**Event Management Plan: Performances**

Please put “N/A” next to any line items that do not apply to your activity.

Organization Name:

Activity Name:

Activity Type:

Event Location:

 Event Layout

* Primary entrance:
* Primary exit:
* Are there any secondary entrances or exits? (if yes please list):
* What areas of the space are off limits to guests and during the event?
* How will those spaces be restricted?
* Which doors will be monitored by ushers?
* How will those spaces be restricted?
* What happens if a guest violates those restrictions (ex. Goes backstage, in dressing rooms, etc.)?

 Entrance Procedure

* How many event managers are working the door? Who are they?

 During/After an Event:

* Who are your event managers? (if you have more than 5, please put a star next to the names of 5 event managers who will be the head event managers)
* What are the expectations of your event managers?
* Do you assign roles to each of your event managers for the evening? What are they? Who is in what role?
* How will event managers be identifiable?

Risk Management Agreement:

* All tickets must use the University Tickets system through Activity Registration and we will go through the appropriate channels for our organization to receive the funds in our SOFO account.
* All same-day ticket sales will be accounted for through the appropriate channels for our organization to receive the funds in our SOFO account.
* We will use the university ticket system for all ticketing needs and will follow all cash box policies if we are handling cash.
* There will be sufficient number of ushers for the space we are in (ex: at the entrances, exits, and in places where doors need to be monitored).
* We are aware of venue fire capacity limits and will not exceed those limits.
* This event has been fully registered and approved by the university.
* Public Safety is aware of our event and will be monitoring the show.
* Any vendors we are using have been fully contracted and are fully insured.
* We are aware of the fire exits of the area.
* We will have the agreed upon amount of event managers required for our venue.
* All event managers will be easily identifiable for the duration of the event.
* We will make an announcement pre show about emergency exit locations.

 Example of pre-show announcement: ““Welcome to the Sidewalk Studio Theatre’s production of **Milk and Cookies** by Jonathan Dorf. At this time, please turn off or silence any cell phones or electronic devices and refrain from texting and talking. There will be one fifteen-minute intermission during our show. In case of an emergency, please exit through the door through which you entered, or through the (SAY THE EMERGENCY EXIT LOCATION OF THE VENUE). Thank you, and enjoy the show!”