Technical Production for the Performing Arts Industry

Ontario College Advanced   Diploma Program Code: **PTPPA**

Trafalgar Road Campus

> **Please note:** This is a sample Supplemental Admission Requirements Information Sheet for reference purposes only. A full copy of the Supplemental Admission Requirements Sheet will only be made available to applicants to **Technical Production for the Performing Arts Industry**.

Contents

If you require assistance regarding this document, please call 905-845-9430 and select option 4 or go to hub.sheridancollege.ca

If you require this information in an accessible format, or for Accessible Learning at Sheridan go to https://www.sheridancollege.ca/student-life/student-services/accessible-learning-services

Selection Process for Applicants

Candidates will be selected based on academic standing and/or demonstrated experience, and their submission of a letter of intent, two letters of reference, and responses to a résumé questionnaire.

Applicants selected for the program will be notified through their Sheridan email account. These decisions will not be released over the phone. Fee, registration and timetable information will follow. Classes for the fall term begin Tuesday, September 8, 2026.

To move forward in the processing of your application, you must submit a portfolio online. The deadline to submit portfolios for the first round of assessment is February 19, 2026. After this date, assessments will be made on a first-come, first-serve basis for the remaining available seats. It's in your best interest to submit your portfolio as soon as possible, as seats can fill quickly.

Academic Integrity

By submitting your Admission Requirements, you are agreeing to comply with Sheridan's Academic Integrity Policy. The Academic Integrity Policy states:

Sheridan College is committed to upholding the highest standards of academic integrity. The International Centre for Academic Integrity (ICAI) defines academic integrity as "a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals into action".

Applicants who are found to have falsified transcripts, cheated on admission tests, or submitted fraudulent documents or in any other way attempted to circumvent the admissions process in a manner inconsistent with the principles of academic integrity, will not be granted admission to the College. Those applicants will be ineligible for admission to any Sheridan program or course for a period of not less than 5 years, after which admission to the College will be reviewed on a case-by-case basis.

For programs where a portfolio submission is required as part of the admission process, portfolio work should represent an applicant's own ideas, writing, projects and creations. Where others have contributed, or non-original ideas have been included, applicants will give proper recognition and reference. Applicants are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT) for written or visual components of portfolio submissions.

Additional Admission Requirements

LETTER OF INTENT

Please upload a PDF document with your responses to the following (format: Use APA Block Format Business Letter, max 12-point font, max 400 words):

1. Why do you believe you are a good candidate for the Technical Production for the Performing Arts Industry program at Sheridan? Please cite key experiences that have contributed to your learning and success in Theatre and Live Event related activities.

2. How do you feel this program will support your career goals?

3. If you could choose a production, what show would you want to work on and which role in the production team would you prefer? Please explain why.

TWO LETTERS OF REFERENCE

Please upload two PDF documents: one for each letter of reference related to your theatrical experience. The referrals must be from educators, volunteer supervisors, industry professionals, former/current employers, or from other mentors who can support your suitability for the program. They must indicate your teamwork experience and must be dated within the current academic calendar year 2025-2026. By providing these names, you authorize Sheridan to contact the persons or organizations listed to obtain reference information, per Section 39(1) of the Freedom of Information and Protection of Individual Privacy Act (FIPPA).

RÉSUMÉ QUESTIONNAIRE

Please download the résumé questionnaire template, type your response within the charts using text formats provided. Upload your completed questionnaire in PDF format.

File name format: your_name_questionnaire.pdf

To download the questionnaire, please go to:

https://cerebro.ddi.sheridanc.on.ca/submit/forms/PTPPAquestionnaire.docx

OPTIONAL SUPPLEMENTARY PHOTOS

Upload up to seven photos of artwork, stage lighting, costumes, prompt scripts, carpentry projects, prop projects, etc. for work that you have created. This section is **optional**. Photos only.

File types: .jpg, .png

File Name Format: your name followed by the specific description

For example: your_name_artwork.jpg, your_name_costume.jpg

Additional Information

a) The application package is assessed using the following criteria:

- Previous technical theatre experience at the secondary school or community theatre level is essential

- Additional instruction outside of the secondary school theatre curriculum is an asset

- An organized and detailed application package

- The ability to clearly express yourself in writing

b) **We recommend you attend an Open House, a tour of our facilities and a Theatre Sheridan Performance.**

- Register for an in-person or guided virtual tour

- Information about in-person performances will be posted on Theatre Sheridan social media:
    - Theatre Sheridan's Facebook account
    - Theatre Sheridan's Instagram account
    - Theatre Sheridan's X account

- To book a Theatre Sheridan performance, please call **905-815-4049 or visit Theatre Sheridan Box Office**.

c) **Check your Sheridan email account frequently.**
   Many of the communications you receive from Sheridan come to you exclusively via your Sheridan email account.

d) If you have any additional questions, please visit our Service Hub Customer Service Portal — your one-stop destination for getting help, finding answers, and staying connected. Alternatively, most questions can be answered by consulting with our chatbot.