

2023.009  
FF

Student Technology Fee  
Grant Proposal Request Form  
Fiscal Year 2022-2023  
Northwestern State University of Louisiana

**ALL BLANKS MUST BE FILLED COMPLETELY**

Prepared by: Robert Richoux

For: Robert Richoux

Department/Unit: Theatre & Dance College: Creative & Performing Arts Campus: Natchitoches

Which NSTEP Goals/Objectives does this project meet? Objectives 1,2,3,8 & 9

Requested equipment will be located/installed/housed? Building 25 Room 128

Does the department requesting funding receive lab fees? YES

Are department property policies and procedures in place for requested equipment? Yes

Which individual will be responsible for property control of the requested equipment? Robert Richoux

Signature:  Date: 11/4/22

Proposal Requested Amount: \$3500 Budget Attached: YES

Proposal delivered to Student Technology located in Watson Library, Room 113 Date: 11/11/22

**The proposal must include all specifications, description, model number, quotation, cost, state contract number, and vendor for each item. If the proposal does not include all requested information, it will be returned.**

1. Describe target audience.

-Theatre & Dance Majors and Minors are the primary target audience, especially those earning a BFA in Production and Design. Students use this computer lab for classes, shows and professional development. (Approximately 120 students)

-Secondary target audience would be student groups, organizations and the entire NSU student community that participate in seeing our shows.

- BFA in Dance, BS in Theatre with concentrations in performance and directing and musical theatre (75)

- Student Theatre Organization (50)

- Athletes taking summer theatre (50)

- Any students who reserve the space through EMS for numerous school functions

- Lady of the Bracelet
- Fraternities and Sororities
- Space used for recruitment
- Thespian Workshop
- Summer Camps such as Band Camp, Theatre Camp & Dance Camp
- Community Outreach
- Guest Artists
- Students in the audience

- The new plotter will be used in the following classes:

THEA2370 DRAFTING

THEA4430 LIGHT DESIGN

THEA4610 COSTUME RENDERING

THEA 4590 WIG DESIGN

THEA4600 TECHNICAL PRODUCTION

THEA3240 SCENIC PAINTING

THEA2330 STAGECRAFT II

THEA3340 COSTUME CONSTRUCTION I

THEA3390 SOUND REINFORCEMENT

THEA4320 SURVEY OF PERIOD STYLES

THEA4420 COSTUME DESIGN

THEA 3250 STAGE RIGGING

THEA4540 PORTFOLIO AND CAREER MANAGEMENT

THEA4580 VECTORWORKS

THEA2030 APPLIED THEATRE

THEA2300 INTRO TO THEATRE

THEA2310 STAGECRAFT I

THEA4270 SPECIAL PROBLEMS IN PRODUCTION AND DESIGN

THEA4480 SCRIPT ANALYSIS

THEA3300 SUMMER THEATRE WORKSHOP

THEA3350 MAKE UP

THEA2140 CONCEPTS OF DESIGN

THEA3120 STAGE MANAGEMENT

THEA3140 FABRICATIONS

THEA3330 LIGHTING FOR THE STAGE

THEA4050 COSTUME HIST

THEA4450 SCENIC RENDERING

THEA 3260 PROPS CRAFTS

THEA 4550 COSTUME CRAFTS

2. Describe project/initiative for which you are requesting funds.

To upgrade, update and enhance the quality of the technology in our computer lab to further benefit the growth of the students. To offer new technology capabilities in multimedia to use for performance, training, education, promotion, and marketing material as well as the possibility of new courses in the school of creative and performing arts.

3. State measurable objectives that will be used to determine the impact/effectiveness of the project.

1. Improve the Theatre and Dance curriculum, and the technology available to them.
2. Bolster our recruiting prospects by having specific technology that is being used and innovated in the professional field.
3. Improve our students' education, broaden their production experience, and make our students more competitive in the job market.

4. Indicate how each project objective will be evaluated.

The objectives listed above will be evaluated in these ways:

- By the equipment's use in the classroom.
- Students utilizing the plotter for classes, meetings, and other school related functions.
- By the quality of multimedia work present in their design packages.
- Professional level marketing material used for portfolios for future work in the industry.
- By the quality of professional drafting, light plot, sound plots, and paper props produced for show, classes, and meetings.
- By the number of prospective students interested in the technology being used in conjunction with dance and theatre.

