POLICIES FOR STUDENT-ORGANIZED EVENTS

1) All student-organized events in Music Dept. venues must be scheduled through the Performance Activities Coordinator, Holly Streekstra (Weitz, M115); approved by Steve Richardson, Director of the Arts; and registered with the Student Activities Office.

2) A reservation for a Music Dept. space entitles groups to use of that space only. It does not provide access to the Green Room, or any other rooms.

3) In general, rehearsals for student-organized events occur immediately prior to the event. Event reservations should include the event, as well as any set-up, tear down, and rehearsal time that will be needed. Total reservation time should not exceed 4-5 hours.

4) At least two managers will be assigned to the event and will stay throughout the reservation. Concert managers provide security and guidance, provide technical service, manage the piano, supply access to chairs and stands, and oversee adherence to policies.

5) Your organization is responsible for providing the personnel needed for all set-up and breakdown arrangements, stage management, publicity, etc. for the event. Set-up includes moving chairs, music stands, instruments, and any other equipment. You are also responsible for tending to the needs of the performing artists and guests.

6) Any Audio Visual needs must be cleared through A/V Production Manager for the Weitz Center, Matthew Zimmerman, prior to event scheduling. A/V support includes live sound and audio and video recording. Once your A/V needs have been assessed, a technician be assigned to support your event. All A/V support, including rehearsals, will take place during the reservation time.

7) General preset stage lighting will be used for your event.

8) Pianos can only be used with Music Dept. permission. If you are having an event in a room with a piano, please do not attempt to move the piano yourselves, or use it as a table.

9) Any items brought into the Hall must be taken with you following the event.

10) No food or drink is allowed in Kracum Performance Hall or Applebaum Recital Hall.

11) Nothing is to be taped, tacked, or glued to the walls, wood trim, or other fixtures.

12) Have a great time!

I HAVE READ AND AGREE TO THE ABOVE CONDITIONS

Name of Student Organization(s): ______________________________________________________

Signature of Event Contact(s): _____________________________________ Date: ______________

IF AV: Matthew Zimmerman _____________________________________ Date: ______________

SAO Signature of Approval: _____________________________________ Date: ______________
Event Information:
Name of Student Organization(s): ____________________________________________
Name of Event Contact(s): _________________________________________________
Emails of Event Contact(s): _______________________________________________
Phone Numbers of Event Contact(s): ________________________________________
Event Title: ______________________________________________________________
Date of Event: _____________________________________________________________
Start Time of Event: ________________  End Time of Event: ________________
Do you plan to rehearse immediately prior to your event? Yes: ________ No: ______
Full Reservation Time: ____________________ (Concert Managers will be present during this time)
Will a piano be needed for your event? Yes: ________ No: ________
Number of: performers ______ chairs ______ cello chairs ______ stands ______
Have you contacted the KPH AV Tech Team? Yes: ________ No: ________
Estimated audience count for your event? ________
Will there be an intermission? Yes: ________ No: ________ (seating will be continuous)
Other information for the Concert Managers:
__________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
__________________________________________________________

Please return this form to Holly Streekstra (M115) ASAP - at least 2 weeks prior to your event.

CONCERT MANAGER USE ONLY:
Name(s) of Concert Manager(s): ____________________________  Audience Count: _____
Post Show Report:
__________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
__________________________________________________________