

NAU

NORTHERN ARIZONA UNIVERSITY

ARDREY MEMORIAL AUDITORIUM

ASHURST HALL

KITT RECITAL HALL

THEATER USAGE AND SCHEDULING POLICIES AND PROCEDURES 2019-2020

AS OF: 8/30/2019

ENDORSED BY:

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THEATER USAGE DESCRIPTION

Ardrey Memorial Auditorium, Ashurst Hall, and Kitt Recital Hall are multi-use facilities governed by the Northern Arizona University College of Art & Letters – Dean’s Office and intended for services to NAU and the Flagstaff and northern Arizona communities. All users of the auditoria will be aware of the policies, procedures, and guidelines laid out in this manual and will adhere to their standards.

SCHEDULING THE AUDITORIA

Scheduling of NAU and non-NAU groups is carried out by the Auditoria Office led by the General Manager in conjunction with the Technical Director Sr. and Event Coordinator. Events will be added to the calendar at the discretion of the Auditoria Office. The Auditoria Office can give priority to certain groups based on academic need or reserve times of the year for academic/rental purpose at its discretion. A calendar committee meeting is held each fall between the Auditoria Offices and School of Music to schedule academic concerts and festivals for the following year. Regular classes will NOT be held in any of the auditoria with the exception of certain master classes and only by permission from the Auditoria Office. All groups are subject to the rental and administrative fees laid out by the Auditoria in accordance with their booking status.

OFFICE OF THE PRESIDENT EVENTS

The NAU President’s Office has the highest priority in scheduling, and these events can be scheduled at any time. Also, the President’s Office has the authority to override previously scheduled NAU events. If a Presidential event overrides an NAU event, every effort will be made to move the NAU event to another suitable date or venue. There may be times when rescheduling or moving is not possible, and an event will be cancelled.

OFFICE OF UNIVERSITY ADMISSIONS EVENTS

Student Orientation events are scheduled by the Office of University Admissions, and are typically scheduled approximately a year in advance. Student Orientation events take precedence over other events due to their importance to the university at large and the need to coordinate the overall orientation functions across campus. All other events must be scheduled around Student Orientation events.

SUN ENTERTAINMENT, COMMERCIAL RENTALS, ARDREY MEMORIAL AUDITORIUM PRESENTS

Commercial rentals of the performing halls, Ardrey Memorial Auditorium Presents, and Sun Entertainment are contracted throughout the year. Most of the scheduling will occur after the College of Arts and Letters academic requirements are scheduled, though in some cases events will be scheduled beforehand.

FLAGSTAFF SYMPHONY ORCHESTRA

Flagstaff Symphony Orchestra (FSO) events are contracted events and are scheduled up to 16 months prior to the upcoming season. FSO rents Ardrey Memorial Auditorium for the entire day. If necessary, rehearsals that do not disturb the FSO setup can be requested through the Auditoria Office with the FSO manager’s permission. The usage of Ardrey Memorial Auditorium for NAU School of Music rehearsals cannot be guaranteed; however, once permission is given, FSO cannot rescind the permission.

FSO traditionally schedules seven concerts in Ardrey Memorial Auditorium and the concerts are usually held on Friday evenings. There are normally four rehearsals prior to the concert; however, that number can change depending upon the individual concert. In addition to the seven concerts, FSO also does one spring Link Up event that typically spans Monday-Thursday, with morning concerts on Tuesday and/or Wednesday for groups of students from local schools.

Thursday of the Link Up event week may be tentatively reserved by FSO as an alternative day in case of snow. FSO also occasionally schedules NAU President sponsored receptions in the Auditoria Atrium prior to the concerts, at which time Kitt Recital Hall will also be reserved to allow those events to happen.

MASTER CHORALE OF FLAGSTAFF

Master Chorale of Flagstaff events are contracted events and are scheduled up to 16 months prior to the upcoming season. Master Chorale of Flagstaff typically rents the space for a week in December. Due to the size and nature of the Master Chorale of Flagstaff setup, no events that disturb the platform setup will be scheduled in Ardrey Memorial Auditorium during that week unless extraordinary conditions exist and the platform setup can be only minimally disturbed.

SUMMER CONFERENCING

Summer camps and conferences are scheduled through the Summer Camps and Conferencing Office with the approval of the Auditoria Office. All summer camps and conferences are either billed the internal or external space rental fee, as applicable, and all labor and equipment charges.

SCHOOL OF MUSIC

A. FESTIVALS AND CAMPS

Jazz Madrigal Festival is booked for the second weekend in February over the course of three days in Ardrey Memorial Auditorium, Ashurst Hall, and Kitt Recital Hall. Jazz Madrigal Festival is billed all labor and equipment fees.