5. If funded, which NSTEP <http://www.nsula.edu/nstep/NSTEP.pdf> objective(s) will this funding of this project advance? How will funding of the project advance the University and College/unit technology plan?

*Objective 1. Improve access to technology by students, faculty, and staff at Northwestern State University* – This equipment will give students, faculty and staff access to current and new technology.

*Objective 2. Provide classrooms with updated technology and multimedia* – This technology and equipment will be used for 30 courses, rehearsals, majors & minors looking to create design elements to enhance their professional portfolio, the department as whole to create professional quality promotional posters.

*Objective 3. To upgrade laboratories with modern technology.* This will improve the copying, scanning and print technology in our computer lab.

*Objective 8. To encourage innovation and research* – Students will be given the opportunity to create better design paperwork as well as learning to create images that can be turned into other media. An example would be printing an image to scale and cutting it out in wood.

*Objective 9. To maintain support of hardware and software upgrades, new hardware and software for specialized functions, and training technical support personnel* – The new equipment will offer fresh opportunities for students to create endless possibilities of artistic work through many different mediums.

An upgrade in plotter will allow our students to continue to improve in different areas of our industry. This will allow the students to have a better understanding of how to use a plotter in a more professional setting.

6. Provide a justification for funding of this project. Estimate the number of students that will be served per academic year and in what ways. Please indicate also any unique needs of the target group.

This plotter will replace an older model that is over a decade old and not capable of keeping up with the demand of our classes and shows. This plotter will also replace a blueprint machine that is incredibly toxic because it uses ammonium to process the blueprint. No one in our industry uses a blueprint machine. We will serve 150 major and minors in theatre and dance, as well as the entire student body and community that come to see our shows.

7. List those individuals who will be responsible for the implementation of the project/initiative and indicate their demonstrated abilities to accomplish the objectives of the project.

Robert Richoux-Director of Production and Design- will maintain the plotter and supplies as well as lead other faculty in implementing it into their classes. Will promote the use of the plotter in all classes and productions.

8. Describe any personnel (technical or otherwise) required to support the project/initiative.

Andrew Killion- will be responsible for implementing this plotter into all lighting and sound classes as well as all lighting and sound needs for each production and outside event.

Pedro Guevara- will be responsible for implementing this plotter into all scenic design and painting classes as well as scenic design, scenic painting, production and outside events.

All faculty members hold terminal degrees in Dance and Theatre which certifies their competency.

No additional personnel are needed for this project.

9. Provide a schedule for implementation and evaluation.

January 2023 – Order Equipment

February 2023 – Install Equipment and is ready for use in all classes & rehearsals

Evaluation:

- Students using the new equipment for classes will be observed through their course work throughout the semester
- Students using the equipment for any productions will be assisted and monitored
- Students using the equipment to update their portfolios will be guided and mentored during the process.

10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years.

The plotter has a life span of ten or more years. Depends on the manufacturer's abilities to produce supplies and parts. No other upgrades are required except for the replacement of supplies like ink and paper that are consumed during printing.

11. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received through a Student Technology Fee.

If you are requesting equipment that will be either/or checkout to students or moved within the department, you must provide a checkout/loan policy.

This plotter will be locked in our computer lab/ classroom. Access will be available when the lab is open.

12. Does the department that is requesting equipment receive lab fees? If so, please provide a justification for requesting funds from tech fee funds over using lab fees from your department.

The Theatre and Dance Department receives lab fees, but they are used for supplies for classes, paint, and other resources needed for our diverse classes. There is not enough money in fees to cover the equipment being requested in this grant application.

13. Attach a detailed budget.

Items for purchase with grant money	Description	Cost
HP DesignJet T830 Large Format Multifunction Wireless Plotter Printer - 24"	Large format Print, Scanner, Copier	\$3000
Shipping & Handling		\$500
	Total	\$3500

14. Attach two (2) letters of support for the project from the following individuals: the requesting department's Dean, the appropriate Vice President or for student request, the SGA President from the requesting campus.

