

# Instructions for Completing the Wilson Auditorium Space Contract

- Print these instructions, the Policies page and the Wilson Auditorium Space Contract.
- Complete the top two sections on the Wilson Contract where it asks for Requestor Information. Student Organizations must use their organization mail box number for the Billing Address. This is where the event Invoice will be mailed. Most Student Organizations will not have an account number so this section can be left blank. If a University Department is paying for your charges, have the Department complete the Account Number section. For every event, we must know who will be paying for any production expenses.
- An appointment must be scheduled with the Technical & Operations Manager for Wilson Auditorium, 540-568-6754. The person(s) in your organization who are in charge of the production / artistic aspects of your event must be present at this meeting. Be prepared to discuss all aspects and production details of your event in detail. The Manager will give you an estimate of expenses and services, answer any questions you may have and sign the Wilson Auditorium Space Contract. Appointment to be made no less than 4 weeks prior to event. Failure to do so may cause your event to be cancelled/rescheduled.
- If you are a Student Organization, your advisor must sign the Wilson Auditorium Space Contract before your meeting with the Manager. You, as the requester, must also sign the Wilson Auditorium Space Contract.
- If an admission fee is charged or donations are accepted, a rental fee will be charged along with a charge for services.
- A meeting may be required with JMU Police Department to discuss event specifics at the discretion of the Technical & Operations Manager. This meeting must take place 4 weeks prior to your event. Please call 540-568-6910 (or email [PD\\_SpecialEvents@jmu.edu](mailto:PD_SpecialEvents@jmu.edu)) to set up an appointment with Lt. John Campbell. Be advised if JMU PD requires officers at your event, additional charges will apply.
- **The Wilson Auditorium Space Contract, with all signatures, is due in The Union Scheduling Office at least two weeks prior to the event date. Your event is not considered confirmed until this form is received. If this form is not received by The Union Scheduling Office, the space will be released.**

Please contact us with any additional questions.

The Union Scheduling  
The Union, Room 245, MSC 3506  
Phone – 540-568-6330

## **Wilson Auditorium Policies**

- NO FOOD, DRINK OR GUM ALLOWED IN THE AUDITORIUM.
- Wilson Auditorium will be unlocked and open to sponsoring organization at the time scheduled below, not before.
- Standing on, climbing over or damaging seats will not be tolerated. Violation of this policy may incur fees for any damages.
- Organizations are required to use Wilson Audio and Lighting equipment unless arrangements are made with an approved JMU vendor.
- If after 2 events, attendance fails to reach 250, the sponsoring organization may be asked to find a more suitable space.
- NO Loud Audio Before 5pm.

**Violation of these policies may cause your current or future events to be cancelled.**

**I accept and understand these policies:** \_\_\_\_\_ (initial)

# WILSON AUDITORIUM SPACE CONTRACT

This form must be filled out completely by the requester with all signatures obtained and returned to The Union Scheduling Office before the request is confirmed. **If this form is not received in The Union Scheduling Office at least two weeks prior to the event, the space will be released.** Auditorium services and equipment fees will be assessed. A rental fee will be charged if the sponsoring organization charges an admission fee. **Upon completion, please make an appointment with the Technical & Operations Manager for Wilson Auditorium, (540-568-6754) no later than 4 weeks from your event date to discuss the technical needs of your event.**

## REQUESTER INFORMATION – TO BE COMPLETED BY REQUESTER

Sponsoring Organization:	Event Contact Name(s):
Local Address:	Event Contact's Telephone(s):
Event Contact's Email:	Billing Contact Name (if different):
Departmental Account Number:	Billing Address (if different):
Type of Group: <input type="checkbox"/> Student Organization <input type="checkbox"/> University Department <input type="checkbox"/> Non-University Group	

## EVENT INFORMATION – TO BE COMPLETED BY REQUESTER

Title of Event:	
Featured Speaker, Artists:	
Type of Event: <input type="checkbox"/> Class/Seminar <input type="checkbox"/> Film <input type="checkbox"/> Meeting <input type="checkbox"/> Performance <input type="checkbox"/> Lecture/Debate <input type="checkbox"/> Rehearsal <input type="checkbox"/> Conference <input type="checkbox"/> Other	
If other, please describe:	
Date of Event:	Day of Event: <input type="checkbox"/> Su <input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa
Set-up Time:   Start: ____ <input type="checkbox"/> am <input type="checkbox"/> pm   End: ____ <input type="checkbox"/> am <input type="checkbox"/> pm	Event Time:   Start: ____ <input type="checkbox"/> am <input type="checkbox"/> pm   End: ____ <input type="checkbox"/> am <input type="checkbox"/> pm
Estimated attendance:	Admission charged?: <input type="checkbox"/> Y <input type="checkbox"/> N   If yes, cost? \$ ____
Facility Rental Fees Applied: <input type="checkbox"/> Y <input type="checkbox"/> N   Est \$ ____	
Event Open To: <input type="checkbox"/> Group members only <input type="checkbox"/> Campus community <input type="checkbox"/> Open to the general public	
Please describe your event in detail:	

## AUDITORIUM NEEDS – TO BE COMPLETED BY TECHNICAL & OPERATIONS MANAGER

### 1. PERSONNEL

Number of House Managers Needed: ____	Number of Crew Needed: ____
Detail crew needs:	
RMC Professional Ushers:	

