



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*Print out this form and submit it to Ray Frewen, Director of the Theatre Conservatory, for consideration to be withdrawn from the casting pool.*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

Date submitted to Ray Frewen \_\_\_\_\_

Approved by Ray Frewen \_\_\_\_\_

Date submitted to Tim Stadler \_\_\_\_\_