Specification: see below

Description: HP DesignJet T830 Multifunction Printer

Model Number: T830

Vendor: HP.com



# HP DesignJet T830 24-in Multifunction Printer

Communicate more effectively—no learning curve needed—with print plus scan and copy capabilities



### CONVENIENT—Fast, agile, intuitive print/scan/copy

- Print documents fast—up to 26 seconds for A1/D-size prints.<sup>1</sup>
- Enjoy easy installation in the office, construction job site with the most compact large-format MFP.<sup>2</sup>
- Easily print project sets and PDF documents with HP Click printing software.
- Anyone can print smoothly from a smartphone or tablet with HP Mobile Printing.<sup>3</sup>

### TRUSTED—HP DesignJet quality and reliability

- Get HP DesignJet quality also in small-format sizes—print half-size documents with 50-sheet A4/A3 input tray.
- Smart scanning technology protects originals from damage when scanning and obtains precise colors.
- Reinforced design and strong legs for easy transport and use at the job site.
- Redesigned stand reduces CO2e up to 197 tons/year by units sold.<sup>4</sup>

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- Use built-in scanner to copy and distribute sketches and hand-annotated drawings to peers/partners right away.
- Easily link your computer, smartphone, or tablet to the printer with Wi-Fi Direct.
- Share drawings immediately—scan/email from front panel, use HP Smart app<sup>5</sup> to email contacts, post to cloud.
- No learning curve—with the intuitive design of a single touchscreen, you can scan, copy, and share instantly.

For more information, please visit <http://www.hp.com/go/designjet830>

This printer is intended to work only with cartridges that have a new or reused HP chip, and it uses dynamic security measures to block cartridges using a non-HP chip. Periodic firmware updates will maintain the effectiveness of these measures and block cartridges that previously worked. A reused HP chip enables the use of reused, remanufactured, and refilled cartridges. More at: <http://www.hp.com/learn/its>

<sup>1</sup> Mechanical printing time, printed in Fast mode with Economode on, using HP Bright White Inkjet Paper (3000) and Original HP Bright Office Inks.  
<sup>2</sup> The HP DesignJet T830 24-inch and 36-inch Multifunction Printers are the most compact large-format devices performing print/scan/copy functions based on H x W x L specifications published as of May, 2017.  
<sup>3</sup> Local printing requires mobile device and printer to be on the same network (usually Wi-Fi access points/bridge routers to wired connections) or have a direct wireless connection. Wireless performance is dependent on physical environment and distance from access point. Wireless operators are compatible with 2.4 GHz operations only. Remote printing requires an Internet connection to an HP web-connected printer. Wireless broadband use requires separately purchased service contract for mobile devices. Check with service provider for coverage and availability in your area. See <http://www.hp.com/go/designjet/mobility> for more details.  
<sup>4</sup> Redesigned stand with reduced material usage and up to 30% weight reduction compared to the previous stand model used in the HP DesignJet T830 Multifunction Printer series. Based on calculations in accordance with ISO 14040/14044 Life Cycle Assessments using RCPe (H) v. 1.1 (2016) on Gabi 6.5 (2018) software and scaled to reflect expected yearly sales.  
<sup>5</sup> The HP Smart app is available for Apple® iPad, iPhone, and iPod Touch running iOS v7.0 or later and for Android™ mobile devices running Android™ v4.4 or later. The HP Smart app is available for free from the Apple® App Store for Apple® mobile devices and from the Google Play Store for Android™ mobile devices.