Traditionally, Jazz Madrigal Festival will use Ardrey Memorial Auditorium, Ashurst Hall, and Kitt Recital Hall. In the past, Jazz Madrigal Festival has brought in an outside company to provide the sound system, supplemented by equipment from the School of Music and some Ardrey Memorial Auditorium and Kitt Recital Hall equipment. Jazz Madrigal Festival typically hires in a sound engineer for their reservation. If Jazz Madrigal Festival does not do so, Auditoria staff will choose the most capable crew available to mix sound for the event. The guest concert often requires specialized lighting colors and areas. Otherwise the festival has required minimal lighting and staging.

Jazz Festival is booked for the fourth weekend in February over the course of three days in Ardrey Memorial Auditorium with adjudication in Kitt Recital Hall. Jazz Festival is billed all labor and equipment fees.

Traditionally, Jazz Festival requires basic lighting, four platforms and other basic staging, the ground stack audio system, an appropriate number of mics/cables, and an audio operator. Jazz Festival is welcome to hire in a sound engineer for their reservation. If Jazz Festival does not do so, Auditoria staff will choose the most capable crew available to mix sound for the event, and cannot guarantee the same crew will be used throughout the reservation. The guest concert often requires some specialized lighting colors and areas. Otherwise the festival has required minimal lighting and staging.

AMEA All-State Festival is held every third year in April over the course of five days in Ardrey Memorial Auditorium, Ashurst Hall, and Kitt Recital Hall. The next AMEA All-State Festival at NAU will be held in 2022. AMEA All-State Festival is billed the internal space rental rate and all labor and equipment fees.

All other internally sponsored festivals (orchestra, Adel piano, etc.) scheduled throughout the year will be billed the full labor and equipment charges incurred by the event. Traditionally these festivals have minimal staging and lighting needs, with no sound amplification needs. Other external festivals or conferences sponsored by the School of Music will be charged the internal space rental rate and all labor and equipment fees.

Curry Summer Music Camp at NAU is held over three weeks in the summer with activities in both Ardrey Memorial Auditorium, Ashurst Hall, and Kitt Recital Hall. Curry Summer Music Camp at NAU is billed the internal space rental rate as well as all labor and equipment fees.

B. LARGE STUDENT ENSEMBLES

Large Student Ensembles consist of the following performance areas/concert ensembles:

- Bands (Wind Symphony, Symphonic Band, Collegiate Band)
- Choirs (Shrine of the Ages Choir, Men's Chorale, Women's Chorale, University Singers, Harold M. Harter Memorial Handbell Choir)
- Jazz (Jazz Ensemble One, Jazz Ensemble Two)
- Lyric Theater
- Orchestra (Symphony Orchestra, Chamber Orchestra)
- Percussion Ensemble
- Vocal Jazz Ensembles

The large student ensembles (aside from Lyric Theater) will schedule a maximum of two concerts each semester, with each having one full dress rehearsal with concert setup and tech to match concert settings as much as possible based on scheduling and availability. Additional concerts or rehearsals beyond the maximum will be billed to the ensemble as internal rentals including labor, equipment, and room rental fees.

Traditional technical needs vary by the large student ensemble, but include basic lighting and stage needs as appropriate to the ensemble.

All labor and equipment costs for Large Student Ensemble concerts and rehearsals (aside from Lyric Theater) will be billed to Locally Retained Tuition as available. If a concert requires additional time, labor, or technical support beyond what is traditional for their concerts, some fees may apply directly to the ensemble and will not be covered by Locally Retained Tuition. The ensemble director should confirm funding sources to cover costs if the concert requires additional needs. Please contact the General Manager to find out if your event will be charged. A rate sheet is provided at the end of this document.

ALL large student ensembles are required to ticket their concerts in the auditoria. Extra performance dates and events will be billed as internal rentals to the individual program areas.

Rehearsal Procedures:

- NAU Auditoria will assign one crewperson to ensure the proper use of Auditoria equipment and help facilitate all ensemble rehearsals. The assigned crewperson will not be available to run lighting, sound, or video unless requested ahead of time. If additional staff or equipment is needed for rehearsals such as a sound engineer or specialty lighting, then a request must be put on the Technical Forms and given in writing to the Auditoria staff at least four (4) weeks prior to the rehearsal. Requests for rehearsal labor or equipment made under four (4) weeks prior to the rehearsal may be rejected. Additional staffing and equipment needs for rehearsals will incur costs to the ensemble.
- NAU Auditoria staff will ensure that the orchestra shell and the lighting are adequate for the rehearsals with concert setup to match concert settings as much as possible based on scheduling and availability (providing the staff has adequate notice of stage needs). Any technical needs for rehearsals beyond generic lighting will incur labor and equipment costs to the ensemble, as noted above. Pending rehearsal scheduling needs with varying setups within limited time, labor costs for changing the setup may apply.

Concert Procedures:

- NAU Auditoria staff will set up the stage as much as possible according to the tech sheet provided. Additional shifting of chairs and stands may be done by the responsible faculty member or their graduate assistants before the rehearsal/performance.
- All setup for concerts must be completed 30 minutes prior to house opening.
- All rehearsals and warm-ups taking place immediately before the concert must be reasonable in length and are to be completed 30 minutes prior to the concert start time. Additional pre-concert rehearsal time beyond an ensemble's historically traditional times may incur labor costs to the ensemble to cover the space being opened early and any technical needs during that time.

