



# Appropriation Proposal

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**Event:** United States Institute of  
Theatre Technology (USITT)

**Dates:** March 19, 2024- March 24, 2024

**Location:** Seattle, Washington

# Table of Contents

1. Estimated Cost
2. Itinerary
3. About USITT and Our Students
4. Recent Technology Awards
5. Travel Itinerary

# Estimated Cost

## Registration Cost:

Cost (Per student)	Students	Total
\$299	5	\$1,495

## Transportation Cost(s):

Cost (Per student)	Students	Total
\$398	5	\$1,989

## Lodging Cost:

Cost (Single Room)	Rooms/ Number of people	Days	Total
\$59.00	1 room 1 student	5	\$295

Cost (Double)	Rooms/ Number of people	Days	Total
\$77	1 room 4 students	5	\$385
Total (with taxes and fees)		\$789.40	

**Grand Total: \$4,653.40**

**\*\*Please note that the remaining \$346.6 will be used for food for the 5 students for the 5 days. Per diem rate is typically \$74 per person.**

# Itinerary

## **March 19th: Travel Day**

4:00pm Arrive at El Paso Airport  
11:10pm Arrive at Seattle Airport  
12:15am Arrive at hotel

## **March 20th: Conference Day 1**

07:30am Short meeting  
07:35am Depart for Convention Center  
08:00am – 5:00pm Onsite conference activities at Convention Center  
5:00pm Return to hotel; dinner on own  
6:30pm Depart hotel  
7:00pm-8:00pm Onsite conference activities  
10:00pm Return to hotel; short meeting

## **March 21st: Conference Day 2**

07:30am Short meeting  
07:35am Depart for Convention Center  
08:00am – 5:00pm Onsite conference activities at Convention Center  
5:00pm Return to hotel; dinner on own  
6:30pm Depart hotel  
7:00pm-8:00pm Onsite conference activities  
10:00pm Return to hotel; short meeting

## **March 22nd: Conference Day 3**

07:30am Short meeting  
07:35am Depart for Convention Center  
08:00am – 5:00pm Onsite conference activities at Convention Center  
5:00pm Return to hotel; dinner on own  
6:30pm Depart hotel  
7:00pm-8:00pm Onsite conference activities  
10:00pm Return to hotel; short meeting

## **March 23rd: Conference Day 4**

07:30am Short meeting  
07:35am Depart for Convention Center  
08:00am – 5:00pm Onsite conference activities at Convention Center  
5:00pm Return to hotel; dinner on own  
6:30pm Depart hotel  
7:00pm-8:00pm Onsite conference activities  
10:00pm Return to hotel; short meeting

## **March 24th: Travel Day**

4:00pm Arrive at Seattle Airport  
11:15pm Arrive at El Paso Airport

# About USITT

## What is USITT?

The United States Institute for Theatre Technology is a non-profit organization that focuses on promoting the advancement of the knowledge and skills of those working in the performing arts and entertainment industry. USITT provides education, networking opportunities, and resources for professionals and students in areas such as theatre design, production, and technology. The organization aims to foster collaboration and innovation within the theatrical and live entertainment community by hosting a yearly conference so like-minded individuals across the nation could convene and share information.



*Technology Expo at the 2023 USITT conference*

## Who will attend the conference ?

The USITT conference hosts hundreds of individuals across the countries from various colleges and universities, professional operating theatres, and theatre technology companies. The UTEP Department of Theatre and Dance faculty thoughtfully nominated five students to attend the conference and gain valuable insight into the current theater technology practices to bring back to share with the UTEP performing arts community.



*Maya Lavin, Reggie Garcia, Arely Garcia, Lee Nixon, Genesis Tanner*

## At the conference

At the conference, students will participate in the various workshops offered by industry professionals working in the field. In addition to the classes offered, there will be networking opportunities for students to meet with professional theatres looking to hire students for internships and graduate schools. Another educational opportunity available for the students is portfolio reviews where students can showcase their work to experienced professional to receive constructive feedback.

# Recent Technology Awards

This past semester, The UTEP Department of Theatre and Dance received the University Resident Theatre Association (URTA) Award for Excellence in Undergraduate Training. UTEP was awarded the institutional award in Design and Technology for the training offered to the undergraduate students.



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University of Texas, El Paso  
Department of Theatre and Dance  
Hideaki Tsutsui, Department Chair  
Fox Fine Arts Building, Room 371D  
500 W University  
El Paso, Texas 79902

October 30, 2023

Dear Chair Tsutsui,

On behalf of the University Resident Theatre Association, I would like to congratulate the Department of Theatre and Dance at University of Texas, El Paso on being selected to receive an URTA Award for Excellence in Undergraduate Training.

University of Texas, El Paso was selected for the institutional award in Design & Technology. This award comes with a Candidate Award, which provides free registration for URTA Auditions & Interviews for a student of your choosing, within the next two years.

The URTA Excellence Awards recognize the outstanding work of individuals and institutions whose students show exceptional skill and professionalism in presentation and preparation at the URTA Auditions & Interviews. Through these awards, URTA seeks to acknowledge the importance of helping young theatre artists develop the essential skills they will need in order to advance to the next level of their training, and ultimately the profession.

Award recipients will be recognized during the 2024 URTA Auditions and Interviews in Chicago in January 2024. More information will follow.

Once again, congratulations. And thank you for your work in elevating the theatrical and entertainment fields through your dedication to the excellent training of new artists.

Sincerely,

Tony Hagopian,  
Executive Director

UNIVERSITY  
RESIDENT  
THEATRE  
ASSOCIATION