

Information Guide Supplement for UIS campus units and student organizations

as of July 2017

This information is for UIS campus units and registered student organizations who are organizing events that are directly related to the UIS mission and/or attended primarily by UIS students or employees. Events that are sponsored or co-sponsored by an outside organization, including non-profit organizations, are subject to different policies and different fee structures.

UIS campus events are placed into one of three categories:

- Campus events – Most campus events fall in this category. Rent is not charged for campus events. All other fees apply, and users will be charged the non-profit rates. Please see page 3 for details.
- Fine Arts events – This category includes events that are part of the academic nature of UIS's fine arts programs (UIS Theatre and UIS Music performances). Rental fees are waived, and a portion of the backstage labor and front of house labor fees are covered by the "Studio Theatre Fund." All other fees apply, and users will be charged the non-profit rates. Please see page 3 for details.
- Student Activities Committee events – Sangamon Auditorium has a special arrangement with the Student Activities Committee that includes student training in event coordination and backstage services.

Sangamon Auditorium staff coordinates events in both **Sangamon Auditorium** (fully-equipped theatrical performance space with seating for 2000 people) and the **Studio Theatre** ("black box" theater with convertible seating for up to 330 people). Other spaces on campus are coordinated by other departments:

- Conference Services – PAC Lobby, Conference Rooms, Brookens Auditorium, SLB Gym
- Classroom Scheduling – classrooms, most outdoor spaces
- Campus Recreation – TRAC, athletic fields
- Residence Life – LRH Great Room

Sangamon Auditorium staff are happy to talk with you about your event to help you determine if the Auditorium or Studio Theatre would be a good fit. Ultimately, we want your event to be successful, which means we may advise you to consider using another location if we feel that another space would be more suitable for what you want to accomplish.

Event Process:

Here is a brief outline of the process for having an event in Sangamon Auditorium or the Studio Theatre.

1. Contact the Sangamon Auditorium Administrative Office to **check the availability** of the space for your event. We need at least 6 weeks to plan an event. We often schedule events several months to a year in advance, and the schedule fills very quickly. Space availability depends on the amount of set-up and tear-down required for your specific event. Please note that spaces are reserved for specific times, not an entire day, so it is important to specify if you want to have a rehearsal or other activity in the space before or after the event.
 - *What do we need to know from you to place a hold?*
 - *Name of the event*
 - *What campus unit/group is hosting the event*
 - *Other sponsors/co-sponsors of the event*
 - *Brief description of what will happen during your event*
 - *Additional activities that will happen before or after your event (rehearsals, book signings, meet & greets, receptions, etc.)*
 - *Expected attendance*
 - We realize that everything will be very preliminary at this point in planning your event, but this information will help us to be sure we can accommodate everything you may want to do.
2. Once we find a date that works, you will be sent an **email confirmation** listing the date, time, and locations that are being held for your event.
3. We will set up a **meeting** to discuss the details of your event.
 - *What new information should you be prepared to discuss at the meeting?*
 - *Identify one person who will be the main point of contact and will be on-site during the event*
 - *Bring a copy of the speaker/performer's technical rider, which is a document listing everything they will need for their performance (lighting, sound, stage set-up, etc.)*
 - *Ticketing plans (free or charged, general admission or assigned seats)*
 - *Ushers/crowd control and ADA accessibility plans*
 - *Merchandise sales*
4. You will be sent an **estimate of expenses** for your specific event, based on information provided by you during the meeting. At this point you should ask any questions you may have about the charges. Keep in mind that as your plans change, the costs may change. After you have reviewed the estimate, you must provide the CFOAP account number that will be billed. (You will receive a bill after your event, which will reflect the actual costs incurred.)

5. Around two weeks before your event, you will be contacted to **confirm final details** about your event. Sangamon Auditorium will prepare and send a work order to the other campus units involved with facilitating events.
 - *What information will we need to confirm?*
 - *Make sure all times are correct; it is helpful if you can provide an outline of the event including how long each performer will be on stage, when intermission will happen, etc.*
 - *Confirm technical needs*
 - *Confirm details about the additional activities that will happen before or after your event (rehearsals, book signings, meet & greets, receptions, etc.)*
 - *Discuss any special seating needs, such as a VIP section or late seating restrictions*
 - *Programs*
 - *Any special notes about the event (will strobe lights be used, is there mature content, will there be an ASL interpreter, etc.)*
6. The Auditorium will assign a staff member as the designated “Staff on Duty” for your event. This person will be present for the entire event and will be your main point of contact. The Staff on Duty is responsible for the safety and security of audience members during an event. For some recurring events, Sangamon Auditorium may choose to assign a key to a UIS staff member who will take responsibility for safety and security. For small events in the Studio Theatre, technical needs are met by UIS Media Services. For more technically complicated events, including all events in Sangamon Auditorium, technical needs will be met by the Auditorium’s union stagehands. Please keep in mind that you will be responsible for all the hospitality needs of your speaker/performer (transportation, hotel, meals, supplies for dressing rooms, etc.)
7. Within two weeks after your event, you will be sent a **bill** showing final charges.

