

Procedures for Weekend Events

Hodgson School of Music
The University of Georgia
09/22/2015

Plan ahead by reviewing this list before your event. Failure to consider these aspects may result in difficulties and last-minute emergencies.

1. **Building Hours.** If an event will be earlier or later than scheduled building hours, please contact Will Marlow to have the hours adjusted.
2. **Room Reservations.** Please make all necessary reservations by email following the room request procedure; write to Heather Matherly for Edge Hall, write to musicreq@uga.edu for classrooms and rehearsal spaces.
3. **Keys.** Make sure you have access to all spaces needed for your activities. See Heather Matherly in Room 321 to sign out necessary keys.
4. **Pianos.** Please make sure Scott Higgins is aware of your piano needs. He will make sure pianos are maintained and tuned for your event if he know about it. No non-HHSOM technicians are allowed to work on university pianos.
5. **Tech Set-up and Troubleshooting.** Tech staff are not contracted to do weekend work. Please hire personnel as needed.
6. **Audio and Video recording.** Recording staff are not contracted for weekend work. Please hire personnel as needed.
7. **Lights, Furniture, and Security.** When done for the evening or at the conclusion of your event, you are personally responsible to make the rounds of all spaces that were used: reset chairs, tables, and music stands; make sure there is no trash left behind; turn out lights; and lock doors.
8. **Custodian services.** For events with food or large numbers of people in attendance, a work order for custodial services needs to be submitted. The minimum cost is approximately \$50. Please include this in the budget for large events, and see Beth Allinger in Room 320A to submit a work order.
9. **Moving equipment, chairs, tables, etc.** The HHSOM does not provide manpower for weekend events. Please hire or recruit helpers as needed. Use of Physical Plant can be arranged in advance, but you are responsible for all charges.