

GUIDELINES FOR STUDENT GROUPS PUTTING ON AN EVENT in the Presentation Theater

YEAR BEFORE

- Student Group head representative's meets with new representatives and hand over information form previous show. Discussion and training from old staff and planning of next years' show.
- Representative's call/visit Darren Pierre x5223 to inquire what dates are free in the Presentation Theater.
- Once free dates are decided upon, Representative emails Sheila Bosco sabosco@usfca.edu , x2311 to tentatively hold the date.
- A meeting is set up with Sheila Bosco to discuss the show. If the meeting does not occur 2 months prior to the show, the show date can be released.

SEMESTER BEFORE SHOW:

MEETING:

Representative from Student Group AND FACULTY ADVISOR meets with Sheila Bosco to go over the scope of the show. At this point you should know what your show's details will be. Questions will include:

1. What is the size of the audience expected?
2. What is the number of people who will be in the show?
3. Technical Needs – AUDIO? VIDEO? LIGHTING? COMPUTER?
4. Facilities Needs – Chairs? Tables? Other Items?
5. Who are the point people in your group who will be responsible for what – a list should be emailed with contact information to Sheila Bosco.
6. Rehearsal time needed?
7. Ushers needed? (provided by group) back stage people or other help needed?
8. Budget of show (Budget Number needed)
9. Dressing Rooms needed?

After Meeting:

1. An event's tentative budget is written up at this meeting.
2. A show schedule is determined considering load in, technical set up time, theater staff needed (student and/or professional), rental of additional equipment, facilities issues and limitations due to public safety/classes in session and strike time needed.
3. A schedule of rehearsals, show day(s) and strike time is booked.
4. There will be a cost for more technically challenging shows and the Group will at this time decide if they need extra crew and can afford it.
5. A future meeting is booked to confirm – simpler shows can confirm via email.

NOTE: every event must meet USF safety, facilities and procedural standards in order to occur.

3 MONTHS BEFORE – deciding details of show

1. Poster design
2. All show details finalized and distributed (performers, event, budget, etc.)
3. Contact list distributed and further meetings scheduled, where applicable.
4. Web page is put up <http://usfca.edu/presentationtheater> and details confirmed for public announcement. [Web Page Entry form](#) is filled out and returned to Sheila Bosco.

2 MONTHS BEFORE – FINALIZE DEADLINE to reserve time in theater

1. All advertising is finalized (web page, flyers, posters, USF advertisements)
1. Schedule of activities finalized.
2. Equipment, Lighting and Sound Plans determined
3. Contact list including cell phones and emails for all point people distributed.
4. Catering, cleaning or Public Safety needs resolved.

1 MONTH BEFORE SHOW

1. USF Online Calendar form by the 15th for the month before the event and form filled out for "This Week at USF"
2. Handing out flyers and putting up posters, show program completed and sent to printers (where applicable).
3. Calls to outside workers, ushers, helpers to confirm (group)
4. A final check on all details with Sheila Bosco
5. PARKING: Audience parking for most events will be available as off-street parking only. If you feel that USF parking permits will be needed for event patrons or workers, please fill out the Public Safety PARKING/PERMITS/SHUTTLE Request Form or email parking@usfca.edu

Week before SHOW

1. Email sent from the point person from group to confirm show detail load in time and any other details.
2. Please tell Sheila if any changes to the show have been made NOW. Changes cannot be guaranteed the later they are received.
3. Bring any digital media to test on the Presentation Theater equipment (DVD's CD's Laptops, etc.)
4. Have all important contact people entered into your cell phone

SHOW Day

1. Check with Sheila or Technical Assistant when you arrive.
2. Your group is held responsible for the proper running of the show. This includes noise and mess. No articles may be left at the Theater, and all garbage must be picked up, chairs in upward position, before leaving.
3. Speak with Sheila or the Technical Assistant before leaving so they can check the premises.
4. Any negligence of respectful treatment of the theater will hold the parties responsible and put barriers on following shows.
4. An after show meeting can be scheduled to discuss show.