**Bloomsbury Theatre and Studio – Usage by UCL Departments - Application Form**

**Deadlines**

* Theatre applications - 17:00 Friday 28th April 2023.
* Studio applications- are accepted through the year

**Time available:** Dates subject to the Theatre and Studio availability

Please fill in all boxes. Your completed form must be under 3 pages in length (with answers in 11pt Calibri).

**Applicants who do not read the guidance notes, available from our website, are unlikely to be successful.**

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| **Application/Performance title** |  |
| **Date/s requested (inc. preparation etc.)** |  |
| **Date/s and times of public events** |  |

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| **Applicant name** | |  | |
| **Department/Institute/other** | |  | |
| **Faculty** | |  | |
| **Phone** |  | **Email** |  |
| **Select your role from the list below** (right click on the box, then go to ‘properties’ and select ‘checked’) | | | |
| Professor | | Professional Research Fellow | |
| Associate Professor | | Principle Research Fellow | |
| Lecturer | | Senior Research Fellow | |
| Principle Teaching Fellow | | Research Fellow | |
| Senior Teaching Fellow | | Undergraduate student | |
| Teaching Fellow | | Postgraduate Student | |
| Other | | Professional Support staff | |

Q1. Please briefly describe your proposed event.

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Q2. Please state the main aims of the project.

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Q3. Who will attend the event as audience members? How will you encourage people to attend (consider different demographics)? How many do you expect to attend and what are you basing this on?

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Q4. How is this performance (or film) involved in the project or how is it otherwise an appropriate use of the space? Why couldn’t this event take place in a lecture theatre or seminar room?

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Q5. Who is involved in running the project? Please give details of UCL and non-UCL people, their roles, and a short summary of any relevant experience.

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Q6. What are the financial costs of running the project? How will the project be funded and how will you fund the theatre cost (see guidelines for details)?

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Q7. If the exact dates requested are not available, could this project use other dates successfully? What flexibility do you have as regards the start/finish times of the event?

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Q8. How will you assess whether you have achieved the aims detailed in Q2?

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Q9 Will important issues/topics be addressed by the event?

If yes, please highlight:

i) any news stories that demonstrate the timeliness and relevance of the event theme/concept.

ii) or any content or theme that covers controversial issues, or that you anticipate might cause offence to the diverse community at UCL and in the wider community

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*Do consider involving UCL Student Union societies as part of your event. A list of current societies can be found here*[*https://studentsunionucl.org/clubs-societies*](https://studentsunionucl.org/clubs-societies)*and do contact* [*d.edge@ucl.ac.uk*](mailto:d.edge@ucl.ac.uk) *UCL Student Union Arts & Media Coordinator to learn more.*

Completed forms should be sent to [e.frost@ucl.ac.uk](mailto:e.frost@ucl.ac.uk)