|  |  |
| --- | --- |
| Program TYPE | Performance |
| EVENT TITLE |  |
| Event Date |  |
| location (rain location) |  |
| Event Start Time |  |
| Event End time |  |
| Occupancy |  |
| Event Lead(s)  Contact phone # |  |
| Ticket quantity |  |
| ticket prices (ur students, staff, general) |  |
| Event managers (1 per 25 students) & their cell phone numbers |  |
| Co- sPONSORS |  |
| funding (i.e. Budget, Supplemental, Grant, outside funding, etc.) |  |
| vems reservation # |  |

Things to do **BEFORE** Activity Registration and **Before** Event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | **Logistics** | **Person Assigned** | **Notes** |
|  | Reserve location on VEMS at least 30 days in advance | VEMS Contact |  |
|  | Assign event managers (1 event manager per 25 students) |  |  |
|  | Review [Large Event Protocol](https://www.rochester.edu/college/wcsa/assets/EventResources/LargeEventProtocol.pdf). |  |  |
|  | Set ticket prices and quantities  (UR student tickets MUST be priced lower than any other ticket) |  |  |
|  | If you are using mobile box office, set those ticket quantities. Make sure to select MBO in the activity registration form. |  |  |
|  | If you are having off campus guests, how many and what ages? |  |  |
|  | Check your budget to see how much money you have for the space and production |  |  |
|  | Identify who is doing production – get price quotes and invoices/contracts to your advisor |  |  |
|  | If you are having guest performances, identify those and work with your advisor to get them on the list |  |  |
|  | Fill out Supply & Resource Request form for any event resources (parking passes/cups/balloons/décor/paper products/centerpieces/etc) |  |  |
|  | Develop marketing plan (banner reservations, posters, socials, etc.) Please see flyer guidelines for what is appropriate and what information needs to be on the flyers. |  |  |
|  | Design and make programs if you are having them |  |  |
|  | Meet with your advisor to go over activity registration |  |  |
|  | Register your show on CCC (MIN 30 days in advance) |  |  |
|  | Create a risk management plan for the event |  |  |

Things to do **during** Activity Registration but **before** event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | Logistics | Person Assigned | Notes |
|  | Rehearse (make sure ALL rehearsals are registered, including dress rehearsal) |  |  |
|  | Meet with ECM and/or production company if using outside company for production |  |  |
|  | If there are contracts to sign, work with your advisor DO NOT SIGN CONTRACTS YOURSELF |  |  |
|  | Fill out all green forms for anything you need to have paid before the show |  |  |
|  | If your vendors need parking, work with your advisor to get parking passes |  |  |
|  | Keep checking your CCC chat – all show notes will be in there |  |  |

Things to do **Day of/during** Event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | Logistics | Person Assigned | Notes |
|  | Put up any signage needed |  |  |
|  | Set-up/decorations. Please note any restrictions on what decorations you can and cannot use and how you must hang decorations. |  |  |
|  | Have an event manager check in before event |  |  |
|  | Final production check in before event |  |  |
|  | Final check in with public safety if they are present. |  |  |
|  | Set ushers and event managers where they need to be |  |  |
|  | Who is greeting Mobile Box Office when they get there? |  |  |
|  | Clean up space |  |  |

Things to do **after** event:

|  |  |  |  |
| --- | --- | --- | --- |
| X | Logistics | Person Assigned | Notes |
|  | Send your thank you’s |  |  |
|  | Complete any green forms that haven’t been completed yet |  |  |
|  | Do activity reflection |  |  |
|  | Meet with advisor to de-brief (include DPs and ECM if you feel it is applicable) |  |  |
|  | Have an event manager debrief. What went well? What didn’t? Add to transition documents for the future. |  |  |

**ACTIVITY NOTES:**