# Event Procedures – Non-Setnor School of Music Groups

1. In order to review possible dates for your event, please complete the **Outside Organization Event Request Form** on the Setnor School of Music website. This will helps us to determine if the venue is appropriate and enough time is available for the event.
2. If the requested event is possible in the venue, Michelle Taylor in Operations will contact you to arrange an event date. You must then complete the following forms found on the Setnor School of Music website to proceed with your event:
	1. **Outside Organizations Recording/Audio System Request Form**
	2. **Outside Organizations Services Request form**
3. You will work with Setnor Operations to schedule auditorium time for the concert, including set up, break down, and dress rehearsal (1-2 hour maximum), if available.
4. When possible, green room/reception time will be held in room 308. Please confirm this with Setnor Operations. Due to number of events, receptions may not be set up earlier than ½ hour prior to concert time, and must end at the time allotted for the next set up. Please be considerate of other performers that day.
* The 11 am performance reception set up may begin at 10:30, and must be cleaned up by 1 pm
* The 2 pm performance reception set up may begin at 1:30, and must be cleaned up by 4 pm
* The 5 pm performance reception set up may begin at 4:30, and must be cleaned up by 7 pm
* The 8 pm performance reception set up may begin at 7:30, and must be cleaned up by 10 pm
1. Presenter is responsible for all printed materials, including programs.
2. Presenter is responsible for all publicity materials. Any printed items promoting the event at the Setnor School of Music should be sent to Setnor Operations for review at least 3 days prior to the date you need to return the final draft to your designer or printer.
3. If information is received on time, we will list your event on our website at vpa.syr.edu, and can link to your site for further information. Please provide information for the website as soon as possible. Be sure to advise of any ticketing/cost information. Most Setnor events are free and open to the public, so if this is not the case for your event, it must be carefully noted. You must review the listing on Setnor website at vpa.syr.edu to be sure information is correct for public.

**ADDITIONAL INFORMATION**

**Contacts – for your own reference only**

These are links to campus departments you may find helpful in planning your event. You may not need to use these services – the list is included just to be of assistance.

**Parking:** <http://parking.syr.edu/>

The language below can be used to send to concert-goers for most events, but please contact Parking if you have any specific questions, as the campus schedule can greatly impact availability.

For most events, free and accessible concert parking is available on campus in the Q1 lot, conveniently located behind the Crouse College building.  If Q1 parking is unavailable, guests will be rerouted to another lot by the parking attendant. Campus parking availability is subject to change, so please see event page at VPA.SYR.EDU for current information.

**Directions:** <http://parking.syr.edu/Parking/display.cfm?content_ID=%23%28%28%21%2B%0A>

**Campus Maps:** <http://parking.syr.edu/Parking/uploads/N%20and%20S%20Map%20071012.pdf>

**Campus Catering:** <http://foodservices.syr.edu/cateringservices_menuspolicies.cfm>

**Campus Printing:** <http://printingservices.syr.edu/forms/estimate.cfm>

**SU Photo and Imaging Services:** <http://its.syr.edu/mediasvc/pic-rates.pdf>