

**POLICIES AND PROCEDURES**  
**For**  
**PERFORMANCES AND EVENTS**

Rev. Sept. 2015

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**Event Admission & Ticketing Policy & Procedures**

**1. SofA Class Productions, Concerts and Events Policy**

- a. Ticket Charges: Tickets must be a set price or free (suggested donations are not allowed).
- b. Tickets may only be purchased online through a University authorized website or at the door the day/night of the event from a designated SofA representative who has been trained in University Cash Handling procedure.
  - i. Ticket information must be sent to the SofA Administrative Staff a minimum of three months prior to the event.
- c. Only individuals trained by the SofA staff are authorized to collect, handle money and sell tickets.
- d. Ticket records are used as receipts and will be used to reconcile the funds collected.
- e. All collected revenue must be deposited into a state audited trust account. The funds deposited into the account will belong to the program that hosted the event.
- f. The SofA Administrative Staff will coordinate:
  - i. Creation of ticket purchase website.
  - ii. Recruitment and scheduling of student volunteers to sell tickets at the door during the event.
  - iii. Reconcile and deposit all ticket revenue.

**2. SofA Students Events & Capstones Policy**

- a. Student Productions (Capstones, Independent Productions, etc.) are **not** allowed to charge an admission price for their productions nor request donations.
- b. SofA class, independent study, and Capstone productions are responsible for supplying their own student crew for their performance.
- c. The **student crew must be trained by a qualified SofA instructor or Arts Technical Support staff** person before operating the equipment.

**3. SofA Faculty sponsored guest artists**

- a. Guest artists should be funded through grants, foundation or trust accounts, fundraising, and/or course related fees.
- b. Attendance should be free for students.

*University Policy regarding Scheduling Priority, Facilities, Rates, Fees and Charges can be viewed [by visiting this link.](#)*

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**Arts Technical Support Staff Policy**

1. Requests for after-hours (past 5:00 pm) Arts Technical Support staff for performances, concerts and other events **must be made at the beginning of the semester the event is to take place**. Technical support for after-hours events is dependent on staff availability.
2. All technical needs (lighting, audio, video) and support should be discussed when confirming space reservations with Arts Facilities Scheduling. Reservations **DO NOT automatically include a staff technician, theatrical lighting or sound reinforcement**. Technical needs must be communicated prior to scheduling the room.
3. No staff technician charge is associated with the following events:
  - a. Scheduled SofA class student performances, concerts and events.
  - b. Guest artist class performances funded by student course fees.
4. A charge will apply for staff technical support during events for the following:
  - a. On campus organizations (Arts & Lectures, campus clubs, etc.)
  - b. SofA sponsored guest artist funded by internal/external grants or other funding sources.
  - c. Off campus groups and organizations.
5. SofA class, independent study, and Capstone productions are responsible for supplying their own student crew for their performance. The **student crew must be trained by a qualified SofA instructor or technical staff person** before operating the equipment.
6. The priority for scheduling facilities within the Arts Building:
  - a. Scheduled Classes.
  - b. Scheduled class productions, concerts and performances.
  - c. Independent study/Capstone student events.
  - d. SofA sponsored guest artist performances and workshops.
  - e. On campus organizations (Arts & Lectures, campus clubs, etc.).
  - f. Off campus groups and organizations.
7. State and University safety procedures will be followed at all times by students, faculty and staff. **Failure to practice established and reasonable safety procedures will result in immediate suspension of privileges.**

*School Of Arts Safety Procedures can be viewed [by visiting this link](#)*

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**Space Reservations**

1. A definite academic year of SofA performances, concerts and event reservations should be planned and scheduled a minimum of one year in advance. In addition, a 2 and 3 year schedule should be submitted as well.
2. All other reservations must be placed by submitting an Arts Facilities Request Form and are only official when they are listed on the Arts Facilities calendar.
3. Once reservations have been confirmed, only cancellations can be made. Date changes are only allowed pending room availability along with the full coordination of the proposed schedule change with the technical staff, faculty and students scheduled to participate in the event.
4. Check space availability by visiting the Arts Facilities page on the SofA website. Refer to the corresponding space calendar by clicking on the image of the venue. Review the available dates/times for the desired rehearsal/event.

**Please note: SofA productions have first priority during the first three weeks of the semester. After the first three weeks of the semester, all performance space in the Arts Facilities are open to reservations for any SofA major, student group, and off campus groups.**

*University Policy regarding Scheduling Priority can be viewed [by visiting this link.](#)*

5. Fill out the Arts Facilities Reservation Form. Arts Facilities Scheduling will verify room availability and schedule desired dates. **Room reservation requests for rehearsals, workshops, etc. must be received 48 hours prior to the event.**

**Facility/Event Procedures**

**Pre-Production**

1. A pre-production meeting should be held at the beginning of each semester for each large production, and at least four weeks in advance of any other performance, showing or event. At that time all technical and other production needs should be discussed.
2. Technical, dress rehearsal and performance dates should be set during the pre-production meeting. These dates will be noted, and changes can only be made

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under extreme circumstances. Any date changes must be discussed among all instructors and technical staff before they can be implemented.

3. Rehearsal dates, technical rehearsal dates, and performance dates should be given to the students at the beginning of the semester. These dates should also be in the student's production contract, which they will sign and will be kept on file by the instructor.
4. Student lighting designers should meet with student performance groups a minimum of twice prior to a technical rehearsal. This meeting does not have to occur during class time; it is the responsibility of the students (performers and designers) to communicate with each other and organize a meeting time that will fit within their schedules.

**Technical Rehearsal/Technical Requests**

1. During technical rehearsals, lighting, sound, properties, special effects, etc. are added to the work of the performers and artists.
2. Requests for technical support and equipment should be made a minimum of eight weeks in advance prior to the event.
3. SofA class and student productions are responsible for supplying their own student crew for their performance. The student crew must be trained by a qualified SofA instructor or technical staff person before operating the equipment.
4. If a student or several students involved in the production can not attend a technical rehearsal that they have previously committed to, the technical rehearsal will not be rescheduled. Stand-ins will be utilized to set their marks during the rehearsal.
5. It is strongly encouraged that all technical work during a rehearsal ends by 10 pm. each night. This will reduce the amount of mental mistakes and accidents that often occur with fatigue.
6. Aerial and rigging work may be done by students only when accompanied by a trained instructor or staff technician.
7. Safety procedures will be followed at all times by students, faculty and staff. Failure to practice established and reasonable safety procedures will result in immediate suspension of privileges.

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**Production/Post-Production**

1. SofA productions may set up a box office and charge for admission. All events where revenue will be collected require tickets to be issued to each attendant using the campus approved ticket sales system. Ticket records are used as receipts and will be used to reconcile the funds collected.

*University Policy and Procedures for Cash Handling can be viewed [by visiting this link](#)*

2. Student Productions (Capstones, Independent Productions, etc.) are NOT allowed to charge an admission price for their productions nor request donations.
3. Sets and equipment can only be left on stage during the run of a production with permission from the SofA Facility Scheduler. There are regularly scheduled classes held in these rooms, and it may not be safe to leave any sets or equipment unsecured.
4. At the end of the night, the instructor and students are responsible for returning the room to the normal classroom configuration. This MUST be completed. Failure to restore a room to the EXACT condition in which it was found will result in immediate suspension of access privileges.
5. A full strike of all sets, artwork, and materials will be done at the end of each production. This means that all materials brought in will be returned to their original storage location or removed from the campus by the students. Any props, costumes, or artwork left behind will be thrown away unless prior arrangements have been made and communicated to the staff.