



**2018 SUMMER INTENSIVE
TECHNICAL DESIGN AND PRODUCTION (TDP)**

APPLICATION FORM

Duke Ellington School of the Arts * 3500 R. Street NW, Washington, DC 20007

June 25 – August 3, 2018

Monday – Friday, 9:00am – 2:00pm

COST: \$800 for six weeks

Contact: Nicole Leonard, Nicole.Leonard2@dc.gov

Student Name: _____

Age: _____ **Grade:** _____ **M / F:** _____

Address: _____

Phone(s): _____

Email(s): _____

School Currently Attending: _____

Incoming Duke Ellington Student? YES NO

PARENT / GUARDIAN INFORMATION

Name(s): _____

Address (if different):

Phone(s): _____

Email(s): _____

The Summer Intensive:

This 6-week intensive is designed as an introductory course to the Technical Design and Production program. Students will receive the fundamentals and basic foundation needed to grow in the area of design and production.

Courses/Curriculum:

Basic Stage Craft/Production 101. This course introduces students to the technical aspects of theatrical production, which include **lighting, sound design, props, sewing and make-up**. Classroom work will be heavily supplemented with interactive hands-on training.

Production & Live Event Management. Producing live events is always challenging. It involves hard work, but it is also a lot of fun. This course emphasizes a hands-on approach to learning about logistical planning and implementation for live events. The program's basic goal is to assist the student in effectively learning the craft by offering a variety of interesting and stimulating activities and projects that directly contribute to an assigned live event.

Required Tools and Materials:

¥ 1 pair work gloves

¥ Adjustable 6" wrench

¥ 1 pair of black pants (Khaki or Jeans)

¥ 1 black t-shirt

¥ 1 USB flash drive

¥ 1 student make-up kit *approximately \$20*

https://www.stagemakeuponline.com/02-PK/Ben-Nye-Student-Theatrical-Stage-Makeup-Kits.html?gclid=Cj0KCQjwl7nYBRCwARIsAL7O7dEd8fF2_SWKAWn2jnHT3YESZ9309WH4HnG2yYs9Q6MWwtOYO10IAaAuKIEALw_wcB



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LETTER OF AGREEMENT

I, _____, as a TDP Summer Intensive student, agree to participate in the six-week 2018 Summer Intensive, located at the Duke Ellington School of the Arts at 3500 R. Street NW, Washington, DC 20007. My signature below is a confirmation of my commitment to the 2018 Summer Intensive.

Fees:

- The cost for the 2018 Summer Intensive is \$800.

Dates and Times:

- June 25 - August 3, 2018
- Monday - Friday
- 9:00am - 2:00pm

Other:

- Student will be required to bring lunch daily and clean up after themselves.
- Student will participate positively and fully in all activities, understanding that the Technical Design and Production Department's Summer Intensive classes are both individually and group-based and that at times I may be asked to put the group's needs before my own.
- Student will commit to practicing and completing homework as assigned.
- Student will make best effort to work respectfully with others within and outside the group.
- Student will respect and care for the property and equipment of the TDP Department and Duke Ellington School of the Arts' facility.
- Student will abide by all safety and discipline policies set forth by the TDP Department.
- Student and Parent acknowledges that the TDP Department reserves the right to dismiss, without program fee refund and at the expense of the participant if there is a breach in this contract.

PARENT DECLARATION

Assumption of Risk, Waiver of Liability and Indemnification Agreement

- I have read and understand the program description for which I am applying. We agree to release, waive, covenant not to sue, indemnify and hold harmless the Duke Ellington School of the Arts, its employees, agents and representatives from and against all claims, liability, loss, damage and expenses to property or personal injury, including death or illness, including reasonable attorney fees, which may be made or brought against or incurred by the Duke Ellington School of the Arts in relation to or arising from the student's participation in the 2018 Summer Intensive. We understand that our failure to disclose fully any information regarding our child which results in an inappropriate placement in Duke Ellington School of the Arts program is cause for dismissal without refund. We also understand that the TDP Department will dismiss without any refund and at parent(s)' expense any student who disrupts the group or who violates the "Conditions for Participation." We give permission to Duke Ellington School of the Arts to use photography of our child in promotional, documentary and other educational publications (print and electronic).

We have read and understood the application guidelines. The information I have given on this application is true and correct.

Sincerely,

Student Signature	Date
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Parent / Guardian Print	Signature	Date
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ATTENTION!

PAYMENT LOGISTICS:

- \$800 is due in full by **June 29th, 2018**.
- **The Technical Design and Production Department accepts cash (in person), money orders and online payments. Please make money orders payable to: DESAP (“TDP Summer Intensive” in the memo line)**

Please send the completed ***Application Form***, signed and dated ***Letter of Agreement***, along with ***Payment or initial deposit*** if not paying online to:

**Technical Design and Production Summer Intensive
c/o Nicole Leonard, Chair, TDP
Duke Ellington School of the Arts
3500 R. Street, N.W.
Washington D.C. 20007**

Or scan and email the completed Application Form along with the signed and dated Letter of Agreement to:

nicole.leonard2@dc.gov

NOTE:

We can only accept 25 applicants, so please respond as soon as possible—thank you!