Jazz Ensemble Concerts

Jazz I Ensemble and Jazz II Ensemble will each be granted up to 2 concerts per semester, to happen on the same evening. Each concert is eligible for one rehearsal, if requested during the calendar planning time period, typically held through the afternoon on the day of the concert. Due to the sound requirements, NAU Auditoria will be responsible for the stage setup for each concert and rehearsal. Additionally, access is limited to Auditoria crew only until the setup is complete. The Jazz Ensembles are welcome to hire in a sound engineer, if desired. Otherwise, Auditoria staff will choose the most capable crew available to mix sound for the event.

Traditionally, Jazz Ensemble Concerts require basic lighting, four platforms and other basic staging, the ground stack audio system, an appropriate number of mics/cables, and an audio operator.

If a concert requires additional time, labor, or technical support beyond what is traditional for their concerts, some fees may apply directly to the ensemble and will not be covered by Locally Retained Tuition. The ensemble director should confirm funding sources to cover costs if the concert requires additional needs. Please contact the General Manager to find out if your event will be charged. A rate sheet is provided at the end of this document.

Lyric Theater

NAU Lyric Theater dates are scheduled during the calendar committee meeting and negotiated between the Auditoria Office and the Director of NAU Lyric Theater. Traditionally there is one fall opera and one spring opera, each requiring two consecutive weeks in the theater, but on select years these two weeks may be broken up into non-consecutive weeks to accommodate a scenes performance.

- The Director of NAU Lyric Theater is responsible for finding adequate technical and lighting personnel to coordinate, install, and run the specialized needs of the production. If adequate personnel are not provided, the technical needs of the production will be restricted to what can be reasonably accommodated with NAU Auditoria crew at the discretion of the Auditoria General Manager and Technical Director Sr.
- The Director of NAU Lyric Theater is responsible for opening and securing the room each day for non-staffed rehearsals in Ashurst Hall and Kitt Recital Hall. All rehearsals in Ardrey Memorial Auditorium must be staffed by NAU Auditoria personnel.
- If there are any problems with the facility, they must be reported by the Director to the Auditoria Office immediately.
- NAU Lyric Theater is responsible for paying all labor and equipment charges for their time in the auditoria.

Percussion Ensemble Concerts

Whenever possible when scheduling the season, the utmost consideration will be given to ensuring the dress rehearsal for Percussion Ensemble occurs on the Thursday before the Friday performance.

Traditionally, Percussion Ensemble Concerts are held once per semester using the large shell in a three tower setup, with the first tower opened to the wings. Percussion Ensemble uses some minimal lighting changes or colored lighting as it applies to each individual piece. Additionally, projection is allowed for the program on the side wall of the auditorium.

If a concert requires additional time, labor, or technical support beyond what is traditional for their concerts, some fees may apply directly to the ensemble and will not be covered by Locally Retained Tuition. The ensemble director should confirm funding sources to cover costs if the concert requires additional needs. Please contact the General Manager to find out if your event will be charged. A rate sheet is provided at the end of this document.

C. HORIZONS CONCERT SERIES

Horizons Concerts are typically scheduled for Monday nights in Kitt Recital Hall during the fall semester, spring semester, and summer. On rare occasions, Ardrey Memorial Auditorium may be used if it is available. Following the calendar committee meeting, all available Monday evenings in Kitt Recital Hall will be tentatively reserved until concert dates are confirmed. All concert dates must be confirmed by the start of the semester, at which time all remaining evenings will be released.

Traditionally, Horizons Concerts require basic lighting and staging and minimal to no sound support. Horizon Concert rehearsals typically take place the day of the event.

All Horizons concerts will be charged their labor and equipment fees. The Director of the School of Music should confirm funding sources to cover costs before the concerts are scheduled. Please contact the General Manager for concert quotes as needed. A rate sheet is provided at the end of this document.

D. FACULTY RECITALS

Faculty Recitals are scheduled after the large ensemble directors have verified their dates are accurate and do not need to be changed. Only one Faculty Recital per faculty member per semester will be scheduled.

Rehearsal time in the hall is not guaranteed and is limited for Kitt Recital Hall to weekdays 8AM – 10PM and for Ardrey Memorial Auditorium to weekdays 9AM-5PM and around other events in the space. Rehearsals must be scheduled as early as possible and, depending on availability of the hall, may be impossible before the recital. Faculty Recital rehearsals are subject to be rescheduled at any time to make room for a paying rental of the space. Faculty Recital Rehearsals in Ardrey Memorial Auditorium will be staffed by a single crew member.

Traditionally, faculty recitals require basic lighting and staging and minimal to no sound support.

