



Utah State University

CAINE SCHOOL OF THE ARTS
PRODUCTION SERVICES

Caine School of the Arts Production Services

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To: Everyone

From: Jarrod Larsen, Director, CSA Production Services

Date: March 15, 2008

Subject: Scheduling Guide

Here is an outline spelling out the new or modified scheduling procedures for booking space in the Fine Arts Complex (Kent Concert Hall, Morgan Theatre, Lyric Theatre, Performance Hall, Tippett's Gallery and Tippett's Balcony). Please read through it and direct any questions to Kris Bushman (435-797-3040 or kris.bushman@usu.edu). Thanks.

Scheduling Process for Booking Venues in the Fine Arts Complex

How to Schedule an Event

- 1- Call the CSAPS Scheduling Coordinator (435-797-3040) to find out if the desired date is available in the desired venue.
 - a. If the date is unavailable, choose a different date or venue or choose not to do the event.
- 2- If the date is available, fill out a Preliminary Reservation Request Form to place a hold on that date. This form may be filled out over the phone with the CSAPS Scheduling Coordinator or the form can be email or mailed to you.
 - a. If the form is emailed or mailed to you, your date will be entered into the calendar as a temporary hold. These temporary holds on dates will be released within 7 days unless we have received a completed Preliminary Request Form from you.
 - b. Preliminary Reservation Request Forms will only be valid for holding dates if ALL of the required fields are filled in.
 - c. Events with a valid Preliminary Reservation Request Form will be held until 30 days before the date of the event.
- 3- Once the CSAPS Scheduling Coordinator has the Preliminary Reservation Request Form, a Technical Rider or complete Technical Questionnaire is required.
 - a. If you have an existing technical rider, you should send it to the CSAPS Scheduling Coordinator with your Preliminary Reservation Request instead of waiting for a technical questionnaire.

- b. If you do not have an existing technical rider, the CSAPS Scheduling Coordinator will send you a technical questionnaire. This technical questionnaire should be accurately completed and returned to the CSAPS Scheduling Coordinator as soon as possible.
- 4- Once your technical questionnaire, or technical rider, reaches the CSAPS Scheduling Office, the CSAPS Scheduling and Production Coordinators will use this information to develop a cost estimate for the event and return that cost estimate to you.
 - a. The cost estimate will be what we think the event is going to cost you. This is your chance to discuss with the CSAPS Scheduling and Production Coordinators anything you may want to add or delete from the technical needs of your event.
 - b. Remember, this estimate will only be accurate if the information you gave us is accurate. If you add things to your event after the initial cost estimate is developed, it will definitely increase your cost. The CSAPS Production Coordinator has the authority to say “no” to any needs that were not disclosed in the initial technical questionnaire/technical rider or to any requests that violate any part of CSAPS operating policy.
- 5- Once you receive the cost estimate, you should sign it and return it to the CSAPS Scheduling Coordinator. If you disagree with the cost estimate, you should contact the CSAPS Scheduling Coordinator immediately to discuss what accommodations are possible.
 - a. Your signature on a cost estimate is required for you to produce an event in any Fine Arts Complex venue. We will try to keep the costs for your event as low as possible, but there are costs and you will have to agree to them at least 30 days prior to your event.
- 6- Once the CSAPS Scheduling Coordinator has received a signed cost estimate, all the previous details will be compiled into an official usage contract. The contract will be sent to you. Once you receive the contract, sign it and send it back to us. Once we have received the contract and any deposit required, your hold on the desired date in the desired venue will become a firm booking that cannot be bumped.
 - a. Remember, this all has to be accomplished 30 days before your event or your hold will be cancelled!