

CAPITAL BUDGET PROJECT REQUEST FORM as of 3 Jan 20 (page 1 of 3)

Please provide the following information regarding your project request:

Name: Don Hooper Date: 1/8/2020 | 12:52 PM CST
 Title: Chair Phone No: 3183475737
 Department: Theatre Email Address: dhooper@centenary.edu

SCOPE:

Building and Room No (s): Marjorie Lyons Playhouse, Auditorum

Briefly Describe Project: Purchase computerized stage lighting console and LED fixtures

Type of Project:

(check all that apply):

- Office Renovation Classroom Landscaping
 Lab Renovation Residence Hall Building Repairs
 Feasibility Study IT Deferred Maint.
 Other (please describe) For both classroom instruction and theatre performances

SCHEDULING/COST:

Requested Completion Date: 10/15/2020 Est. Cost: 20,000

AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 2/14/2020 / Scott Merritt
 For IT purchases Signature Date Print Name
 Facilities Approval: Chris Sampite / 2/14/2020 / Chris sampite
 Building renovations/modifications Signature Date Print Name
 Department Head: Donny James Hooper / 1/8/2020 | 1:10 PM CST / Donny James Hooper
 Signature Date Print Name
 Vice President: Karen Soul / 2/14/2020 / Karen Soul
 Signature Date Print Name

(Forward to VPFA@centenary.edu)

Date of Cabinet Approval _____

F/O/A/P: _____ / _____ / _____ / _____

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Please provide the following additional information regarding your project

All new project requests must be approved by the Cabinet and be included in the FY 21 budget before work can begin.

To facilitate the project review process, the following questions in this two-page Appendix are now required to accompany all new Project Request Form (PRF) submissions. The Appendix is an opportunity for you to explain the significance and value of the project you wish to pursue for your Department. The questions listed below are questions that must be answered for each new PRF. Incomplete forms will not be included in the capital budget schedule.

If your answers are unable to fit in the space allotted below, please feel free to provide the information in a separate document attached with your PRF submission or in an email accompanying your submission.

Q1. What is the intended funding source of this project?

Capital Budget Funds Operating Budget Funds

Specify: This is a purchase that will last for 5-10 years

Q2. What is your overall estimated cost for this project? If this PRF is for a preliminary/feasibility study for a larger project, please include your best estimate of what the larger project will cost. Please do *not* answer this question with "TBD" or "unknown" or "request an estimate" or a similar type of response. \$: 20,000

This price includes the console, \$11,000, and approximately \$9,000 for LED fixtures. If this administration is unable or unwilling to do both my first priority would be the console.

Q3. What is the academic need or business need that this project will fulfill?

This is an urgent academic need. The entire entertainment industry is rapidly moving to LED fixtures and Centenary needs to be training our students in the use and control of these fixtures. We need a variety of fixtures and a way to control them that is modern and what the students will be expected to know when they enter the industry.

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APPENDIX

Please provide the following additional information regarding your project

Q4. What are the current limitations of the existing space? (In other words, why is this project request necessary?)

Currently we have a control console, but it is not adequate for LED or Smart lighting fixtures. In the past three years we have been successful at placing Centenary graduates into graduate programs in lighting, but I am receiving feedback that our students are showing up behind because they are not well trained in the use and control of LED fixtures. These fixtures represent a major departure from the past 100 years of lighting and lighting control. To remain successful in our training we simply must make this transition as quickly as possible.

Q5. Why is it important that this project happen *this FY* (as opposed to happening in a future FY)?

In several past fiscal years I have created and submitted requests to purchase LED fixtures, and this "can" is continually kicked down the road. We are running out of road. We are currently behind in our ability to train undergraduates for the workforce and/or for graduate programs. We must catch up. I have been requesting this move from conventional lighting and control to LED lighting and control for several years, and nothing has happened. We have a token five LED fixtures with substandard control. My past request have not achieved any significant results. This equipment is an investment in the college's future. LEDs are here to stay, and we simply must catch up. What do I tell Kallie who is one of our current first year students in lighting? "Maybe next year!" Is that our answer?

Q6. Does this project request support a new initiative, new position, or new employee? If yes, please briefly describe and include the names and positions of the new hires/candidates if known at this time.

Perhaps! If beginning to earnestly move into the 21st century entertainment lighting equipment, control, and teaching represents a new initiative then, yes. As time goes by we will need to purchase more equipment along with an electrical upgrade to the playhouse in order to achieve and maintain a valued education for our students. I expect the long term costs of this, if it is an initiative, to be upwards of \$200,000. Once purchased, this equipment requires no annual funding. Indeed, even the department expendables costs will be reduced.

Q7. If this project request is not approved, what effect will this have on your operation?

Bring us kicking and screaming into the 21st century. We are already two decades behind. Is that where we want to be?

Q8. Is this a one-time annual cost? YES NO If NO, will it require additional on-going annual funding and do you have those funds and VP support for those annual costs? YES NO