All labor and equipment costs for Faculty Recitals and rehearsals will be billed to Locally Retained Tuition as available. If a concert requires additional time, labor, or technical support beyond what is traditional for their concerts, some fees may apply directly to the area or School of Music and will not be covered by Locally Retained Tuition. The faculty member should confirm funding sources to cover costs if the concert requires additional needs. Please contact the General Manager to find out if your event will be charged. A rate sheet is provided at the end of this document.

*****All Faculty Recitals that do not require the Austin organ are to be held in Kitt Recital Hall.**

E. NAU COMMUNITY MUSIC AND DANCE ACADEMY

Academy events typically include Suzuki recitals, piano recitals, and the Spring Dance performances. Suzuki recitals and piano recitals take place each semester and must be scheduled in Ashurst Hall or Kitt Recital Hall. Spring Dance performances will be scheduled in Ardrey Memorial Auditorium, and are typically held in May following graduation.

Suzuki recitals and piano recitals will be charged \$100 for events in Ashurst Hall and \$125 for events in Kitt Recital Hall. Spring Dance performances will be charged Ardrey Memorial Auditorium's internal rental rate as well as all labor and equipment charges.

Traditionally, Suzuki recitals and piano recitals require basic lighting and staging. The Spring Dance performances require the dance floor, specialty lighting, the ground stack sound system, and other staging and technical needs.

Locally Retained Tuition will not be used for NAU Community Music and Dance Academy events. If a concert requires additional time, labor, or technical support beyond what is traditional for their concerts, additional fees may apply. The Community Music and Dance Academy Program Coordinator should confirm funding sources to cover costs if the concert requires additional needs. Please contact the General Manager to find out if your event will be charged. A rate sheet is provided at the end of this document.

F. STUDIO RECITALS

Studio and/or student chamber recitals should be combined when possible to better facilitate the use of Ardrey Memorial Auditorium, Ashurst Hall, and Kitt Recital Hall. Studio and student chamber recitals are typically held in Kitt Recital Hall. Only one Studio Recital will be held in any of the spaces per studio per semester. If a second Studio Recital is needed, a petition may be made to the Auditoria Office and the School of Music office to receive a second booking.

Rehearsal for all studio recitals must be scheduled between Monday-Friday and the hours of 8:00 am and 5:00 pm. No rehearsals will be scheduled in the evenings or on weekends unless no other time in the venue is available. If the rehearsal must be held on an evening or weekend, at least one crewmember will be scheduled to oversee the space.

Studio Master Classes may be booked in Ardrey Memorial Auditorium, Ashurst Hall, or Kitt Recital Hall pending space availability. Master Classes must work around whatever setup exists in the space. Master Classes must be booked as early as possible, but reservations are subject to needing to be rescheduled at any time to make room for a paying rental of the space. Last-minute requests for any space will not be approved. Traditionally, Master Classes require basic lighting and no stage or sound support. As much as possible, Master Classes will be covered by Auditoria Staff. If no staff are available to facilitate the Master Class, a labor charge may be applied to book a single crew member to cover the Master Class. Studios will be notified of the potential for a labor charge as early as possible to allow them to reschedule to avoid the labor charge.

Traditionally, Studio Recitals require basic lighting and staging and no sound support.

All labor and equipment costs for Studio Recitals and rehearsals and Studio Master Classes will be billed to Locally Retained Tuition as available. If a concert requires additional time, labor, or technical support beyond what is traditional for their concerts, some fees may apply directly to the area and will not be covered by Locally Retained Tuition. The Faculty member should confirm funding sources to cover costs if the concert requires additional needs. Please contact the General Manager to find out if your event will be charged. A rate sheet is provided at the end of this document.

*****All Studio Recitals and Studio Master Classes that do not require the Austin organ will be scheduled in Kitt Recital Hall or Ashurst Hall.**

G. STUDENT RECITALS – JUNIOR/SENIOR/GRADUATE

Only required degree recitals will be scheduled in the auditoria. Junior recitals must be shared by two students, with the exception of percussion recitals, which may be solo. Students, with their faculty advisors, are responsible for finding partners for their junior recitals as early as possible. Due to the high volume of recitals, students will only be allowed one junior and one senior recital. A fee of **\$20 per student** will be charged to the School of Music for all student recitals, with the rest of the labor and equipment costs being covered by Locally Retained Tuition.

