

THIS FORM TO BE COMPLETED TWO WEEKS PRIOR TO EVENT

***USU/SA Sponsored
TSC Pre-Event Guide***

Schedule ID _____

Event Information

Today's Date _____ Event Name _____
Date of Event _____ Your Arrival/Setup Time _____
Event Location _____ Event Start Time _____
Estimated Attendance _____ Sound Check Time _____
Are You Charging Admission? Yes No Event End Time _____
Will this Event Extends Past Normal TSC Hours (7 a.m.-10:30 p.m.): Yes No
Description of Event _____

Event Objectives (please list 2 or more) _____

Will food be served at the event? Yes No (If Yes speak with your advisor. Approval may be needed)

Contact Information

Sponsoring Club/Group _____
Contact Name _____ Contact Phone Number _____
Contact E-Mail _____ OCC # _____ (Must be provided for reservation)

General Set-Up/Counts

Please specify counts for each "#_____" section of the form

Diagrams of event space are available upon request; contact scheduling secretary to make an appointment

- | | | |
|---|---|---|
| <input type="checkbox"/> Empty/As is | <input type="checkbox"/> Meal Seating for # _____ | <input type="checkbox"/> Stage Specify size/surface below |
| <input type="checkbox"/> Theater Seating # _____ | <input type="checkbox"/> Round Tables of <input type="checkbox"/> 8 or <input type="checkbox"/> 10 | <input type="checkbox"/> Small 8' x 12' |
| <input type="checkbox"/> Classroom Seating # _____ | <input type="checkbox"/> Square Tables of <input type="checkbox"/> 4 or <input type="checkbox"/> 8 | <input type="checkbox"/> Medium 12' x 24' |
| <input type="checkbox"/> Block Seating # _____ <input type="checkbox"/> open/ <input type="checkbox"/> closed | <input type="checkbox"/> Rectangle Tables of <input type="checkbox"/> 10 or <input type="checkbox"/> 12 | <input type="checkbox"/> Large <input type="checkbox"/> 12' x 40 <input type="checkbox"/> 20' x 40' |
| <input type="checkbox"/> # _____ additional 4' tables | <input type="checkbox"/> # _____ additional chairs | <input type="checkbox"/> Carpet <input type="checkbox"/> Black Vinyl |
| <input type="checkbox"/> # _____ additional 8' tables | <input type="checkbox"/> # _____ registration tables | <input type="checkbox"/> Other Stage Setup _____ |
| <input type="checkbox"/> Other | | |

Set-Up Details

Please provide a copy of your itinerary/Tech Rider to TSC Scheduling Office as soon as possible.

*signifies need for sound/lighting technician; may incur \$15/hour charge for setup/coverage/takedown of event

- | | | |
|--|--|---|
| <input type="checkbox"/> House Sound System | <input type="checkbox"/> Podium & Microphone | <input type="checkbox"/> Piano or <input type="checkbox"/> Keyboard |
| <input type="checkbox"/> Aux Input (3.55mm/iPod cable) | <input type="checkbox"/> Dance Floor Specify size _____ | <input type="checkbox"/> *Lighting Stage/Special/Other |
| <input type="checkbox"/> *Speakers w/stands <input type="checkbox"/> 2 or <input type="checkbox"/> 4 | <input type="checkbox"/> 13' Dividers Specify # _____ | <input type="checkbox"/> Projector w/Screen |
| <input type="checkbox"/> *Sound Monitor(s) Specify # _____ | <input type="checkbox"/> Pipe & Drape Specify size _____ | <input type="checkbox"/> *Video Monitor |
| <input type="checkbox"/> Microphone(s) Specify # _____ | <input type="checkbox"/> Garbage Cans Specify # _____ | <input type="checkbox"/> TV/DVD/VCR/HDMI inputs |
| <input type="checkbox"/> *Sound/Mixing Board | <input type="checkbox"/> Easels Specify # _____ | <input type="checkbox"/> Other _____ |

Special Instructions/Additional Needs:

Personnel

*this section to be filled out by the Scheduling Secretary Sound Technician \$15/hour After Hours Charge \$25/hour

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Catering/Hub

- USU Food Services has exclusive rights to food services within the TSC and Patio areas. Exceptions would include Club fundraisers on the Hub Patio or Fountain areas and do not require a signature.
- Outside Food* Alan Andersen _____ *Set Up Time* _____
(You must have Alan's signature)

Type of Outside Food: _____

- Temporary Food Permit:* Must be presented to the Scheduling Office prior to the event.

For a complete list of all guidelines, please see the TSC Policy #310. The TSC Policy is available online at <http://www.usu.edu/tsc/PolicyManual.pdf>. Some simple guidelines follow:

Basic Fire Safety regulations:

1. All exits must be free of barricades and exit signs must remain clearly visible.
2. All paper and cloth must be kept away from light fixtures.
3. Any air born substance is not allowed in the building. Exceptions must be approved by USU Fire Marshal and TSC.
4. Nothing shall be attached to fire sprinklers.
5. No candles or open flames are allowed in the TSC. Exceptions must be approved by USU Fire Marshal and TSC.
6. In the case of an alarm or emergency the building must be evacuated, this includes all persons, performers, audience, and event organizers

Basic Decorating Guidelines:

1. Nails, tacks, staples, or other objects are not to be driven into the walls, floors, doors, ceilings, or tables.
2. Nothing may be attached to curtains, draperies, air vents, or any painted surface.
3. Masking tape, Scotch tape, two-sided (carpet) tape, and especially duct tape are not to be used.
4. Freestanding decorations must be stable and secure.
5. Glue is not to be used on any surface.
6. Following are not permitted:
 - a. Hay, straw, leaves, cornstalks, any organic material, or any other flammable material.
 - b. Sand and gravel.
 - c. Glitter or any material coated with Glitter; costumes, clothing, decorations, etc.
 - d. Spray paint.
 - e. Gasoline or other flammable liquid.
7. Decorations must be removed at the conclusion of booked time, anything left will be disposed of and charges for disposal may apply.

By signing, this states that you understand all TSC policies, your department has approved of this activity, you will be present during the entire activity, and that your department will be held responsible for infractions and cost of damages.

Completion of form: once you have the following items filled in this form should be emailed as an attachment to tscscheduling@usu.edu

Club Advisor/USUSA Officer

Phone Number

Advisor/Officer Acknowledgement

Event Authorization

SIL Advisor Acknowledgment: _____

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