

School of Drama

Outside Work/Out of Office

Please complete and attach to Approval of Outside Work for Compensation Request. Please note exact dates when known. Some dates may not be known completely due to rehearsal and production schedules, in which case note when tech rehearsals will be occurring. You can enter a range of dates on a line if you will be gone for several consecutive days. If they will be spread throughout the production, please note as fully as possible the separate dates you will be away.

Name: _____

Where you will be: _____

Activity/production: _____

How classes will be covered: _____

Dates actually not at SoD: *Date 1:* _____

Date 2: _____

Date 3: _____

Date 4: _____

Date 5: _____

Date 6: _____

Date 7: _____