*****A completed copy of the School of Music Student Recital Request Form, with all signatures, is required to be submitted to the Auditoria Office via email (auditoria@nau.edu), mailbox in Room 120, or in person (Building 37-A, Room 186) BEFORE scheduling any recital. Submitting a Technical Form or any other kind of request will not be accepted as a request for a recital or a rehearsal. After submitting the form, recitals and rehearsals will not be considered confirmed until a confirmation has been sent to the student(s) and their faculty advisor.**

Rehearsal time in the hall is not guaranteed and is limited for Kitt Recital Hall to weekdays 8AM – 10PM and for Ardrey Memorial Auditorium to weekdays 9AM-5PM and around other events in the space. Rehearsals may not be scheduled on weekends to reserve time for recitals and other events at the Auditoria Office's discretion. Rehearsals may be scheduled by emailing the Auditoria Office as early as the recital confirmation is received and must be booked no later than two weeks before the recital. After submitting the rehearsal request, rehearsals will not be considered confirmed until a confirmation has been sent to the student(s) and their faculty advisor. Rehearsals are dependent on availability of the hall and may be impossible to schedule before the recital. Student Recital rehearsals are subject to be rescheduled at any time to make room for a paying rental of the space. Faculty advisors must be present at any and every student recital rehearsal and will be required to gain access to the space.

No student recital receptions will be allowed in Ardrey Memorial Auditorium, Ashurst Hall, Kitt Recital Hall, or the Auditoria Atrium. All student recitals planning to have a reception after their recital can check with the School of Music Office to see if there are any spaces available. Receptions happening elsewhere on campus should secure a location through the Office of Unions and Student Activities. All on campus receptions must purchase their food through Sodexo or receive a food waiver from the university. All bookings with Sodexo must be confirmed at least two weeks prior to the recital. Students are preferred to hold their receptions off campus, in which case they would be responsible for their own food. Under no circumstances will non-Sodexo food be allowed for an on campus reception.

Traditionally, Student Recitals require basic lighting and staging and no sound support. Student Recitals are given a two-hour unstaffed rehearsal block and a two-hour concert block. Students are able to arrive for their concert one-and-a-half hours before the concert start time in Kitt Recital Hall or in Ardrey Memorial Auditorium. On rare occasions, grad recitals may require additional time or equipment as needed.

Traditionally, Student Percussion Recitals require up to three lighting zones across the stage, and Grad Recitals or recitals for the Certificate Program would also have up to two colored lighting zones. Student Percussion Recitals are also allowed limited sound playback and projection for the side wall if needed. While Student Percussion Recitals have been traditionally held in Ardrey Memorial Auditorium due to the size of the necessary percussion equipment, Student Percussion Recitals will be held in Kitt Recital Hall as much as possible.

All labor and equipment costs for Student Recitals and rehearsals will be billed to Locally Retained Tuition as available. If a concert requires additional time, labor, or technical support beyond what is traditional for their concerts, some fees may apply directly to the area or student and will not be covered by Locally Retained Tuition. The student and their advisor should confirm funding sources to cover costs if the concert requires additional needs. Please contact the General Manager to find out if your event will be charged. A rate sheet is provided at the end of this document.

The following apply to scheduling procedures for recitals:

- The schedule will be opened to students wishing to schedule recitals by the week prior to the beginning of the fall semester. Due to multi-term enrollment, recitals can be tentatively put on the calendar before this time but not confirmed.
- Students may submit the Student Recital Request Form to the Auditoria Office or left in the Auditoria box in Room 120 or email a scanned copy to auditoria@nau.edu.
- ALL students MUST already have an accompanist assigned to them *prior* to scheduling a recital time, and they MUST confirm the availability of their accompanist on their Student Recital Request Form before submitting their reservation.
- Student Recital Technical Forms MUST be turned into the Auditoria Office or dropped in the Ardrey Memorial Auditorium mailbox located in the School of Music office **no later than four (4) weeks prior to the recital**. After four (4) weeks prior to the concert the Technical Form will be considered late and the status of the event will change from confirmed to tentative. If the Technical Forms are not turned in or completed correctly at least two weeks before the event, the event will be cancelled.
- If a recital is cancelled for any reason by the student or responsible faculty, the Auditoria Office must be notified immediately and no later than 36 hours prior to the recital.
- No freshman/sophomore or non-degree student recitals will be permitted in the auditoria spaces.

*****All Student Recitals that do not require the Austin organ will be held in Kitt Recital Hall or Ashurst Hall.**

H. GUEST ARTIST RECITALS

Faculty may contact the Auditoria Office to inquire about dates for Guest Artist Recitals and book tentative reservations. Before a Guest Artist Recital may be confirmed, the sponsoring faculty member must first submit a Guest Artist Proposal Form to the School of Music Office and have a conversation with the School of Music Office about how funding will be acquired for the event. Once the Auditoria Office has confirmed these steps have occurred, the confirmation will be sent.

Guest Artist Recitals will be billed all labor and equipment fees. The sponsoring faculty member must arrange funding for these events before the event will be confirmed. Funding may come from a School of Music award, STAC, instrument sponsorships, fundraising, festival registration, etc. The School of Music will not be directly responsible for these charges.

The sponsoring faculty member will be fully responsible for completing and submitting the Technical Form for the event no later than four (4) weeks before the event and ensuring all included information is true and correct in accordance with the artist's needs. Please see the Technical Forms section for more information on Technical Form deadlines.

Traditionally, Guest Artist Recitals require basic lighting and staging and no sound support.