## Technical specifications

<b>Print</b>	
Print speed	26 sw/page on D, 81 D/page per hour <sup>1</sup>
Print resolution	Up to 2400 x 1200 optimized dpi
Technology	HP Thermal Inkjet
Margins	Roll: 0.2 x 0.2 x 0.2 x 0.2 in Sheet: 0.2 x 0.2 x 0.2 x 0.2 in
ink type	Dye-based C, M, Y; pigment-based BK
ink drop	6 pi (C, M, Y), 12.6 pi (BK)
Printhead	1 (C, M, Y, BK)
Printhead cycles	1326
Line accuracy	±0.167
Minimum line width	0.0006 in (HP-GJ2 adjustable)
Max optical density	0.17 max @ 10.0%
<b>Roll feeder capabilities</b>	
Scan speed	Up to 1.5 inches/second 200 dpi Up to 4.5 inches/minute 200 dpi
Scan resolution	Up to 600 dpi
Scan format	A3C, A4C, T83
Scan destinations	Scan to email, scan to cloud through HP Smart app, network, USB, computer, mobile
Thickness	0.03 in
<b>Roller</b>	
Handling	Sheet feed, roll feed, input tray, media bin, automatic horizontal cutter
Roll size	11 to 24 in
Sheet size	Input tray: 8.5 x 11 to 11 x 17.5 in Manual feed: 11 x 17 to 24 x 74.7 in
Standard sheets	Input tray: A, B Manual feed: C, D
Capacity	60 to 200 g/m <sup>2</sup> (200 g/m <sup>2</sup> manual feed) 60 to 200 g/m <sup>2</sup> (input tray)
Thickness	Up to 11.8 mil
<b>Capabilities</b>	Line drawing, Rendering, Presentation
Memory	1 GB
Hard disk	None
<b>Connectivity</b>	
Interfaces	Gigabit Ethernet (100Base-T), Wi-Fi 6E <sup>2</sup> , 11 b/g/n
Native print language	HP-GJ2, HP-RT, TRF, PCL, CALS G4, LPR
Printing paths	Wi-Fi Direct to enable mobile printing via HP ePrint, Apple AirPrint and HP Smart app for Android and iOS devices, Windows and macOS printer drivers, printing support for Chrome OS, print from USB pen drive
Drivers	HP-GJ2, HP-RT: Drivers for Windows Raster driver for macOS and Windows
<b>Dimensions and weight</b>	
Printer	63.2 x 23.4 x 45.5 in
Shipping	51.8 x 22.8 x 25.4 in
<b>Weight</b>	
Printer	122 lb
Shipping	144.9 lb
<b>Warranty notes</b>	HP DesignJet T830 24-in MFP provided ink cartridges, printer stand, optional quick reference guide, setup poster, startup software, power cord, rolled paper(s).
<b>HP Software applications</b>	HP iPrint, HP Smart app, HP Support Assistant, HP First Print for Windows, HP DesignJet Utility for macOS and Windows.
<b>Environmental</b>	
Operating temperature	41 to 104°F
Operating humidity	20 to 80% RH
Storage temperature	-13 to 131°F
<b>Average</b>	
Sound pressure	48 dB(A) (operating), 16 dB(A) (idle)
Sound power	6.5 dB(A) (operating), 1.4 dB(A) (idle)
<b>Power</b>	
Consumption	35 watts (printing), 1.5 watts (sleep), 0.2 watts (standby)
Requirements	Input voltage (auto-ranging): 100-240 V (x100), 50/60 Hz (x1.2 A), 1.2 A max.
<b>Certification</b>	
Safety	USA and Canada (UL certified), EU (CE, EN 60950-1 and EN 62368-1 compliant), Russia (GOST), Singapore (PSB), China (CCC), Mexico (NOM), Argentina (IRAM), India (ISI)
Electromagnetic	Compliant with Class B requirements, including USA (FCC), Canada (ICES), EU (EMC/RATE), Directives, Australia (ACM/EMC), New Zealand (RCM), China (CCC), Japan (VCCI), Certified as Class A product (Korea (KC))
Environmental	ENERGY STAR, ENERGY STAR (EPEAT) including (Gold, Silver, Bronze) in compliance with WPA RoHS restriction requirements in China, Korea, India, Vietnam, Taiwan, Serbia, and Ukraine
<b>Warranty</b>	One-year limited warranty. Warranty and support options vary by product, country and local legal requirements.

