

**Event Planning Office
Student Engagement and Campus Life
Virginia Tech**

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**Production Services
Student Engagement and Campus Life
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STUDENT AFFAIRS
**STUDENT ENGAGEMENT
AND CAMPUS LIFE
VIRGINIA TECH.**

Weather Call Policy

Policy:

This policy is applicable for all outdoor events that have a venue reserved as a weather/rain location. All rain location venues must follow the applicable Event Planning and Production Services deadlines. The event and venue details must be confirmed a minimum of 21 business days prior to the event. Failure to confirm event and venue details for the rain location may result in event cancellation. Please refer to the Cancellation Policy for information regarding "No-Shows".

https://campuslife.vt.edu/content/dam/campuslife_vt_edu/assets/event_planning/SECL_Event_Cancellation_Policy.pdf

Weather Calls for Non-Major Venues/Meeting Rooms:

- *Student Orgs:*
 - All weather calls must be made by noon the business day prior to the event.
 - Failure to cancel by that time will result in a no-show penalty
- *University Departments and External/Non-University Groups:*
 - Weather calls can be made up to noon the business day prior to the event. Weather calls made during this time will be assessed a \$25.00 cancellation in addition to the full room charge and equipment rental (if applicable).
 - Weather calls made at least two (2) business days prior to the event will receive no penalty.
- The above does not include Production Services equipment and labor charges. See the Production Services section at the end of this document.

Weather Calls for Major Venues:

- *Student Orgs:*
 - All weather calls must be made by 12:00PM two (2) business days prior to the event. Events canceled during this time will be assessed the full room charge and equipment rental (if applicable).
 - Weather calls made at least three (3) business days prior to the event will receive no penalty.
- *University Departments and External/Non-University Groups:*
 - Weather calls must be made by 12:00PM two (2) business days prior to the event. Weather calls made during this time will be assessed a \$50.00 cancellation in addition to the full room charge and equipment rental (if applicable).
 - Weather calls made at least three (3) business days prior to the event will receive no penalty.
- Major venues are defined as: Commonwealth Ballroom, Old Dominion Ballroom, Colonial Hall, Haymarket Theatre, Graduate Life Center Multipurpose Room, Graduate Life Center Auditorium, and Burruss Auditorium.
- The above does not include Production Services equipment and labor charges. See the Production Services section at the end of this document.

Weather Calls for Weddings in the War Memorial Chapel:

- *Student Organizations, University Departments and External/Non-University Groups:*
 - Weather calls without Production Services support must be made by 8:00am the morning of the wedding.
- The above does not include Production Services equipment and labor charges. See the Production Services section at the end of this document.

Weather Calls for Production Services Support:

- All weather calls/cancellations must be made no later than 48 hours from event start time.
- Weather calls/cancellations made between 48 – 24 hours prior to event start time will be charged 50% of the equipment costs
- Weather calls/cancellations made within 24 hours will be charged the full contracted price.
- All cancellations must be made via email to production@vt.edu

Last Updated:
06/2019 SS