



# Copying & Stationary

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

## ACADEMIC COPYING (WYVERN)

Department Workroom  
205 McClung Tower

logons provided to: Faculty & Staff

## PRODUCTION COPYING (EREWHON)

across from the Undergraduate Computer Lab  
Basement, Clarence Brown Theatre

logons provided to: Staff & Artistic Teams

## GENERAL COPYING GUIDELINES

1. Large volume copying (>200 total copies in a day) should be sent to Graphic Arts—see “Graphic Arts” section below for more detail.
2. Please remember that copying at the Main Office should be for academic usage. Copying at the CBT should be for production usage.

## GRAPHIC ARTS

Large volume (200+ copies) and color copying should be sent to Graphic Arts Service. Jobs may be submitted online (<http://gas.utk.edu>) using a pdf or dropped off at either Quick Copy—536 Stokley Management Center or Graphic Arts—Auxiliary Services Building (2021 Stephenson Drive).

The GAS code for the Theatre Department is: 1179

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Title of publication  
Specifications including size, number of pages, colors, etc.  
Proposed publication date  
Quantity printed  
Estimate of costs and basis of estimate

## STATIONARY

Customized Clarence Brown Theatre letterhead, fax cover sheets, etc. are available on the server for all Faculty and Staff and may be requested by sending a note to the Administrator @ [theatreadmins@utk.edu](mailto:theatreadmins@utk.edu).

Official University letterhead, business cards, etc. should be requested through the Main Office.