

Scheduling & Event Services

EMU Ballroom Stage Shows

This document is intended to assist event planners in producing dynamic events that feature multiple independent performers who showcase a variety of talents in a single evening. This should be used in conjunction with close communication with the EMU Scheduling & Event Services Department during the event planning process.

After initially booking your event location and date, your event will be assigned professional Scheduling and Event Production Coordinators. Plan to work closely with these coordinators, as they will help you prepare the logistical support necessary to achieve a successful event. **As the event sponsor, you are ultimately responsible for the coordination of the entirety of your event. Please share the following guidelines with the leaders of each act so that they can plan appropriately and provide you with the necessary information to facilitate the event** Contact the assigned Event Production Coordinator or Scheduling Coordinator at any time throughout the planning process should you have any questions or concerns.

Booking Dates and Times

It is extremely important to reserve the dates for your show and rehearsals as far in advance as possible. With Ballroom reservation dates in high demand, and many events booked a year in advance, it is not too soon to plan annual events. In addition, **technically complex events often require full dress and technical rehearsals.** For these reasons, please contact the Scheduling & Event Services office at **541-346-6000** as soon as you can to select a date and reserve appropriate rehearsal time.

Once a date is selected, plan to work with Scheduling & Event Services well in advance to ensure that all event details are complete, confirmed, and that everything is finalized at least ten days before the event date. This will ensure that there is adequate time to schedule the appropriate equipment and staff to bring your show to life.

Planning Your Stage Show

In order to adequately provide for the technical and staffing needs of your event, and to ensure that your event flows smoothly and safely from one act to another, your Event Production Coordinator may require you to provide specific details for each act. Gather this information from each of your performers as early as possible so you can submit a “*Run of Show*” to your Scheduling & Event Services coordinators **no later than ten business days before your first rehearsal date.**

Run-of-Show

The Run of Show should include the following information:

- Any themes, concepts, or ideals connected to your event
- The planned start and end time of each individual act
- A brief, but detailed, description of each individual act from start to finish
 - *This information will be used to inform technical decisions, allow the Production Coordinator to prepare the necessary equipment, as well as guide the actions of technical support crews on show day*
- A description of lighting needs for this act
 - Describe the color scheme and/or any movement of light desired for each act
 - Any stage areas you'd like highlighted
 - If Follow Spots are requested
 - If work lights or blackouts are requested between acts
- A description of audio needs for this act
 - Please indicate the source of any reproduced audio
 - *i.e. from a singer, instrument, CD, computer, and/or iPod*
 - List specific band needs and/or instrumentation; include tech rider if available

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- Please indicate the desired position of the main drape and/or video screens for each act
 - Stage drapes open or closed
 - Video screen up or down for projection
 - *Keep in mind that the video screen takes almost a minute to fully raise or lower*
- The number of people on stage at any one time
- A detailed list of any props or other equipment brought by performers

Sample Run of Show

You might find it helpful to organize the run of show in a table format. Please use multiple pages as necessary. The chart below is just one example of a way in which this information might be arranged.

Note: Make sure to plan for time to change stage set-ups between acts!

Act Start/End Time	Act Name	Description of act	Lighting Needs	Video Needs	Audio Needs	# onstage	Act-supplied Prop/Set pieces	Drape/Screen	Contact Info
5:30pm - 6:00pm	Doors open to audience	General mingling before show	green and yellow wall warmers	n/a	Preshow music on iPod	n/a	n/a	Drape closed	(myself)
6:00pm - 6:14pm	Opening Remarks	Club president will welcome guests and present a power-point presentation	Spotlight on Podium, Projection for PowerPoint presentation	Power-point from our mac laptop at podium	Vocals for speaker at podium, audio from computer	3	Speaker will bring their own laptop (with MAC adapter)	Screen Down	Keynote speaker: John Doe johndoe@uoregon.edu
6:15pm - 6:30pm	First Dance Routine	Club dance troupe will do two dance numbers. The second act uses jump-ropes	Blue lights in background for first piece. Blackout on last Thunder Crash. Red when second song starts	n/a	CD playback, monitor speakers (so that dancers can hear music)	14	14 jump-ropes	Drape Open Close Drape at end of 1 st dance	Dance troupe contact: Dance leader's name Dancers555@uoregon.edu
6:32pm - 6:54pm	Jug Band		Yellow lights in background, with red lights on performers	n/a	Vocal mic for lead guitar and fiddle. Mics for fiddle, Bass, and washboard. Monitor speakers for band.	4	Bass, fiddle, guitar, washboard, amp for guitar	Open Drape as band starts Close Drape during kazoo solo	Band contact: Band leader's name bandperson555@uoregon.edu
(Add Rows as necessary)	Etc.	Etc.	Etc.	Etc.	Etc.	Etc.	Etc.	Etc.	Etc.