## Ordering Information

<b>Product</b>	HP DesignJet T830 24-in Multifunction Printer																		
<b>Accessories</b>	HP DesignJet 24-in Spindle HP 02.0 to Gigaset USB Adapter																		
<b>Options/Printers/Cartridges</b>	<table border="0"> <tr> <td>HP-RT</td> <td>HP T28 305-ml Matte Black DesignJet ink Cartridge</td> </tr> <tr> <td>HP-RTA</td> <td>HP T28 120-ml Yellow DesignJet ink Cartridge</td> </tr> <tr> <td>HP-RTAA</td> <td>HP T28 120-ml Magenta DesignJet ink Cartridge</td> </tr> <tr> <td>HP-RTABA</td> <td>HP T28 120-ml Cyan DesignJet ink Cartridge</td> </tr> <tr> <td>HP-RTABAA</td> <td>HP T28 305-ml Matte Black DesignJet ink Cartridge</td> </tr> <tr> <td>HP-RTABAA</td> <td>HP T28 DesignJet Front-Feed Replacement Kit</td> </tr> <tr> <td>HP-RTABAA</td> <td>HP T28 305-ml Yellow DesignJet ink Cartridge</td> </tr> <tr> <td>HP-RTABAA</td> <td>HP T28 305-ml Magenta DesignJet ink Cartridge</td> </tr> <tr> <td>HP-RTABAA</td> <td>HP T28 305-ml Cyan DesignJet ink Cartridge</td> </tr> </table> <p>Use Original HP ink and printheads, and HP large-format printing materials, to experience consistent high quality and reliable performance that enable less downtime. These critical components are designed and engineered together as an optimized printing system, and Original HP inks are designed to maximize the life of HP printheads. Protect your HP printer investment by using Original HP ink for full HP warranty protection. For more information, visit <a href="http://www.hp.com/go/ink">www.hp.com/go/ink</a>.</p>	HP-RT	HP T28 305-ml Matte Black DesignJet ink Cartridge	HP-RTA	HP T28 120-ml Yellow DesignJet ink Cartridge	HP-RTAA	HP T28 120-ml Magenta DesignJet ink Cartridge	HP-RTABA	HP T28 120-ml Cyan DesignJet ink Cartridge	HP-RTABAA	HP T28 305-ml Matte Black DesignJet ink Cartridge	HP-RTABAA	HP T28 DesignJet Front-Feed Replacement Kit	HP-RTABAA	HP T28 305-ml Yellow DesignJet ink Cartridge	HP-RTABAA	HP T28 305-ml Magenta DesignJet ink Cartridge	HP-RTABAA	HP T28 305-ml Cyan DesignJet ink Cartridge
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<b>ECO highlights</b>	<ul style="list-style-type: none"> <li>ENERGY STAR certified<sup>4</sup> and EPEAT<sup>5</sup> registered</li> <li>Low-carbon HP ink (eco ink) and recycled paper</li> <li>FSC<sup>6</sup> certified paper and a range of recyclable HP media with a take-back program<sup>7</sup></li> </ul> <p>For more information on HP's commitment to sustainability, visit <a href="http://www.hp.com/go/sustainability">www.hp.com/go/sustainability</a>.</p>																		

<sup>1</sup> ENERGY STAR and the ENERGY STAR mark are registered trademarks owned by the U.S. Environmental Protection Agency.  
<sup>2</sup> EPEAT<sup>5</sup> registered where applicable. EPEAT<sup>5</sup> registration varies by country. See <http://www.epeat.net> for registration status by country.  
<sup>3</sup> Program availability varies. Please check <http://www.hp.com/go/bsr> for details.  
<sup>4</sup> EPEAT<sup>5</sup> registered where applicable. EPEAT<sup>5</sup> registration varies by country. See <http://www.epeat.net> for registration status by country.  
<sup>5</sup> FSC<sup>6</sup> certified products are available in all regions.  
<sup>6</sup> Many HP printing materials are recyclable through commonly available recycling programs. For information about HP large-format printing materials, please visit <http://www.hp.com/go/ink>.

<sup>7</sup> Mechanical printing time: Precision Fast mode with Economize on, using HP Single Sheet Input Paper (bond) and Original HP ink.  
<sup>8</sup> All HP ink is made with 99% recycled content (including 99% recycled plastic) and 1% recycled content (including 100% recycled plastic).  
<sup>9</sup> All HP ink is made with 99% recycled content (including 99% recycled plastic) and 1% recycled content (including 100% recycled plastic).



