



Interval Event Checklist

Before your Event:

- Any event in the CHARTS Theater, Lobby, or Backstage **must** be scheduled with the Associate Vice Chancellor of Advancement.
- You are responsible for arranging your own catering, security, and housekeeping needs for your event.
- You must submit your requested lobby setup and tear-down to Physical Plant using a SchoolDude ticket at least two (2) weeks prior to the Rental Period.
- All stage/technical requirements for your event **must** be sent to the CHARTS Technical Director two (2) weeks prior to the event.
- All Power Points/video files, etc must be provided (1) week prior to your event.
- A schedule of the whole day and a "run-of-show" must be provided to the CHARTS Technical Director two (2) weeks prior to the event.
- The CHARTS Technical Director must be scheduled in advance of the Event and must be on-site for any stage set-up.
- No stage or technical equipment can be used by anyone other than the CHARTS Technical Director without prior approval.
- Your department assumes all risk in the event of damage to theater property during your event.

Rules of the Facility:

- Outside food and beverages are not allowed in the theater.
- No equipment or materials may block house aisles or any public egress lanes in the building, including onstage wings and backstage hallways or doorways.

- Banners and signs must be approved by the Associate Vice Chancellor of Advancement and hung only in designated areas and removed at the conclusion of the event. Taping signs to walls, doors, windows, rails or furniture is strictly prohibited.
- Use of candles, torches, pyro technology, or any other source of an open flame is strictly prohibited.
- Helium Balloons, live plants, glitter are prohibited in the lobby and theater.
- Live animals are prohibited with the exception of service animals required to reasonably accommodate a disability, as required by the Americans with Disabilities Act.
- Children must be supervised by an adult at all times in CHARTS. This includes backstage and performance areas of the facility (children are not allowed on stage at any time unless they are a part of the performance).
- No painting on stage or in the lobby allowed.
- No nailing, screwing, stapling, or affixing anything onto the stage floor.
- If your event includes musical, literary or dramatic performances, you are responsible for obtaining and maintaining any performance rights or similar licenses required by United States copyright laws or similar laws.

Contact Information:

CHARTS Technical Director
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