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Please use multiple pages as necessary! (A typical two-hour show may take up 3-5 pages.)

Rehearsal

It is highly advised that you have a rehearsal. It is a chance for performers, technical crews, and event organizers to set, adjust, and practice the series of acts and transitions that will become your show. It is important to be as prepared for the rehearsal as for the show.

- It is important that you ensure all performers be at the rehearsal
- Props may be required to pass a safety inspection that will be facilitated during dress rehearsal. Unapproved or dangerous props or sets will not be allowed
- Scripts/Runs of Show ***must*** be written and submitted 10 business days prior to rehearsal and/or performance.

Safety Concerns

It is important to keep safety in mind when planning a stage show. Ensure that all acts are planned with the following safety rules in mind, and communicate these rules to each of your performers before the rehearsal day. This list of rules is by no means all-inclusive and your Event Production Coordinator and Stage Manager will help you identify and address areas of concern. When addressing issues of safety, cooperation and compliance with all Event Services team members is imperative. **Event Services staff reserves the authority to cancel any portion of a show for safety reasons, at any time.**

Safety Rules for the Venue:

- **Fire Code/Capacity**
 - Event Production staff is responsible for ensuring compliance with all applicable fire codes
 - Please note that the designated maximum capacity for any event will not be exceeded at any time
 - Exit aisles, staircases, and emergency exits may not be blocked at any time
 - Event Furnishing may not be moved or rearranged without approval of the Event Coordinator
- **Ticketing/Crowd Management Plan**
 - Be prepared to work with your Event Production Coordinator to develop an approved crowd management plan
 - *Plans must be confirmed and approved by the Event Production Coordinator no later than ten days before the event date*
 - Please note that some events may require coordination with UOPD and/or the hiring of outside professional, bonded and licensed crowd management staff
 - In certain cases, performers **MUST** present tickets/passes to gain access to the venue for performance!
- **No unapproved alcohol**
 - Unapproved alcohol is not permitted in EMU venues
 - Compliance with the University's, as well as Scheduling and Event Services, Alcohol Policy is mandatory
- **Flame**
 - There are no candles, combustibles, or open flames allowed without a written approval from the UO Fire Protection Manager filed with your Scheduling Coordinator
- **Decorations, Props, and Sets**
 - Construction and/or painting of props or set pieces is not allowed in reserved EMU spaces
 - **All props must be approved prior to entering space for rehearsal or performance**
 - As wing space is limited on stage, consider storage concerns when coordinating props and/or set pieces
 - *Work with your Event Production Coordinator in advance to arrange backstage storage of large props and/or set pieces during the show*

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- Please respect the integrity of the EMU. No decorations are to be taped, tacked, hung, nailed, or otherwise attached to any structure within the EMU without coordinator approval
 - Do not use any type of tape on stone, wood, glass, or plaster surfaces within the EMU
 - *The Event Services staff will be happy to arrange sign standards, art panels, tripods, or brainstorm other options to provide approved posting surfaces if necessary*
 - Arrange these items in advance with your Scheduling & Event Services Coordinators
- **Onstage Liquids (Including Beverages)**
 - Any liquids used on stage must be kept in covered containers away from electrical and electronic equipment at all times to prevent accidental spillage, which can damage onstage electronics or become a slip hazard
- **Any terms or conditions not addressed in this document are subject to approval by Scheduling and Event Services**

Checklist of information to get to EMU Scheduling and Event Services

- ___ Event and Rehearsal Space and Times reserved through EMU Scheduling and Event Services
- ___ Run of Show including details regarding technical, staffing, and other needs for each act or portion of event (Please refer to the table on page 2)
- ___ Catering Waivers or other approvals confirmed (if applicable)
- ___ Appropriate arrangements for alcohol have been made
- ___ Ticketing has been arranged through UO Ticketing office (if applicable)
- ___ Appropriate Crowd Management has been approved by and arranged with EMU Scheduling and Event Services
- ___ Confirmed floor plan and technical equipment assignments