

University Center & Special Events

Rudder Theatre Complex

Howdy! We are excited that you have chosen to host your event at the Rudder Theatre Complex (RTC), where our primary goal is to ensure you have a great show! We are able to accommodate a wide variety of event types; however, there are certain items and activities that we do not permit within our venues. Some of these rules have exceptions that can be discuss with your Stage Manger no later than 48 hours prior to your event.

Please take the time to review this document, initialing your agreement in each section, and signing at the bottom.

Items NOT permitted in Rudder Theatre Complex:

- Glitter or confetti
- Powders, such as baby powder, cornstarch, baking powder, sand, etc.
- Wet paint
- Food Products on stage or backstage; Food cannot be treated as a prop
- Liquids onstage; water in a resalable water is allowed onstage for lectures
- Throwing of any object into the audience, such as CDs, Monopoly money, candy, t-shirts, beach balls, etc.
- Flames of ANY kind, such as lighters, candles, and incense
- Glass objects (Please speak with the stage manager prior to your event for exceptions)
- Helium balloons

_____ **My initials indicate my understanding that the above items are not permitted in RTC.**

Actions NOT allowed during performance:

- Cheerleader-style aerial stunts (Please speak with the stage manager prior to your event for exceptions – any gymnastic stunts will be required to have mats are placed under the entire performance area)
- Standing or Dancing on tables/chairs.

_____ **My initials indicate my understanding that the above actions are not permitted during our performance.**

Actions NOT allowed by audience members:

- Food and drinks in the seating area.
- Jumping over seats to go from row to row.

_____ **My initials indicate my understanding that the above actions are not permitted by audience members.**

Rules for decorations:

- NO taping items on any door, curtain, or wall in the Theatre Complex. Please speak with your stage manager, as we are able to provide sign-holders, pipe frames, etc. for decorations
- If seats need to be reserved, please talk with your Stage Manager. We have reserved seat signs for all venues and Event specific reserved signage can be made (for a small charge) if RTC staff is notified in advance. Do not use masking tape or duct tape (or any variant thereof).

_____ **My initials indicate my understanding of the rules for decorations listed above.**

University Center & Special Events

Rudder Theatre Complex

Items requiring discussion with your Stage Manager:

- Audience participation requiring audience entry to the stage
- Use of the pit during a performance
- Bands and/or the use of musical instruments
- Any items to be hung and any free-standing prop or scenery pieces. All items will be checked for feasibility and safety. Proper methods of display and final say of use will be determined by your Stage Manager.

_____ **My initials indicate my understanding of the expectations above.**

Basic housekeeping notes:

- Any props used during the performance must be removed immediately following the performance, unless previous arrangements with your Stage Manager.
- If there is excessive trash left on-stage, in the audience, or in the dressing rooms, an additional cleaning fee may be applied to the invoice.
- Only certified service animals are allowed in Rudder Theatre Complex, including onstage and in backstage areas.
- Painting of props or clothing is NOT allowed anywhere inside Rudder Theatre Complex.

_____ **My initials indicate my understanding of the expectations above.**

Preferences for A/V Requests:

- For music
 - Please email digital audio files, (WAV, AIFF, MP4, MP3) to RTC staff 24 hrs prior to event.
 - If a phone is to be used, ensure your Stage Manager is made aware 24 hrs prior to event.
AIRPLANE MODE & LOCK DISABLED ARE REQUIRED
 - If a DJ will be playing audio, it is highly recommended that their equipment be tied into the RTC sound system.
 - Please bring a backup for the audio on a flash drive or CD
- For lighting cues:
 - Please discuss any specific lighting looks needed with your Stage Manager about.
- For projection:
 - Please email PowerPoints 24 hrs prior to event. This will allow us to check the personation on our in-house computers prior to your arrival
 - Please bring a backup for the PowerPoint on a flash drive
 - If you desire to use a personal computer backstage, discuss with your Stage Manager 24 hrs prior to your event

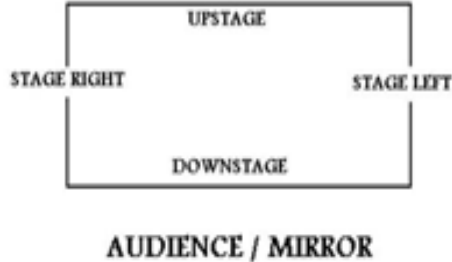
_____ **My initials indicate my understanding of the expectations above.**

General Information:

- Please stay clear of the fly rail systems located onstage, Book bags, purses, costume pieces, props, ect. cannot be placed within 4 feet of the ropes.
- In general, doors are opened to the audience 30 minutes prior to the start of the show. This action is only to be done by RTC staff members.

University Center & Special Events Rudder Theatre Complex

- Stage directions are from the performer's point of view. For reference:



Liability Insurance may be required for your event. This will be discussed during your meeting with RTC staff.

Special Performance Rules & Guidelines Document (Signed copy must be returned a minimum of 48hrs prior to your event)

It is up to the sponsoring organization to relay this information to all event participants. The acting Stage Manager has the ability, at his/her discretion, to stop any act if any rule is broken during a performance (all stage lights will be turned on & any music/audio will be stopped).

I, the undersigned, have read and understand the Rules & Guidelines set forth in the RTC Special Performances Guidelines document. **I fully understand it is up to my responsibility to relay this information to all event participants.** I am aware that all lighting and audio requests/cues should be submitted to RTC staff no less than 48 hours prior to my event, and that anything less could result in modifications and reductions at RTC staff discretion.

Event name: _____ Event date: _____

Venue: _____

Name (printed): _____

Organization: _____ Leadership Position: _____

Signature: _____ Today's Date: _____

Advisor Information

Name: _____

Email: _____

Phone Number: _____