Please contact the Auditoria Office with expected technical needs for a quote if needed. A rate sheet is provided at the end of this document.

*****All Guest Artist Recitals that do not require the Austin organ will be held in Kitt Recital Hall or Ashurst Hall. Guest Artist Recitals that are large ensembles may be scheduled in Ardrey Memorial Auditorium.**

I. ENSEMBLE FUNDRAISERS

Ensemble Fundraisers will be scheduled around the other main events in the halls. These events could be in any of the three venues and have varying needs of technical support. All Ensemble Fundraisers will be charged at the internal rental rate and all labor and equipment charges.

STAFFING POLICY

The Auditoria Office will make all staffing decisions, including setting minimum crew amounts based on expected attendance and the needs of the event. Adequate staffing needs can only be determined when Technical Forms are submitted in a timely manner. If the proper forms are not submitted on time, the needs of the performers may not be met.

POLICY FOR TICKETED EVENTS

All ticketed events must be ticketed through the NAU Central Ticket Office (CTO). All Large Student Ensemble performances or Horizons Concert Series performances must be ticketed with the base costs below. If a performing ensemble event cannot be ticketed due to a curriculum-based situation, those events must be discussed with the General Manager prior to their scheduling. There must be effective marketing of the event in order to promote ticket revenue generation.

Other events may be ticketed on a case-by-case basis, especially when there are concerns of the venue reaching capacity to ensure proper crowd control.

Required minimum ticket pricing for School of Music and Horizons Concert Series ticketed events:

<u>School of Music Ticketed Events</u>		<u>Horizons Concert Series</u>	
Adults	\$15.00 + fees	Adults	\$25.00 + fees
Seniors & NAU Faculty/Staff	\$10.00 + fees	Seniors & NAU Faculty/Staff	\$17.50 + fees
NAU/CCC Students (with ID)	Free	NAU/CCC Students (with ID)	Free
Community Students	Free	Community Students	Free

All ticketed events must work with the NAU Central Ticketing Office to set up the ticketing process.

THEATER USAGE POLICY FOR ALL USERS OF AUDITORIA

Scheduling and Rentals

- All events must be scheduled with the Auditoria Office no later than 4 weeks before the event takes place. Events booked under 4 weeks in advance cannot be guaranteed their labor and equipment needs will be met.
- Events that are booked as tentative may stay on the calendar for at least two weeks but no more than a month. After a month of tentative status without communication, the event will be cancelled. The tentative status period may be extended at the Auditoria Offices discretion after communication with the booking entity.

- Ardrey Memorial Auditorium, Ashurst Hall, and Kitt Recital Hall have a limited amount of lighting, audio, and video available. Any additional equipment required that is beyond the halls' capabilities will be rented and the cost passed on to the user. Due to the fact that full student crews are not always available because of class schedules, users should not assume that the technical needs requested for a performance can or will be available at the rehearsal. Please be sure to request additional equipment and/or staffing needs at least four (4) weeks in advance if needed for a specific rehearsal or event. The Auditoria Office may require events to use in house equipment rather than brought in equipment or to bring in equipment as needed at their discretion.
- A rental fee deposit is required for all outside non-profit or commercial renters. Contact the Auditoria Office for fee amount details.
- Plan on arriving at least 45 minutes prior to the start of your event to meet with staff and discuss the performance. Performers must clear the stage of personnel, instruments, and personal belongings immediately following the performance.
- All on-stage warm-ups for ticketed events in Ardrey Memorial Auditorium, Ashurst Hall, and Kitt Recital Hall must end 30 minutes prior to performance start time to enable house doors to open at that time. All performers must be ready to perform at the published start time.
- No event will be scheduled to use Ardrey Memorial Auditorium, Ashurst Hall, or Kitt Recital Hall that is a personal event for faculty, staff, or their family and friends unless it is charged as an external rental. This would include weddings, concerts, recitals, meetings, memorial services, recording sessions, or any other event of that nature.
- All merchandise sales in Ardrey Memorial Auditorium, Ashurst Hall, or Kitt Recital Hall will be charged 15% of gross sales, to be collected in cash or check or billed after the event by the General Manager or their representative.

Venue Stipulations

- There is no food, candy, gum or beverages – except for bottled water – allowed in Ardrey Memorial Auditorium, Ashurst Hall, or Kitt Recital Hall at any time. The only exception would be for catered events in Ashurst Hall. No food is allowed in the Ardrey Memorial Auditorium lobby or audience areas. Food and drink are allowed in the Auditoria Atrium.
- All events that serve food to the audience must use Sodexo catering on campus. If a Food Waiver is required, then Sodexo will contact the auditoria when appropriate waivers are signed and completed. Waivers must be applied for at least 6 weeks prior to an event allowing for time to process the waiver through the President's Office. All Sodexo orders must be placed at least one week ahead of time.
- The Auditoria Atrium will be managed and booked by the Auditoria Offices. Any requests to hold events in the Atrium should be directed to the Auditoria Offices and will be dealt with on a case by case basis. Costs and conditions for use will be worked out between the renter and the Auditoria Offices.
- Audience members, family members, and/or friends of performers will not be allowed back stage after events at any time unless expressly authorized by the Technical Director or Stage Manager. Audiences will be encouraged to vacate the hall shortly after the performance to allow for cleaning. The lobby is available for meeting purposes after all concerts.
- The air return blowers in Ashurst Hall supply air to the offices throughout the building as well as Ashurst Hall, and are integral to maintaining the health and comfort of the employees in the building as well as the wellbeing of the instruments in Ashurst Hall. Therefore, the blowers will only be turned off outside of traditional business hours and only for the duration of the concert. Air blowers will only be turned off and on by the Ashurst Hall crewmembers.
- NO donations will be taken at the doors to any performing venue. For appropriate fundraising techniques and policies for College of Arts and Letters events, contact the Director of the School of Music for School of Music events and Maraka Oltrogge or Kris Harris for College of Arts and Letters events.
- All tables within Ardrey Memorial Auditorium, Ashurst Hall, and Kitt Recital Hall must be used within their respective spaces. They will not be allowed outside the venue without prior approval from the Auditoria Office.

- At no time will any pets be allowed in any of the performance venues unless they are service dogs that do not cause any disruptions.
- Northern Arizona University does not insure performers, their instruments, or their personal equipment. This includes student instruments and equipment.
- Valuables or instruments should not be left unattended in the performance halls. Any equipment or property of the user remaining on the premises of the auditoria is held for a maximum of 2 weeks. If it is not claimed, it is considered abandoned by the user and can be disposed of by the auditoria staff. Ardrey Memorial Auditorium, Ashurst Hall, and Kitt Recital Hall claim no responsibility for finding items that were left or lost within their spaces.

TECHNICAL FORMS

The Technical Forms for Ardrey Memorial Auditorium, Ashurst Hall, and Kitt Recital Hall are available for download on our websites at www.nau.edu/auditoria/forms-and-resources/. These forms need to be completed and returned to the office no later than four (4) weeks prior to the event. After four (4) weeks prior to the concert the Technical Form will be considered late and **the status of the event will change from confirmed to tentative**. If the Technical Forms are not turned in or completed correctly at least two weeks before the event, **it is within the rights of the Auditoria staff to cancel the event**.

RECORDING POLICIES

Ardrey Memorial Auditorium and Kitt Recital Hall are equipped with digital recording equipment. This allows for recordings of events to be sent directly to the School of Music office. All recordings will be sent to the School of Music office no later than one month after each event, or earlier if requested. All recordings are for archival purposes ONLY. The quality of the recordings are limited by the installed equipment in each space. Recordings needed for entrances into other schools or for commercial purposes should be done by professional recording studios/engineers and are an additional expense. Recording engineers/studios that are working in Ardrey Memorial Auditorium, Ashurst Hall, or Kitt Recital Hall must provide the university with proof of insurance per University policy. Please note that Ashurst Hall is not equipped with recording equipment.

EVENTS SCHEDULED ON UNIVERSITY HOLIDAYS

No events will be scheduled on University holidays. If, in exceptional cases, an event MUST be scheduled on a holiday, there MUST be an opportunity to supplement the holiday for all full-time Auditoria staff within a three-day window of the holiday. If that is not possible due to previously scheduled events, the event on the holiday will not be booked.

PERFORMANCE HALL SCHEDULES

Hall schedules are available through the auditoria office. For accurate information on a certain date or for questions about the online scheduling software, please contact the Auditoria Office at (928) 523-4120 or auditoria@nau.edu or www.nau.edu/auditoria/contact-form/.

INCLEMENT WEATHER

In cases of extreme weather, the General Manager will work with the lead contact with each event to determine if the event should be cancelled, taking into account the safety of both the performers and the audience. For the safety of the performers, crew, and audience, university closures will automatically necessitate the closing of all auditoria operations.

DRESSING ROOM AREAS

The dressing rooms located behind Ardrey Memorial Auditorium are used on a case-by-case basis and are off limits to permanent classes or practice times. These rooms include 171, 172, 173, and 174 which are maintained by NAU Auditoria and used for performers and guests.

The dressing room located in Kitt Recital Hall will be available during performances only, and will remain locked at all other times.

ACCESS TO AUDITORIA OFFICE

The Auditoria Office is located on the first floor of Ardrey Memorial Auditorium in room 186. Office availability varies depending on staff schedules but is typically open from 9AM-4PM Monday-Friday.

