

# **PROGRAM PLANNING**

**Contact the office of the Director of Student Development & Activities (x6615) for contact information of vendors.**

All programs have similar requirements:

*Date*

*Time*

*Location*

*Financial Resources*

*Publicity*

*Contacting Campus Security*

In addition to the above-mentioned criteria some programs require extra planning and resources. Concerts, large-scale outdoor events such as a carnival, barbecue, etc. require more resources.

## **Program Planning Issues:**

### **Contracts/Invoices:**

***DO NOT** sign any contract or agreement until you have had the contract reviewed by your supervisor, advisor, Director of Student Development & Activities, or University Official. Contracts are legally binding agreements.*

### **Special Events Security.**

*The University of the Arts Security may not be able to provide the staffing for large scale concert/events security. The Director of Student Development & Activities has contacts for outside security needs.*

### **Emergency Attendant (EMS/EMT)**

*Programming planning requires providing a safe environment. An Emergency Attendant on site will treat any emergency health situation in a calm and professional manner.*

### **Lighting, Staging, and Sound**

*Some technical riders require more elaborate performance details than The University of the Arts can provide.*

### **Check-lists and Record Keeping:**

*An event requires organization. There is a lot of work that needs to be completed. It is advisable to keep all paperwork in a folder or binder.*

### **Logistical Concerns:**

*Keep contact with the various offices from which resources are being utilized: Finance Office, Audio Visual, Campus Security, and any outside vendors- keep the lines of communication open!*

### **Administrative Presence:**

*Large-scale events (tickets sold, check in areas, expected numbers of 200 or more, elaborate stage settings) require an administrative presence at the event. When there is more help the event is more enjoyable.*

### **Physical Facilities:**

*Large-scale events may require more resources than our University facilities can provide. Independent clean-up teams, electrical resources, and set-up crews may need to be acquired to support an event.*

### **Hospitality/Hotel/Transportation Arrangements:**

*Performance riders may detail specific food, hotel, and transportation needs. You **MUST** meet with the Director of Student Development & Activities to discuss the rider. If the rider is approved it is the student organization (organizers) responsibility to make the arrangements for the performers' needs.*