DEPAUL CINESPACE
STAGE RESERVATION – REQUEST FORM
DePaul Cinespace Studios
2525 West 15th Street
Chicago, IL 60608
773-521-4595
cinespace@cdm.depaul.edu

Form must be completely filled out for review.

Student Name: ____________________________  Student ID: ____________________________

Student Email: ____________________________  Phone: ____________________________

Project Name: ____________________________  Today’s Date: ____________________________

Class (if applicable): ____________________________  Non-class project? □ Y □ N

In order to receive approval, non-class projects must first submit this completed form
along with a completed SCA Project Information Form.

Stage Space Requested: □ Stage 15 □ Stage 16 □ Stage 17

Requested Prep Dates / Times (If Applicable): ____________________________

Requested Shoot Dates / Times: ____________________________

Requested Wrap Dates / Times (If Applicable): ____________________________

Key Crew Members (List All Applicable)

Director: ____________________________  Student ID: ____________________________

Producer: ____________________________  Student ID: ____________________________

1st Assistant Director: ____________________________  Student ID: ____________________________

Production Designer: ____________________________  Student ID: ____________________________

Director of Photography: ____________________________  Student ID: ____________________________

Gaffer: ____________________________  Student ID: ____________________________

Key Grip: ____________________________  Student ID: ____________________________

1st Assistant Camera: ____________________________  Student ID: ____________________________

Sound Mixer: ____________________________  Student ID: ____________________________
Project Information

Description of Project (type of shoot, crew size, sets used. Not a plot synopsis)

Special Prep / Shooting Needs (unique set dressing, repainting walls, build requirements)

I have read and understand the Cinespace Stage Usage Guidelines and Equipment Policies listed on the DePaul CDM website under “Production Resources”.

I also understand that my DP, gaffer, or key grip should be making any lighting & grip reservations, and my producer or 1st AD should be making any production gear reservations (tables, chairs, walkies, etc.):

☐ Y ☐ N