

Funding Application: Undergraduate Senate [AGU-000075]

Student Organization
Stanford Theater Laboratory

Program Title
Stanford Theater Laboratory Annual Grant 18-19

Start Date

End Date

Academic Year
2018-2019 Academic Year

Grant Type
Annual

Funding Line(s)

Line #	Account	Line Description	Funding Manager Notes	Event Name	Event Date	Requested Amount	Recommended Amount	Approved Amount
1	01-7715-30-2970 (Annual Grants - Royalties - VSO)	Royalties (performance), covers roughly 6 nights at \$100				\$500.00	\$500.00	\$500.00
2	01-7715-30-2910 (Annual Grants - Event Services - VSO)	Facilities Rental->Rental of a larger theater on campus. Includes space and technical aspects within the space, such as lighting and sound				\$3,200.00	\$3,200.00	\$3,200.00
3	01-7715-30-2910 (Annual Grants - Event Services - VSO)	Facilities Rental->Storage unit rental				\$1,100.00	\$1,100.00	\$1,100.00
4	01-7715-30-2940 (Annual Grants - Costumes & Uniforms - VSO)	Costumes, rental and care				\$1,200.00	\$1,200.00	\$1,200.00
5	01-7715-30-2955 (Annual Grants - Equipment - VSO)	Equipment Rental->Lighting and sound equipment rental				\$2,200.00	\$2,200.00	\$2,200.00
6	01-7715-30-2930 (Annual Grants - Marketing & Printing - VSO)	Marketing costs, posters, programs and stickers				\$850.00	\$850.00	\$850.00
7	01-7715-30-2920 (Annual Grants - Event Food & Supplies - VSO)	Properties (All Stage Props)				\$600.00	\$600.00	\$600.00
8	01-7715-30-2920	Set Components				\$2,000.00	\$2,000.00	\$2,000.00

Line #	Account	Line Description	Funding Manager Notes	Event Name	Event Date	Requested Amount	Recommended Amount	Approved Amount
	(Annual Grants - Event Food & Supplies - VSO)	(Materials for construction of set and set pieces)						

	Requested	Recommended
Totals	\$11,650.00	\$11,650.00
Final Allocation		\$11,650.00

Questions

Question	Answer
What is the average attendance at your events?	Average attendance ranges based on space, but we often have anywhere from 50 to 120 people per performance. For reference, we typically put on three shows per run, and four runs throughout the quarter.
Why are you requesting Annual Grants?	Given that theater requires a great deal of planning and logistics by nature, we have benefited heavily from the security the Annual Grant has been able to afford us in the past. Rather than relying on Spark! grants and departmental partnerships, we can plan ahead and know exactly what we have the budget for and/or are capable of producing. This is an important development for all artists involved, as it allows them to focus more on taking artistic risks and producing their best work, as opposed to censoring themselves for fear that the funds will not be available. Having funds ready and previously allocated also allows for better season crafting and coordination among students. Renewal of this grant will mean being able to start the new year confident that we will be able to produce each show we have signed on.
What are the three largest line item requests in your budget and why?	Our three largest line item requests are facilities rental (\$3200, not including a separate facilities rental line item specifically for our storage unit), equipment rental (\$2200) and event supplies (\$2000, line item specifically geared toward set materials). Reflected by its size, the facilities rental line item could be an extraordinarily important development for our group. The money covers the cost of renting out a TAPS theater (Pigott or Roble) for three nights. Given the explosion of theater groups on campus, this allows us to put up one of our main stage productions in an actual/fully equipped theater, thereby opening up other spaces (EPC, Roble dorm theater) for other, smaller groups. In addition, renting a fully equipped theater means we do not need extra lighting or sound equipment, which allows us to lend our technical

Question	Answer
	resources to other groups and keep our rental budget smaller than it might usually be. We have performed our fall main stage in Pigott the last two years, but do not believe Spark! grants or other funding is a reliable way to secure this space-- often, TAPS does not know what weeks their theaters will be available until productions are underway. Building this into the budget allows us the flexibility to secure the space the moment it becomes available, rather than staking an entire production on the hope we will be able to afford the theater. After facilities rental, equipment rental asks for funds to rent lighting and sound equipment for shows not performed in fully equipped theaters. We usually must bring our own equipment to these spaces, as they are generally unconventional or not otherwise equipped. Finally, we usually spend a large portion of our budget on sets and building materials. These comprise the basics of the set itself, and can add up to a larger amount because of lumber, decorations, and misc. materials.
What events/programs does your group hold throughout the year for the Stanford community?	Theater Lab typically puts on an average of 4 shows (typically 3-4 performances each) throughout the year, at least one per quarter. All productions are free and open to the public. Often, at least one of the performances is student written or adapted.
Have you applied for Annual Grants in the past 3 years? If so, please detail the outcome of each attempt.	Theater Lab has applied for the 2015-2016 grant (receiving \$12,750) and 2016-2017 grant (receiving the same amount). As a result, our ability to create, promote and produce theater increased and become significantly more organized. For the 2017-2018 school year, we attempted to apply for \$13,000, but misplaced proper documentation to secure a rights budget, leaving us with \$11,650. As a result, we spent a bit less last spring to ensure we would have enough reserves this year to complete our season.
Please provide four contacts for your group (two must be graduates if also applying for Graduate Annual grants). These individuals should be prepared to be called by the Undergraduate Senate or the GSC during the evaluation of the group. Please list their name, title in organization, school/degree program, e-mail, and phone.	President, Joshua Petersen, jrp95@stanford.edu; Vice President, Davis Leonard, davisl@stanford.edu; Financial Officer, Gianna Clark, giannac@stanford.edu
How do you plan to publicize your events/programs to the greater Stanford community? Have you registered with Events at Stanford?	Theater Lab typically advertises through posters, Facebook posts and pictures, video trailers, emailing, adding our events to calendars, and some less conventional methods using the actors themselves. We are not currently signed up at Events, but our president(s) are looking into it.
If you are an umbrella group, please list the groups for which you are applying for Annual grants, their ASSU account numbers, and contact information for their financial officers.	N/A
Please define the services provided by your group with the Special Fee, as per the ASSU Constitution:	We provide free theater programming to the Stanford Community.
Are you also applying for Graduate Annual Grants?	No.
If you applied for Annual Grants last year, is there an increase in the amount you're seeking this year? If so, why?	In general, yes. We are asking for more facilities rental money to cover the cost of one production in a fully equipped theater (the importance of which is explained in the "three largest line items" question). In addition, we are asking for \$600 for rights. Beyond that, our other line items have generally remained the same or even dropped a great deal,

Question	Answer
	thanks to better use of our funds and more rental opportunities through TAPS.

History

Date	Assignment Group	Assignee	Action	Comments
21-AUG-2018 02:30 PM	In Progress	mikelee9	FO Submitted	
21-AUG-2018 02:35 PM	Funding Admin		Assigned	
23-AUG-2018 12:28 PM	Funding Committee	lfatuesi	Approved	
23-AUG-2018 05:15 PM	Legislative Body	lfatuesi	Approved	
23-AUG-2018 05:15 PM	Accountant		Assigned	
24-AUG-2018 01:04 PM	Accountant	sbenton	Approved	
24-AUG-2018 01:05 PM	Posted	assusystem	Approved	