<b>Mondays</b>	<b>12:00pm to 6:00pm</b>
<b>Tuesdays</b>	<b>12:00pm to 7:00pm</b>
<b>Thursdays</b>	<b>5:00pm to 8:00pm</b>

### **COSTUME LOAN POLICIES**

- Access to Costume Loan is limited to appointment hours only. There are no drop-in hours available.
- Borrowers must have an approved appointment request from the Costume Director before coming to pull any costumes.
- All items borrowed from Costume Loan will be documented by a member of the Costume Shop staff at the time of pick-up. Condition of the items will be noted before checking out.
- Wardrobe facilities are scheduled on a case-by-case basis and by request only. To schedule use of wardrobe facilities, please contact Costume Shop Manager Kimberly Parkman (parkman.kimberly@nyu.edu)
- Costumes must be cleaned prior to return.
- If items are returned damaged, dirty, or in poor condition, the borrower is responsible for the cost of any cleaning or repairs necessary.
- Dressing rooms must be kept in clean and safe condition.
- Return appointments must be scheduled in advance of the original pick-up appointment.
- The Costume Shop staff is not responsible for re-stocking borrowed items.
- Costume Shop Staff or Workstudy students cannot open Costume Loan outside of designated appointment hours.
- Costumes to be returned may not be left in the Costume Shop. They must be checked back in by a member of the Costume Loan staff during a scheduled appointment.
- Violation of any of the above policies will result in permanent loss of borrowing privileges.