

EQUIPMENT NEEDS ASSESSMENT APPLICATION
Fall 2015

Name of Person Submitting Request:	Melinda Fogle Oliver
Program or Service Area:	Theatre Arts
Division:	Humanities
Date of Last Program Efficacy:	2012
What rating was given?	Continuation
Equipment Requested	Hamper with Lid & Swivel Casters, 12 Bushel
Amount Requested:	\$312.00
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/15oqoxm)	Facilities (safety)

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement Additional

1. Provide a rationale for your request.

The Theatre Arts Department produces two full length productions per year. The Auditorium also houses additional performances and events such as graduations, meetings, and lectures. Each event requires a unique setup. To accommodate the needs of various groups, curtain legs and borders must be rearranged. The hamper would allow for safe and proper storage of curtain legs and borders when they must be removed for an event. Currently the curtains are stored in bins that could topple over. We need the appropriate storage equipment, both for aesthetic and safety reasons.

2. Indicate how the content of the latest Program Efficacy Report and current EMP data support this request. How is the request tied to program planning? (*Reference the page number(s) where the information can be found on Program Efficacy.*)

The EMP action plan includes providing high quality productions to the campus community. In order to achieve this, we must have appropriate storage for all theatrical equipment.

3. Indicate if there is additional information you wish the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

The renovated Auditorium is a beautiful building. We need to teach students to respect the facilities and equipment and model the proper storage and maintenance techniques. Curtains are expensive and we will incur additional costs by not caring for them properly.

4. Evaluation of initial cost, as well as related costs (including any ongoing maintenance or updates) and identification of any alternative or ongoing funding sources (*for example Department, Budget, Perkins, Grants, etc.*).

The cost of the hamper is \$312.00, and there are no ongoing costs associated with this equipment.

5. What are the consequences of not funding this equipment?

Theatre staff and students will continue to use the old bins for curtain storage. Unfortunately the old bins are unsafe. Additionally, curtains are expensive and we will incur additional costs by not caring for them properly.