



Event Services

221 Squires Student Center
540.231.5005 | eventservices@vt.edu

Reservation# <i>(office use only):</i>	
Date Issued <i>(office use only):</i>	
Reservations Coordinator <i>(office use only):</i>	

Last Updated: 02/2019 SS

Major Entertainment Procedures

Major Entertainment is defined as any event for which there are contracted performers AND which takes place in the following campus locations: Burruss Auditorium, Cassell Coliseum, Commonwealth Ballroom, Colonial Hall, Haymarket Theatre, Old Dominion Ballroom, GLC Auditorium, GLC Multipurpose Room, Rector Fieldhouse, War Memorial Gym, or outdoor locations (including Lane Stadium, the Drillfield, Dietrick Field, and other venues reserved as “Campus Common Spaces”). Such events include but are not limited to concerts, speakers, lectures, theatrical performances and comedians. Anticipated audience size, target audience, complexity of the contract, security and safety, magnitude and promotion of the event, and the contract price are factors considered in defining major entertainment. Major Entertainment may not be for personal proprietary gain.

The Major Entertainment Policy applies only to registered student organizations (RSO, UCSO, and USLP). Each registered organization wishing to sponsor a Major Entertainment event will be permitted only two active major entertainment reservations at any given point in a semester. Ticket sales for Major Entertainment events must be arranged with and coordinated through the Student Engagement and Campus Life Ticket Office located in Squires Student Center.

**Failure to meet the below deadlines will result in event denial or cancellation.
This form must be signed and returned to Event Services within five (5) business days of the date issued.**

FOR OFFICE USE ONLY	75 BUSINESS DAYS PRIOR TO THE EVENT
EVENT DATE:	<input type="checkbox"/> Space and date requests for Major Entertainment events must be submitted <i>Please note: if you cancelled and attempt to reschedule a date – the reschedule date must be at minimum 75 business days from the intended event date.</i>
FOR OFFICE USE ONLY	60 BUSINESS DAYS PRIOR TO THE EVENT
DUE:	<input type="checkbox"/> Schedule an initial meeting with your Reservations Coordinator
FOR OFFICE USE ONLY	60 CALENDAR DAYS PRIOR TO THE EVENT
DUE:	<input type="checkbox"/> Requests for Student Budget Board funds must be requested if the contract is <u>over</u> \$5,000
FOR OFFICE USE ONLY	45 BUSINESS DAYS PRIOR TO THE EVENT
DUE:	<input type="checkbox"/> Meet with the Assistant Director for Campus Events (emawyer@vt.edu) <i>Note: this meeting must occur on or before the 45 business day deadline. Failure to meet this deadline, skipping the meeting, etc. will result in event cancellation. Please bring a copy of the contract and the rider to this meeting.</i> <input type="checkbox"/> Schedule an initial meeting with Production Services (production@vt.edu) <i>Please bring a copy of the contract and the rider to this meeting.</i>
FOR OFFICE USE ONLY	30 BUSINESS DAYS PRIOR TO THE EVENT
DUE:	<input type="checkbox"/> If you are selling/distributing tickets for your event schedule a meeting with the Ticket Office. <input type="checkbox"/> Schedule a follow-up meeting with your Reservations Coordinator
FOR OFFICE USE ONLY	30 CALENDAR DAYS PRIOR TO THE EVENT
DUE:	<input type="checkbox"/> Requests for Student Budget Board funds must be requested if the contract is <u>below</u> \$5,000

FOR OFFICE USE ONLY	21 BUSINESS DAYS PRIOR TO THE EVENT
DUE:	<input type="checkbox"/> Submit a Security Form to Event Services If Needed: <input type="checkbox"/> Submit a Tent, Stages and Amusement Devices Permit to the University Building Official if you plan on having a tent (over 900 sq. ft.), an inflatable, a generator or a stage. <input type="checkbox"/> Submit an Open Burn Permit if you plan on having candles or a sterno under a tent.
FOR OFFICE USE ONLY	14 BUSINESS DAYS PRIOR TO THE EVENT
DUE:	<input type="checkbox"/> Submit a copy of the fully executed contract to Event Services <i>Please note Event Services will not review, comment or otherwise look at any details in the contract. The fully executed contract is only to demonstrate that they event is happening.</i> <input type="checkbox"/> Submit a certificate of insurance for your organization and the performer <input type="checkbox"/> Finalize all details with Production Services <input type="checkbox"/> Submit the Sales Agreement to the Ticket Office. If Needed: <input type="checkbox"/> Request radios from the Office of Emergency Management. Note: 14 business days out is the deadline for student organizations to cancel a Major Venue without penalty. If a Major Venue is not cancelled within 14 business days, a no-show penalty will be assessed and the entire room fee and any equipment rentals will be charged. Please see the SECL Event Cancellation Policy for more information. Cancellations can be done by email to eventservices@vt.edu or in person.
FOR OFFICE USE ONLY	10 BUSINESS DAYS PRIOR TO THE EVENT
DUE:	If Needed: <input type="checkbox"/> Submit a Temporary Food Establishment Permit to the Montgomery County Health Department if you are planning on serving unpackaged food not prepared in a certified kitchen <input type="checkbox"/> Submit any requests for turf permits, parking passes, cones and additional parking needs to Parking Services <input type="checkbox"/> Submit your request for trash or recycling services (if the event is in a Campus Commons Space) to Event Services.
FOR OFFICE USE ONLY	72 HOURS PRIOR TO THE EVENT
DUE:	If Needed: <input type="checkbox"/> Contact Miss Utility if any tents, stages, inflatables, structures, etc. are being staked into the ground. They can be reached by dialing 811.
48 HOURS PRIOR TO THE EVENT	
Note: Cancelling a Production Services contract must be done in writing to production@vt.edu no later than 48 hours before the load-in call for an event. If a cancellation occurs 24-48 hours prior to the load-in call, the organization will be charged 50% of the equipment rental. If cancellation occurs within 24 hours of the load-in call, the organization will be charged 100% of equipment rental and labor charges.	

By signing this document, I agree that I have read the guidelines for major entertainment and as the representative for the sponsoring organization, understand and accept financial implications for this event, and assume responsibility for ensuring this program will adhere to University and Student Engagement and Campus Life policies and procedures, as well as applicable town, state and national laws. I understand that failure to meet any of the conditions of this policy and the deadlines above will result in cancellation of the event. Violations of the above will be subject to disciplinary action and/or further sanctioning. I agree to return the facility and its surrounding areas (i.e.: restrooms, stairwells, etc.) to the original condition or better. This form must be returned to Event Services within five (5) business days of the date issued.

Organization Name: _____ Event Date: _____

Printed Name: _____ Signature: _____ Date: _____