

Event Planning Checklist

- ☐ Fill out Gambrell Center online space request form, including sponsor/producer, type of event, load-in date/time, load-out date/time, rehearsals and performance dates and times.
- ☐ Send Artist riders and lighting plot to Technical Director as soon as available. Deadline for submission is 30 days prior to your event.
- ☐ Received Event Confirmation email. This will reserve your dates at Gambrell.
- ☐ Talk with Operations Manager to discuss:
 - ☐ Theatre policies
 - ☐ Box Office needs (staff, ADA and special needs seating, discounts, ticket pricing)
 - ☐ Front-of-House staffing needs
 - ☐ Catering arrangements to be provided by Chartwells
 - ☐ Parking arrangements to be provided by Campus Police
 - ☐ Table/Chair setup arrangements to be provided by SSC
- ☐ If your event has lighting/sound/projection needs, meet with Technical Director to discuss:
 - ☐ Load-in and Load-out times
 - ☐ Sound, lighting and projection requirements
 - ☐ Technical staffing needs
 - ☐ Campus User Technical Representative requirements
- ☐ Contact Chartwells to make catering arrangements. Refer to page 9 for Food and Beverage Policy.
- ☐ Notify Operations Manager in advance of plans to serve food or sell concessions or merchandise. Requests for catering approval and alcohol service are made at this time.
- ☐ Implement marketing plan. Submit event listing forms to Marketing to list event on website and add event to QNews. Provide Gambrell with posters/flyers and a digital square graphic/photo and short paragraph description. Place flyers on designated event boards across campus.
- ☐ Confirm staffing, rehearsal and show times with Operations Manager 14 days out. Confirm the required number of ushers and event staff to be provided by the event planner and scheduled.
- ☐ Confirm production crew calls with Technical Director 14 days prior to your event.
- ☐ Notify Operations Manager of any changes AT LEAST 48 hours before your event time begins.

NOTES:

