

## PAWS Concert/Show Event Standard

Revised July 25, 2016

*The PAWS Concert / Show Event Standard has been developed to ensure events do not exceed the capacity of Paws, as defined in the Festival Seating – Life Safety Evaluation, developed for this venue. Working closely with your Event Manager and Advisor, while planning within the minimum time requirement, will help to ensure a successful event.*

### **General Conditions/Requirements**

**Event Reservations & Planning** – Concerts and shows are more complex events that often require the scheduling of contractors and staff. As these events often require the relocation of the dining in PAWS, they are usually limited to twice, per semester.

### **Timeline Requirements:**

3-Step - Large Limited Capacity Event Planning Process

- a. **RESERVE SPACE**- Completion of the Reservation Form, *a minimum of 21 days, before the Paws Concert / Show*. There must be confirmation that the group has enough members to put on the event or confirmation that the group has another SGA approved group to co-sponsor the event.

The student organization reservation request is “**Tentative**” until the 14 Day Pre-event Meeting has taken place with your assigned event manager.

- b. **TICKETS** - Contact Ticket Office at least 5 business days from the “**ON SALE DATE**”, to discuss ticketing. All Paws Concert / Show events in this category will be ticketed.
- c. **PLAN/PROMOTE** - Pre-Event Planning Meeting, with the Primary and Secondary Contact on the Reservation, must be completed a minimum of 14 business days before the PAWS Concert / Show event. No marketing nor communication regarding the event can occur, until this meeting has taken place.

**If the timeline requirements are not met, as defined above, the event may be CANCELLED.**

### ***Pre-Event Planning Meeting:***

1. The student organization should bring the following to the PAWS Concert / Show Pre-Event Planning Meeting:

- Event Agenda and Timeline
- Detailed set-up, Audio Visual needs and Rider – if any.
- Admission information plan (tickets, wristbands so guests may leave the room and return.)
- Expected Attendance (Define the number of Student Organization Staff, Group Volunteers, PAWS Dining Staff, ECS & Security Personnel) less the room capacity will provide the Tickets that may be issued or sold).
- Staffing: A list of student organization members or volunteers who will be working the event & duties/locations to be covered.

- Crowd Control and Door Monitor plan (review the Student Organization positions required at the end of this document)
- Event budget (If the Student Organization does not have an SGA account, payment must be made in advance)
- Details on Food/Catering (If a Food Waiver is required, it must be submitted to Black & Gold Catering, a minimum of 10 days in advance, to be considered.
- Must contact Ticket Office, at least 5 business days, from the “ON SALE DATE”, to discuss ticketing. All PAWS concerts / shows will be ticketed.
- All guests will be wrist banded. Host Student Organization Staff Members who are working the event, are to be issued an alternate wrist band. The number of host group and others working the event including Dining Services staff cannot exceed 558.

Event Marketing - The Student Organization, sponsoring the event, will be responsible for communicating/promoting the event details outlined below. The plan must be reviewed and approved by the Director of Student Activities (or their designee) and the assigned ECS Event Manager, prior to any promotional activity. Failure of the group to properly promote the event details properly, may result in it being cancelled.

The required communication/promotion points include:

- The event is a ticketed event. This information must include when tickets will be available and the cost if applicable.
- Event Staff retains the right to restrict access to anyone appearing to be under the influence of drugs or alcohol.

Venues Capacity - Paws:

- Entire space inclusive of Attendees, Staff, Security, Performers and Kitchen Staff- **558**.
- The pit area (stage level) – **400** standing (festival seating)

PAWS Dining Services:

Food Services will be reduced in PAWS, to accommodate the concert/show guests, with a limited menu - if at all. Chartwells may provide soft drinks, pre-packaged snacks and pre-made items for sale to show/concert Attendees only. Chartwells will accommodate Students not attending the show/concert, in the Susquehanna Dining Room, during events when PAWS is not accessible.

Acceptable Sound Level – amplified sound level is not to exceed 115 dB. This sound level will be measured with a hand held device, by onsite Tech Services or obtained by an authorized TU representative, from Tech Services.

Staffing Requirements – The Student Organization will be responsible for Crowd Control and Medic Staff costs. Note: Staffing required includes 1 crowd control vendor supervisor, 3 crowd control vendor personnel and 1 medic. For events over 400 attendees, we will conduct a bag check with 1 additional crowd control vendor person who will be located at the main entry door.

Tax Liability – Student Organizations registered by the University, do not share in the University’s tax status. Concession sales and/or other forms of income, such as admissions charges, may result in a tax liability to the Student Organization. Proceeds may also be subject to retail sales or amusement tax. Tax information is available and settlement of taxes owed, will be handled by the Ticket Office, located in Room 110, of the University Union.

Profit Policy – Events may not be organized for the private profit or gain of any member of any Student Organization.

### **Required Public Announcements**

The pre-recorded announcement detailing the information below, will be played at the start of the event. The onsite Tech Services Staff or the assigned Event Manager will be responsible for this announcement.

### **EMERGENCY EXIT AND RELATED ANNOUNCEMENT**

“Ladies and Gentlemen: Welcome to PAWs, at the University Union, on the campus of Towson University!

At this time we would like to remind you of the following:

Towson University Policy prohibits smoking inside this facility and during this event. In the event of an emergency, please proceed to the nearest marked exit in a calm and orderly fashion.

### ***Event Day Expectations:***

After all pre-event requirements have taken place and been approved, the Event Manager is responsible for being on-site prior to the beginning of the event, to ensure all conditions are being met. If any of the responsibilities of the Student Organization are not fulfilled, the Event Manager reserves the right to any of the following actions:

- Alteration of event
- Cancellation of event
- Cancellation of future concerts, shows or *Large Limited Capacity events*
- File a report with Student Conduct
- Any other consequences deemed appropriate by the Campus Life Designee and Event and Conference Services.

***Group Volunteer Responsibilities for Operation of Complex Events:*** The Student Organization must have **at least 6 individuals**, whose sole responsibility is to be assigned and committed, during the entire event, to the positions described below. A failure to uphold these expectations may result in the event ending early, and/or the loss of future rights, to host PAWS events or Large Limited Capacity events.

- **6 Ticket Takers/Gate Assistants.** This position’s responsibility will be to collect tickets, ~~or~~ count attendees to ensure maximum capacity for the venue, is not exceeded, and place a wristbands on each attendee.