Planning an event in the Theatre?

When planning events in the Theatre most people think- ‘how hard can it be?’ The answer is that it is not hard if it is well planned. Last minute approaches that make too many assumptions however are bound for failure. This document is designed to help especially those unfamiliar with producing events in the theatre to have a successful event.

The attached Request Form is the most important document. It is designed to help your group think through the requirements. Once received, an e-mail will be generated either approving or denying the request or calling for a meeting to clarify the requirements.

Request denials are usually due to calendar conflicts or conflicts with previously scheduled programming: i.e. if the performing arts series is hosting a dance program and you would like to hold a similar event in too close proximity on the calendar.

The Theatres
The Theatres at Ammerman are primarily the laboratory space of the Theatre Arts program. As such are “teaching theatres” and are frequently in use for theatre productions that serve as laboratory experiences for theatre majors as well as providing performance activities for non-majors.

Generally all Suffolk Theatres are not presentation or road houses with dedicated crews for load-ins, performances and load-outs of concerts and various other productions. When events are scheduled in the spaces a crew must be recruited and assembled for the event.

What are the costs associated with events in the Shea Theatre?
The primary costs associated with events in the Shea are for labor. Often students familiar with the theatre and its equipment are hired to work the event. Usually there is a requirement for a professional assistant. There are often requirements for Front of House staff. They all must be hired at the prevailing rates paid at the College.

Each event requires a certain amount of set-up time, load-in time, possible rehearsal time, performance time, and load-out time. The number of students, professional assistants and front of house personnel as well as the total number of hours it will take is determined on a case by case basis by the Director of Theatres or the Theater Coordinator at Grant.

There are sometimes charges for equipment if the theatre does not have what is required.

It is important to budget in advance!

Technical requirements:
If your group is presenting an event that consists of a contracted group (i.e. a band, speaker, stand up comedian or performance group) you MUST supply a technical rider as part of the planning process. A technical rider lays out ALL of the technical needs for the performance including lighting, audio, video, scenic and other needs. Most performing groups furnish this information in advance of a contract. Some smaller groups or singular performers can create them.

It is important to note that without this information in writing then the event will be denied.

When the performance involves non-professionals (i.e. a talent show or the like) the technical requirements will need to be developed in advance through a meeting with the Director of Theatres.

Check list:
- Group decides on presentation and creates preliminary budget
- Group fills out Theatre Use Request Form
- If approved to the next step a meeting may be called to firm up the details
- Group presents the event!
Suffolk Community College in upholding its commitment to accessibility and building community makes theatre facilities available to campus groups and organizations on a first come first served basis. The Theatres at Suffolk County Community College are primarily instructional facilities providing support of the regular educational functions of the College and the activities necessary in support of these functions. The educational functions of the College shall take precedence over any other activities that involve use of the Theatres.

All campus groups that wish to present performance events should confer with the College Director of Theatre, at Ammerman, extension 4163, or the Theatre Coordinator at Grant extension 6565, prior to booking to avoid any conflict of interest with existing college programming.

The services of public safety officers, professional assistants, front of house personnel, custodial staff and appropriately trained student assistants may be required for activities and your group should budget appropriately. Required levels of staffing shall be determined by the College Director of Theatres or designee. Cost for personnel, rental, equipment use will be assessed as applicable based on the SCC Association schedule of fees. Theatre equipment and materials may not be removed from the theatre. As you prepare for your event please don’t hesitate to contact the Theatre Office for assistance at Ammerman, extension 4163, or Grant extension 6565.

Please note: Lecture Hall 115 (114 seats) is managed by the Communications Department, ext. 4157

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Please Indicate Venue Requested:

**AMMERMAN CAMPUS:**
- Shea Theatre (497 seats)
- Dressing Rooms
- Theatre 119 (74 seats)
- Lecture Hall 117 (76 seats)

Please note: Lecture Hall 115 (114 seats) is managed by the Communications Department, ext. 4157

**GRANT CAMPUS:**
- Van Nostrand Theatre (450 seats)
- Mezzanine only (98 seats)
- Sagtikos Lobby

**EASTERN CAMPUS:**
- Please note: There is no theatre on the Eastern Campus, for assembly space information call 631-548-2522

**BRIEF DESCRIPTION OF EVENT:**

**DATE AND TIME OF EVENT:**
- DATE OF EVENT: ARRIVAL TIME: DEPARTURE TIME: EVENT START TIME: ESTIMATED NUMBER OF ATTENDEES:

**RECEPTION AND DECORATIONS:**
- Please note: All food and beverages must be arranged through the food service as required by contract. Food and beverages are allowed only in the green room and theatre lobby.
- Any lobby decorations must be approved by the College Director of Theatres. Your group is responsible for setup and take down of all approved decorations and signage.

**TECHNICAL NEEDS:**
- (BE AS SPECIFIC AS POSSIBLE - DO NOT ASSUME THAT ALL REQUESTS CAN BE FILLED. PLEASE CALL WITH QUESTIONS)
  - LIGHTING:
    - General Area: ○ Work lights ○ Rep plot
    - Light Plot: ○ Designed by Suffolk staff ○ Provided by user
    - Follow Spots
  - SOUND SYSTEM:
    - Microphones (s): ○ Onstage Monitor Speakers
    - Playback: ○ CD ○ Mini-disk ○ Cassette
    - Special Needs: Other
  - MISCELLANEOUS:
    - Chairs for stage
    - Dance floor *
    - Music stands
    - Podium
    - Tables for stage
    - Grand Piano **
    - Upright Piano **
    - Piano tuning is required by an approved technician

**OTHER TECHNICAL REQUIREMENTS:**

**FINAL NOTE:**
- You may not commit your organization to any expenditures, prepare or send invitations or make public announcements of the proposed event until you have received a confirmation in writing that your application has been approved. By signing this agreement, the organization warrants that it has read the terms outlined in this request form and facility use addendum and agrees to abide by all terms and conditions set forth in these documents.

**APPLICANT’S SIGNATURE:**
**APPLICANT’S PRINTED NAME:**

(3/09)