

Production Questionnaire for the Department of Dance

Purpose: To provide a front-end request of all department production needs for efficient evaluation of department fiscal and personnel resources. This form is not a commitment to all aspects of a production. It is a detailed view of a dance piece, in which items listed are considered as a REQUEST for production support by the department. The Chair is the final approval on all dance production needs.

**** Submit form to Carrie Cox when finished. She will forward a copy of the form to the chair, fiscal officer, and related production and performance staff.**

Date form submitted to Carrie Cox: _____ **Time / Length of Piece:** _____

Name of piece: _____

Choreographer/Creator: _____

Date of debut premiere or original performance: _____

Location of anticipated performance: _____

A) What kind of performance is this? (for production managers)

If this piece is currently being created, please skip section B.

If this piece is a recreation, please submit the following:

- Attach a program copy of your debut premiere, if you have one.
- Date, location of debut premiere: _____
- If this piece is a reconstruction from score, do you or the Dance Notation Bureau have design information and video documentation of the work?

B) Performers (for production managers, performance area lead)

How many performers are in this work?

Dancers: _____

Actors: _____

Other, list types: _____

Musicians (please list instruments played):

Are any of these artists local to central Ohio or not?

C) Collaborative Design Team Members (for production managers, performance area lead, costumer, dept musicians, other staff as needed)

List the names of your collaborative design team, and any email addresses or phone numbers. Please remember to include the name of the designer whose work you wish to use, if you have had enjoyed multiple collaborators.

Lighting designer: _____

Composer: _____

Scenographer/Set designer: _____

Costume designer: _____

Video designer: _____

Are any of these artists local to central Ohio or not? _____

Do you wish to use these designs even if the artist is unable to participate in the mounting of this performance? _____

D) Lighting Design (for production managers)

Name of designer: _____

Location of designer's town of residency: _____

Is your lighting designer able to light your work here? _____

If not, who will be recreating this work? _____

Are there any special lighting needs that fall outside normal performance expectations? _____

E) Sound Design and Performance (for production managers, dept musicians)

Name of composer: _____

Location of composer's town of residency: _____

Will your composer be participating in your performance here? _____

Will your music be recorded or performed live? _____

Number of sound designers/musicians: _____

Instruments to be used: _____

Instruments to be rented: _____

Where will your musicians be located during the performance? _____

Are there any microphone needs? _____

F) Scenography/Set Design (for production managers)

Name of scenographer/set designer: _____

Location of designer's town of residence: _____

Is your set designer able to support your work here? _____

If not, who will be recreating this work? _____

Will your set be shipped to us from another location? _____

If your set must be created, please describe briefly the materials, construction, and design required.

G) Costume Design (for dept costume designer)

Any costume design decisions are requested to be finalized AT LEAST 2 WEEKS before the technical rehearsals begin. (under normal production schedule)

Name of costume designer: _____

Location of designer's town of residence: _____

Who currently is in ownership of your costumes? Where? _____

Will your costumes be shipped to us from this location? _____

Will your costumes need to be completely reconstructed locally? _____

If so, by whom? _____

Please describe briefly your costume needs and number of costumes.

Will there be any costume changes during the piece? If so, how many are expected? _____

Are there any initial aesthetic ideas for the costumes?

What types of fabric do you prefer to work with/in? Anything highly specialized will need to be ordered early by the costume designer.

H) Media Projection (for production managers, dance and technology staff)

Name of video designer: _____

Name of video editor: _____

Is your media finished and ready for playback? _____

How many projectors are required? Where are they located in the performance venue? _____

On to what surfaces will you be projecting? _____

How many video screen are required? What are their sizes? _____

What is your media format, and by what method is its playback? _____

YOUR TOTAL ESTIMATED COST OF PRODUCING THIS PIECE: _____

***Submit form to Carrie Cox in her office mailbox, in the administrative office mailbox area.
Estimated timeline for review and approval, 2 weeks from form submission to Carrie Cox, production manager,
through to review and approval of resources and dept estimated costs by the Chair.***

For Accounting / Jane : Approval initials and dates. Notes by production manager and other staff as to area limitations, possibilities are noted on this form.

This form has been reviewed by production manager Carrie Cox. _____

This form has been reviewed and approved by Chair of the Dept of Dance, Susan Petry. _____

The maximum amount approved to produce this dance on a dept produced or sponsored concert is: _____