



## Alumni Special Request Form

In conjunction with the Production Policy and Procedure Manual Sections 1.5 and 1.6 – NU-Q alumni can use NU-Q production equipment, studios and postproduction facilities for a period of TWO years after graduation\*\* for specific projects on a case-by-case basis by filling out an Alumni Special Request Form.

Alumni Special Requests must adhere to the following criteria:

- The intended project must be non-commercial\*.
- All crew members using equipment and/or facilities are current NU-Q students, alumni, faculty, or staff members who have been trained to use said equipment by a member of NU-Q Production and Digital Media Services department.
- The intended scheduled use of equipment and/or facilities must not conflict with ongoing classes.

All project details are provided, consisting of a full crew list, project schedule, script (if applicable), a brief summary of the project, and project budget.

All Alumni Special Request Forms will be reviewed by the NU-Q Production Committee and will require a minimum of 10 business days for review.

Name: _____	Contact No: _____
Graduation Year: _____	Email: _____
Project Name: _____	Overall Project Budget (QR): _____
Attachments:	Full Crew List <input type="checkbox"/> Project Schedule <input type="checkbox"/> Script <input type="checkbox"/>

Project Summary:

Sign: _____	Date: _____
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By signing this I confirm that I have read Sections 1.5 and 1.6 of the Production Policy and Procedure Manual and confirm that the intended project is non-commercial.