Explanation of Expenses:

We will create a custom estimate for your event, based on your specific needs. The estimate will include the following categories. Some of the static fees are included to give you a general idea of the cost of having an event, but each event is unique and will have a different cost.

RENT – The rental fee is waived for all UIS campus events.

TICKET OFFICE – If tickets are distributed for your event (free or charged), the ticketing operations must be handled by the Sangamon Auditorium Ticket Office. If you choose to not distribute tickets, we must have a plan for counting the number of people in attendance for safety and security in case of an emergency situation.

BACKSTAGE – This charge covers the backstage labor and equipment needed for your event. If the event is in the Studio Theatre and the technical needs are limited, it may be handled by UIS ITS Media Services, which does not charge for events occurring during their regular hours. All events in Sangamon Auditorium must be staffed by Sangamon Auditorium union stagehands.

FRONT OF HOUSE – This charge is for time spent by non-backstage Sangamon Auditorium staff coordinating your event.

USHERS – For most public events, ushers are required to assist patrons and be available in case of an emergency evacuation. Sangamon Auditorium staff will determine the number of ushers needed for an event. While our ushers are volunteers, the usher fee covers the cost of the staff member who coordinates them and the supplies they use, such as cough drops and flashlights.

Sangamon Auditorium - ticketed event	\$ 760.00	per performance
Sangamon Auditorium - non-ticketed event	\$ 795.00	per performance
Studio Theatre	\$ 200.00	per performance

MARKETING – Most campus groups market their own events, but they may choose to pay Auditorium staff to promote their event. All events are included on the Sangamon Auditorium website if you provide an image for us to use.

FACILITY FEE – For ticketed events, this fee is paid by the individual ticket buyers through a \$2-per-ticket fee on top of the amount you want to receive. For non-ticketed events, renters are charged a flat rate based on the number of attendees. The money collected through this fee goes into a fund for long-term maintenance due to general wear-and-tear on the facilities, such as having the audience seats cleaned.

ticketed event	fee paid by ticket purchasers	
non-ticketed event in Sangamon Auditorium, less than 1000 attendees	\$ 300.00	per performance
non-ticketed event in Sangamon Auditorium, more than 1000 attendees	\$ 500.00	per performance
non-ticketed event in Studio Theatre	\$ 100.00	per performance

UIS DEPARTMENT CHARGES – The money collected for other UIS departments goes directly to those departments with no up-charge by Sangamon Auditorium.

- **Custodial** – A flat fee is charged to cover the cost of cleaning the spaces used.

Sangamon Auditorium	\$ 175.00	per event
Sangamon Auditorium, additional event in the same day	\$ 87.50	per event
Studio Theatre	\$ 55.00	per event
additional areas	\$ 22.00	per hour

- Parking – If an event is attended only by UIS students and employees there is no parking charge. If the event is attended by visitors to campus, a flat fee is charged based on the number of attendees.

less than 1000 attendees	\$ 110.00	per performance
more than 1000 attendees	\$ 137.50	per performance

- Media – When UIS Media Services is providing equipment and services for a campus event that falls within their normal working hours, there is no charge.
- Police – Typically, campus events do not require special involvement from Campus Police, beyond the services they always provide on campus. If special security or traffic control is required, you will be billed for the officers’ time.
- Food Service – UIS campus groups are strongly encouraged to work directly with Food Service for any food needed for your event, rather than paying Auditorium staff for the event coordination time. You will be billed separately from Food Service.

For complete information about Sangamon Auditorium’s policies and procedures, please refer to the Information Guide, which can be found online at <http://www.sangamonauditorium.org/venue-info/rental/>

If you have any questions or would like to talk about an event you are planning, please contact Amy Zepp at azepp2@uis.edu or 217.206.8287.