

| Who | What | Where | Paper Work | Turn Around | Notes |
|--------------------------------------|---|--------------|---|---|--------------|
| Janice Carbert Operations Manager | Liability Waivers For guest workers Permission for SFX Special Staff assistance | IMA 205 | | Give yourself 4 weeks, esp. as regards SPX. | |
| Jonathan Duder | Booking; Keys | Cage B18 | Completed Sound Stage Application | Give yourself 4 weeks from start to finish. | |
| Valérie Kaelin, Scenography | Reviews Set Design Design advice, including wall coverings, Cost efficient solutions | IMA 351 | Scaled Spotting Plan Ground Plan Elevation Story Board Application Package | Give yourself 2-3 weeks from start to finish. | |
| John Tarver, CSC | Once the spotting is locked down, review Lighting Design. Please note that in the event of post effects, you will need simultaneous advisement with sets and lighting. | IMA 318 | Scaled Spotting Plan with the Scenography approval. Story Board Application Package | Give yourself 2- 1 weeks. | |

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| Joseph Lammirato, Carpentry & Wood Sculpture | Assists student in modest builds, will check back with Janice regarding project scope. | IMA 305 | List of required inventory. A construction drawing. It need not be formal, but it should be dimensioned. | Give yourself 2-3 weeks. | |
| Bryn Chamberlain | Monitors set safety and professional wrap Safety Liaison | Cage IMA B18 | | Tues-Friday 3:00-10:00 PM Sat 8:30-6:00 | |
| Joseph Lammirato | Monitors Safety Liaison | Cage IMA B18 | | Mon 3:00-10:00 Sun 12:00-5:00 | |
| Darren Cerkownyk | Monitors Safety Liaison | Cage IMA B18 | | Mon-Fri 8:00-4:00 | |