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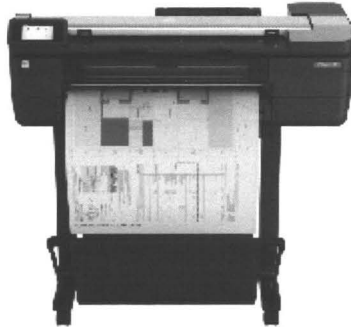


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HOME / BUSINESS / PRINTERS / HP DESIGNJET / HP DESIGNJET T830 LARGE FORMAT MULTIFUNCTION WIRELESS PLOTTER PRINTER - 24", WITH MOBILE PRINTING (F9A28D)



1/20

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★★★★☆ 3.8 (2) Ask a question

**HP DesignJet T830 Large Format Multifunction Wireless Plotter Printer - 24", with Mobile Printing (F9A28D)**

**FUNCTIONS** Print, copy, scan

Line drawings: 26 sec/page on A1/D, B1/A/D printer per hour  
 Dye-based (CMYK) pigment-based (not)  
 Media handling: Sheet feed, roll feed, input tray, media bin, automatic cutter  
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# **III NORTHWESTERN STATE**

## **Office of The Provost**

To: Student Tech Fee Committee  
From: Dr. Greg Handel, Provost and Vice President of Academic Affairs  
Re: Theatre and Dance Student Technology and Fee Grant  
Date: November 2, 2022

I am submitting this letter as evidence of my support of the Department of Theater and Dance in the Dear School of Creative and Performing Arts at Northwestern to purchase a new Multifunction Printer/Scanner/Copier for the department. This plotter will be used for a wide range of classes, shows and events. Currently, the Department is experiencing problems with an older plotter including memory problems, and inability to scan or copy. Likewise, because it is an older piece of equipment, ink is getting more difficult to find. Presently, our students make copies using an old blueprint machine (an antiquated machine) which uses ammonia, leaves a powerful odor, and provides health and safety risks as individuals are not able to stay in the room while the copy is being made. The industry frequently uses multifunction plotters, making it particularly crucial that our students learn this type of technology for ultimate preparation for work upon graduation.

At some point, every student at NSU, and many visitors from our surrounding communities, will have participated in or attended some sort of event produced by our Theatre and Dance department, whether in a show, through NSU Christmas GALA, Greek Life, Freshman Connection, First Year Experience or N-Side View, or any other various events held in our facilities. We are trying to update our equipment so that every event can have access to modern technology to make their time at NSU better.

As Provost and Vice President of Academic Affairs, I offer my full support of this application. I remain very grateful for the Student Technology Fee Grants for their continued support of our educational programs here at NSU.

Sincerely,



**EST 1884**

**III NORTHWESTERN STATE**

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**Office of The Provost**

Greg Handel  
Provost & Vice President of Academic Affairs  
Dean of the Graduate School  
Professor of Music Education

**EST 1884**



# NORTHWESTERN STATE COLLEGE OF ARTS AND SCIENCES

November 10, 2022

Dear Student Technology Grant Committee:

I am writing this letter in support of Mr. Robert Richoux's proposal to acquire a new Multifunction Printer/Scanner/Copier for the Department of Theatre and Dance. The requested equipment would be utilized by students enrolled and/or participating in a wide range of classes in the Department as well as those taking part in various CAPA shows and events. The addition of this equipment will allow students not only to print new "blueprint" plans but also to copy and scan old plans which will expand the records of the Department and allow us to begin creating a library of student/departmental work. This equipment will allow our students to work with modern machinery that is currently used in their industry. These machines will be used by students both in the classroom and in the creation of technical theatre pieces used in Creative and Performing Arts productions.

The Department of Theatre Dance does currently collect lab fees for some courses, but those fees are dedicated to their student computer lab. This means that this proposal is necessary for the modernization of equipment in non-computer laboratories/shops.

Mr. Richoux has my full support in the submission of this grant proposal. I trust that you will give him every consideration as he works diligently to improve the student experience in the Department of Theater and Dance. This improved experience can impact all who attend productions of the School of Creative and Performing Arts. If you have any questions regarding my recommendation or support, please do not hesitate to contact me.

Sincerely,

Francene J. Lemoine, Ph.D.

Dean of the College of Arts and Sciences

Professor of Biology

Northwestern State University of Louisiana

Natchitoches, LA 71497

Phone (318)357-5805

Fax (318)357-4255

Email [lemoinef@nsula.edu](mailto:lemoinef@nsula.edu)

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