



**Chicago College of Performing Arts
The Theatre Conservatory**

REQUEST TO BE OUT OF THE CASTING POOL Form

Print out this form and submit it to Sean Kelley, Director of the Theatre Conservatory, for consideration to be withdrawn from the casting pool.

Once approved, the student must submit the form to Tim Stadler, Production Manager.

Deadlines for submission to the Director of the Theatre Conservatory:

Fall Semester – July 1

Spring Semester – November 1

Student full name: _____

Student cell number: _____

Student email: _____

Reason for being out of the casting pool: _____

Outside production: _____

Producing company: _____

Rehearsal/Performance dates (be specific): _____

Submission of form does not automatically approve this conflict. Once a conflict is approved, the form must be picked up by the student and submitted to the production manager.

To be completed by administration.

Submitted to Sean Kelley _____

Approved by Sean Kelley _____

Submitted to Tim Stadler _____