

# STOCKTON UNIVERSITY | SCHOOL OF ARTS & HUMANITIES

## TV STUDIO STUDENT RESERVATION REQUEST FORM

Please complete all fields below for accurate processing of your request.

**Requests must be made approximately two weeks in advance of anticipated date.**

Name: \_\_\_\_\_ Z number: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Date of Studio Request:** \_\_\_\_\_

**Time of Studio Request (2-hour block maximum):** \_\_\_\_\_

**Project Title/Description:** \_\_\_\_\_

**Course Acronym #/ Title:** \_\_\_\_\_

**CRN #:** \_\_\_\_\_

**Faculty Advisor/Course Instructor associated with project:** \_\_\_\_\_

**Anticipated number of people for crew and talent:** \_\_\_\_\_

**Faculty/Staff present during taping:** \_\_\_\_\_

- All crew members are expected to **interact in a professional manner**.
- **Faculty/staff must be present during the whole taping process** to ensure proper equipment use and to maintain all safety procedures.
- **Requestor is responsible for acquiring a minimum of six crew members** for proper and efficient studio operation.
- **All crew members must have prior TV studio experience** from the TV Production course or the Community TV Partnership Internship.
- The length of time for studio request **will not be automatically extended** due to late arrival by crew or talent.
- **Reservation is subject to cancellation** for reasons up to, but not limited to, insufficient crew, studio technical failure or emergency faculty/staff absence.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If sending digitally, either electronic signature or typed initials will be accepted.)

### **Request Forms may be submitted ONLY as indicated below:**

- 1.) Forms may be hand delivered directly to M. Zubrzycki at E-041.
  - 2.) Forms may be filled out and delivered electronically to M. Zubrzycki via email at [Michael.Zubrzycki@stockton.edu](mailto:Michael.Zubrzycki@stockton.edu)
  - 3.) Forms may be dropped off at the "Studio Reservation Requests" drop box at E-041.
- Requestor **MUST RECEIVE a confirmation email from M. Zubrzycki for the acceptance or denial** of the studio request.
    - o Confirmation email will be sent within 24 hours of request submission.
    - o Unique circumstances/emergencies may lengthen this timeframe.
  - If requestor **has not received** email confirmation **within two business days** of submission, requestor **MUST** follow-up with M. Zubrzycki at [Michael.Zubrzycki@stockton.edu](mailto:Michael.Zubrzycki@stockton.edu) to check on their request status **by the end of the next business day**.