### 2. SOUND, LIGHTING, & TECHNOLOGY

Will Southard Audio need to be contracted? (Additional costs will be applied): <input type="checkbox"/> Y <input type="checkbox"/> N	
Microphones: <input type="checkbox"/> Handheld ____ <input type="checkbox"/> Headset ____ <input type="checkbox"/> Lav ____ <input type="checkbox"/> Other ____   If other, please explain:	
Are onstage monitors needed?: <input type="checkbox"/> Y <input type="checkbox"/> N   If yes, how many and in what locations?:	
Pre-recorded music or sound effects?: <input type="checkbox"/> Y <input type="checkbox"/> N	
If yes, what will be provided for playback?: <input type="checkbox"/> CD <input type="checkbox"/> mp3 Player <input type="checkbox"/> Computer	
Followspots?: <input type="checkbox"/> Y <input type="checkbox"/> N   If yes, how many?:	
Lighting design services?: <input type="checkbox"/> Y <input type="checkbox"/> N	
Projector and screen?: <input type="checkbox"/> Y <input type="checkbox"/> N	If yes, type of laptop will be provided?: <input type="checkbox"/> PC <input type="checkbox"/> MAC
Will laptop require an adaptor?: <input type="checkbox"/> Y <input type="checkbox"/> N   If yes, what kind?:	
Fog/Haze?: <input type="checkbox"/> Y <input type="checkbox"/> N	Other special effects?:
<b>*If Fog or Haze is being used, fire watch charges will be applied.</b>	

### 3. ONSTAGE NEEDS

Podium?: <input type="checkbox"/> Y <input type="checkbox"/> N	Rug?: <input type="checkbox"/> Y <input type="checkbox"/> N
If a podium is needed, which podium: <input type="checkbox"/> University <input type="checkbox"/> General	
Table(s)?: <input type="checkbox"/> Y <input type="checkbox"/> N   If yes, how many?:	Chair(s)?: <input type="checkbox"/> Y <input type="checkbox"/> N   If yes, how many?:

**\*PLEASE CONTINUE ON BACK\***

Music stand(s)?: <input type="checkbox"/> Y <input type="checkbox"/> N If yes, how many?:	
Piano Needed?*: <input type="checkbox"/> Y <input type="checkbox"/> N	Other Instrumentation:
Describe Instrument Stage Layout:	
Are Choral Risers Needed?*: <input type="checkbox"/> Y <input type="checkbox"/> N If yes, how many?:	
Are 4' x 8' Platforms Needed?*: <input type="checkbox"/> Y <input type="checkbox"/> N If yes, how many of each height?: 8": _____ 16": _____ 24": _____ 36": _____	
<b>*If piano or choral risers are needed, approval must be obtained from the School of Music at least 3 weeks in advance and a rental fee will be assessed. For piano, an additional tuning fee will be assessed. It is the responsibility of the requester to submit a work order to have risers moved TO and FROM Wilson Auditorium at the times specified by the Director of Concert and Support Services for the School of Music.</b>	
<b>4. OFFSTAGE NEEDS</b>	
Dressing Room/Green Room Needs:	
Will anything be delivered?: <input type="checkbox"/> Y <input type="checkbox"/> N If yes, what items and when?:	
Name & Phone Number of person on site to receive deliveries?:	
Parking Requirements:	
Will there be any large trucks or buses?:	
Will there be catering from Aramark in Dressing Rooms?: <input type="checkbox"/> Y <input type="checkbox"/> N If yes, what items/delivery time/clean up time?:	
<b>5. LOBBY NEEDS</b>	
Anything on display in the lobby?: <input type="checkbox"/> Y <input type="checkbox"/> N If yes, what?:	
Number of tables needed in the lobby:	Number of chairs needed in the lobby:
Selling merchandise?: <input type="checkbox"/> Y <input type="checkbox"/> N If yes, what items?:	
Other Lobby Needs:	
<b>JMU Police Department</b>	
Number of Officers Required:	
JMU Police Dept. Signature (Lt. John Campbell)/Date**: (only required for select performances with attendance of 250 persons or more)	
<b>OTHER NEEDS – TO BE COMPLETED BY TECHNICAL &amp; OPERATIONS MANAGER</b>	
Describe any additional needs for event:	
<b>ESTIMATED COST – TO BE COMPLETED BY TECHNICAL &amp; OPERATIONS MANAGER</b>	
Student Personnel: \$ _____	Expendables: \$ _____
Front of House: \$ _____	Cleaning: \$ _____
Design Fees: \$ _____	Sound: \$ _____
Piano: \$ _____	Other: \$ _____
Total Estimated Cost: \$ _____	
<b>SIGNATURES</b>	
Signature below indicates responsibility for the information on this sheet and acknowledgment of the rules and regulations. Groups reserving this space shall be responsible for the behavior of their members and guests and are responsible for all negligent damage. Parking arrangements must be made through the Parking & Transit Office.	
Requester**/Date:	
Adviser**/Date:	
Technical & Operations Manager for Wilson Auditorium/Date:	
Coord of Student Org Development/Date (only required if selling JMU related merchandise):	
The Union Scheduling/Date:	
Director of Concert and Support Services, School of Music/Date (only required if borrowing equipment):	
**Please make a copy for your records after obtaining the appropriate approvals**	

Please complete entire form and return to: The Union Scheduling Office, Room 245, MSC 3506, James Madison University, Harrisonburg, VA 22807