AUDITORIA STAFF CONTACT INFORMATION

Calvin Legassie	General Manager, Auditoria Operations Manager	Calvin.Legassie@nau.edu 928-523-9042 (office) 928-978-0081 (cell phone)
James Murray	Technical Director Senior	James.Murray@nau.edu 928-523-4707 (office) 602-617-0323 (cell phone)
Brett Kitch	Event Coordinator	Brett.Kitch@nau.edu 928-523-4120 (MAIN OFFICE LINE) 928-310-8975 (cell phone)
Amanda Rosas	Technical Director	Amanda.Rosas@nau.edu 928-523-3323 (office) 623-262-3308 (cell phone)

ADDITIONAL EXPENSES CHART

Ardrey Memorial Auditorium/Ashurst Hall/Kitt Recital Hall

School of Music Potential Expenses

ADDITIONAL CHARGES	NOTES	ARDREY	ASHURST	KITT	ATRIUM
Concert Flat Fees:					
Student Recital Fee	per student	20.00	20.00	20.00	N/A
Academy Recital Fee	per recital	150.00	100.00	125.00	N/A
Please reference the appropriate section of the policy manual for more information.					
Staffing:					
Stage Manager		17.50/hour	17.50/hour	17.50/hour	17.50/hour
Lighting Technician		17.50/hour	17.50/hour	17.50/hour	17.50/hour
Sound Engineer		17.50/hour	17.50/hour	17.50/hour	17.50/hour
Stage Hand		17.50/hour	17.50/hour	17.50/hour	17.50/hour
House Manager		17.50/hour	17.50/hour	17.50/hour	17.50/hour
House Crew/Ushers		17.50/hour	17.50/hour	17.50/hour	17.50/hour
Security Personnel (Non-NAU PD)		17.50/hour	17.50/hour	17.50/hour	17.50/hour
Lighting Design Charge		150.00	150.00	150.00	150.00
NAU PD Security	<i>Contact General Manager for Quote</i>				
NAU Electrician for Tie-in	<i>Contact General Manager for Quote</i>		N/A	N/A	N/A
Equipment:					
<i>Sound:</i>					
Wired Microphone	per event	20.00/each	20.00/each	20.00/each	N/A
Wireless Microphone	per event	35.00/each	35.00/each	35.00/each	35.00/each
Lapel Microphone	per event	35.00/each	35.00/each	35.00/each	35.00/each
DI Box	per event	15.00/each	15.00/each	15.00/each	N/A
Sound Monitors/Speakers	per event	25.00/each	25.00/each	25.00/each	N/A
Archival Digital Recording of Event	per event	25.00	25.00	25.00	N/A
CD Player/Audio Playback	per event	15.00	15.00	15.00	15.00
<i>Misc. Equipment:</i>					
DVD Player	per event	N/A	15.00	N/A	N/A
Presentation Clicker	per event	5.00	5.00	5.00	5.00
Speaking Podium	per event	25.00	25.00	25.00	25.00
Atrium Slideshow Setup	per setup	N/A	N/A	N/A	15.00
Video Projector	per event	75.00	75.00	75.00/each	N/A
Projection Screen	per event	35.00	0.00	0.00	N/A
Laptop Computer	per event	100.00	100.00	100.00	100.00
Desktop Computer	per event	N/A	100.00	100.00	N/A
Marley Dance Floor	per event, includes tape, does not include labor for setup	550.00	N/A	N/A	N/A
Ardrey Pit Removal	per event, does not include labor for setup	500.00	N/A	N/A	N/A
Gaffers Tape	per roll used	18.00	18.00	18.00	18.00
Stands/Chairs	no charge	-	-	-	-
6' Rectangular Tables	no charge	-	-	-	-
6' Round Tables	per table/per day, max 25	Quote Required	2.00	-	-
High Top Tables	per table/per day, max 7	1.00	1.00	N/A	1.00
Choral Risers	per event, does not include labor for setup	25.00	N/A	25.00	25.00
Platforms (1-8 Total)	per event, does not include labor for setup	25.00	N/A	25.00	25.00
Platforms (8-16 Total)	per event, does not include labor for setup	50.00	N/A	N/A	N/A
Platforms (16-24 Total)	per event, does not include labor for setup	100.00	N/A	N/A	N/A
Platforms (24+ Total)	per event, does not include labor for setup	100.00	N/A	N/A	N/A
Pipe & Drape	per event (2 sections)	25.00	25.00	25.00	25.00
A-Frames	per A-Frame, per event, max 3	5.00	5.00	5.00	5.00
Tablecloths (6' Rectangular, Not for Catering)	per tablecloth, per event	5.00	5.00	5.00	5.00
<i>Lighting:</i>					
General Lighting	First 5 hours	200.00	75.00	100.00	N/A
General Lighting	Each additional hour after 5 hrs	25.00	25.00	25.00	25.00
Rehearsal Lighting	per day	50.00	25.00	25.00	N/A
Truss and Lighting	per event	N/A	N/A	N/A	150.00
Additional Lighting Needs	<i>Contact Technical Director for Quote</i>	-	-	-	-
Gel Sheets	per uncut sheet	10.00	10.00	10.00	10.00
Spotlight Rental	per spotlight, does not include labor	75.00	N/A	N/A	N/A

To be used only for School of Music events.