10 EASY STEPS TO BOOKING AND HOSTING AN EVENT IN MEMORIAL AUDITORIUM

1. Fill out a Booking Application. Booking Applications can be found at www.montclair.edu/arts/performancefacilities/BOOKING_APPLICATION.doc or The Center for Student Involvement Office at the Commuter Lounge, Room 104, Student Center Annex. This application must be filled out clearly and completely. Include all dates and times (start and finish) for rehearsals, load-ins, set-ups and performances.

2. You must get the Booking Application approved and signed by Fatima DeCarvalho, Assistant Dean for Student Involvement or Julie Fleming, Assistant Director of Student Involvement in the Center for Student Involvement (CSI).

3. CSI will then submit approved events to the Performance Facilities at the College of the Arts.

4. Once date(s) are approved, Performance Facilities will create a Reservation Form and e-mail it, along with an Information Request Form, to the main contact person and SGA president for signature. The Reservation Form will also include an amount for a Labor Deposit.

5. **THIS STEP IS VERY IMPORTANT:** At this point you will have exactly four (4) weeks to return the signed Reservation Form, the Information Request Form and Labor Deposit (check or money order) to Eugene Lotito's (Director of Performance Facilities at the College of the Arts) Office located in the Box Office of Memorial Auditorium. Failure to do so will result in your event being canceled and your date(s) being released for other bookings.

6. Once the signed Reservation Form, Information Request Form, and Labor Deposit are received, your event will be confirmed. You have up to seven (7) days prior to the event to cancel and/or provide any other technical requests. Failure to cancel the event can result in the loss of your labor deposit.

7. Please arrive at the theater at your scheduled time for your rehearsal/event/performance. Performance Facilities at the College of the Arts cannot credit an organization for a late arrival. If organization arrives early, they will be charged accordingly.

8. Please designate one (1) person as the point person (aka Stage Manager) for the event. This should be the person who knows most about the logistics (technical requests, stage set-up, lighting, sound, etc.) of the event.

9. Please start and end your event on time as it can end up costing an organization much more than what was budgeted.

10. Performance Facilities at the College of the Arts will bill the organization for any labor overages after the event.

**CONGRATULATIONS ON A SUCCESSFUL EVENT!**