

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 Auditorium Space 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 Matthew Gutberlet (gutbermj@jmu.edu), the Technical & Operations Manager for Wilson Hall 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. Matty will give you an estimate of expenses and services, answer any questions you may have and sign the Wilson Auditorium Space Contract. Appointment should 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 and have a Faculty Advisor your advisor must also sign the Wilson Auditorium Space Contract after your meeting with Matty. 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 campbejc@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, GUM, OR GLITTER 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 Hall 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. Wilson Hall classrooms will be in session before that time.

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 Matthew Gutberlet, 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 Org:	Event Contact:
Local Address:	Contact Email:
Dept Account Number:	Event Contact Phone#:
Billing Contact:	Billing Email:
Type of Group: <input type="checkbox"/> Student Organization <input type="checkbox"/> University Department <input type="checkbox"/> Non-University Group <input type="checkbox"/> Outside Rental	

EVENT INFORMATION – TO BE COMPLETED BY REQUESTER

Title of Event:	
Featured Speaker/Artists:	
Type of Event: <input type="checkbox"/> Seminar <input type="checkbox"/> Meeting <input type="checkbox"/> Performance <input type="checkbox"/> Lecture <input type="checkbox"/> Rehearsal <input type="checkbox"/> Convocation <input type="checkbox"/> Worship <input type="checkbox"/> Concert <input type="checkbox"/> Comedy	
Description, if Other:	
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
Estimated Attendance:	Event Open To: <input type="checkbox"/> Members Only <input type="checkbox"/> Campus <input type="checkbox"/> Public
Facility Rental Fee?: <input type="checkbox"/> Y <input type="checkbox"/> N Cost \$ _____	Admission Charged?: <input type="checkbox"/> Y <input type="checkbox"/> N Cost \$ _____

Event Details:
Special Requests:

AUDITORIUM NEEDS – TO BE COMPLETED BY TECHNICAL & OPERATIONS MANAGER

1. PERSONNEL

Number of House Managers Needed: ____ Hours:	Number of Crew Needed: <input type="checkbox"/> Tech Fellow ____ <input type="checkbox"/> Student ____
Crew Dates & Hours:	
RMC Professional Ushers:	

2. SOUND, LIGHTING, & TECHNOLOGY

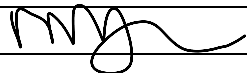
Will Southard Audio be Contracted? <input type="checkbox"/> Y <input type="checkbox"/> N Cost \$ _____ Notes:	
Microphones: <input type="checkbox"/> Handheld ____ <input type="checkbox"/> Headset ____ <input type="checkbox"/> Lav ____ <input type="checkbox"/> Drum Package ____ <input type="checkbox"/> Choir Package ____ <input type="checkbox"/> Other ____	
Mic Notes:	
Monitors?: High-Sides <input type="checkbox"/> Y <input type="checkbox"/> N Wedges <input type="checkbox"/> Y <input type="checkbox"/> N #: _____ Location:	
Pre-recorded Music/FX?: <input type="checkbox"/> Y <input type="checkbox"/> N Source: <input type="checkbox"/> CD <input type="checkbox"/> MP3 Player <input type="checkbox"/> Computer <input type="checkbox"/> FOH	
LiveStream?: <input type="checkbox"/> Y <input type="checkbox"/> N Operator Name/Contact:	
Lighting Design Services?: <input type="checkbox"/> Y <input type="checkbox"/> N Design Specs?:	
Projector & Screen?: <input type="checkbox"/> Y <input type="checkbox"/> N Full/Half Screen?: <input type="checkbox"/> Full <input type="checkbox"/> Half	Presentation?: <input type="checkbox"/> Email <input type="checkbox"/> Memory Stick <input type="checkbox"/> Online
Computer Provided: <input type="checkbox"/> PC <input type="checkbox"/> MAC <input type="checkbox"/> Teaching Station Notes:	
Adaptor?: <input type="checkbox"/> HDMI <input type="checkbox"/> USB <input type="checkbox"/> Other:	Fog/Haze/FX?: <input type="checkbox"/> Y <input type="checkbox"/> N Notes:

If Fog or Haze is being used, fire watch charges will be applied

3. ONSTAGE NEEDS

Podium Type?: <input type="checkbox"/> University <input type="checkbox"/> Lectern Location?: <input type="checkbox"/> SL <input type="checkbox"/> SR	Rug?: <input type="checkbox"/> Area <input type="checkbox"/> Drum Location?:
Stage Notes:	
Tables?: <input type="checkbox"/> Y <input type="checkbox"/> N Number?:	Chairs?: <input type="checkbox"/> Y <input type="checkbox"/> N Number?:

PLEASE CONTINUE ON BACK

Music Stands?: <input type="checkbox"/> Y <input type="checkbox"/> N Number?: _____ Location?:		
Piano Rental*? <input type="checkbox"/> Y <input type="checkbox"/> N Rental Fee \$	Other Instrumentation:	
Stage Layout Notes:		
Choral Risers?*: <input type="checkbox"/> Y <input type="checkbox"/> N Number?: _____ Location?:		
4' x 8' Platforms?*: <input type="checkbox"/> Y <input type="checkbox"/> N Height?: 8": _____ 16": _____ 24": _____ 36": _____ Location?:		
*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.		
4. OFFSTAGE NEEDS		
Dressing Room/Green Room Needs:		
Deliveries?: <input type="checkbox"/> Catering <input type="checkbox"/> Aramark Delivery Notes:		
Delivery Contact Info:		
Catering Notes:		
Parking Requirement Notes:		
5. LOBBY NEEDS		
Lobby Display?: <input type="checkbox"/> Y <input type="checkbox"/> N Display Notes:		
# Tables Needed:	# Chairs Needed:	
Merch Sales?: <input type="checkbox"/> Y <input type="checkbox"/> N Merch Notes:		
Other Lobby Needs:		
JMU Police Department		
Number of Safety Officers Required:		
JMU Police Dept. Signature (Lt. John Campbell)/Date**: (only required for select performances with attendance of 250 persons or more)		
OTHER NEEDS – TO BE COMPLETED BY TECHNICAL & OPERATIONS MANAGER		
Additional Needs:		
ESTIMATED COST – TO BE COMPLETED BY TECHNICAL & OPERATIONS MANAGER		
Student Personnel: \$	Technical Fellow: \$	Expendables: \$
House Manager: \$	Housekeeping: \$	
Lighting Design Fees: \$	Audio: <input type="checkbox"/> Mic Rental: \$	<input type="checkbox"/> Southard Audio: \$
Rental: <input type="checkbox"/> Piano: \$	<input type="checkbox"/> Choral Riser: \$	Misc Costs: \$
Total Estimated Cost: \$		
SIGNATURES		
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