

# **Guidelines for Hall Scheduling and Receptions**

## **Event Scheduling in the A.J. Fletcher Recital Hall:**

1. All Scheduling is to be done through the scheduling secretary in the main office.
2. Scheduling priority will always be in the following order: Ensembles, faculty, required student recitals, non-required student recitals, non-SOM events.
3. Each event shall have the green room (room 105) and the hall itself reserved for an hour before the scheduled start time provided there is not a previous event conflict. Additional time must be arranged with the office.
4. Available event starting times are as follows: Weekdays are 7:00, 8:00, or 9:00 P.M. Weekends are any time between 11:00 A.M and 9:00 P.M. All recitals MUST have a two hour window before the next event can be scheduled. The only exception to this is if there is a joint recital. To help facilitate the many events that occur during October/November and April/May, please consider using the 7:00 and 9:00 start times during Weekdays. This way we can hold two events in a night and not just one event at 8:00.
5. In the event of two recitals that run back-to-back (example - 7:00 and 9:00), the later concert will have to use the green room (105) in a sensitive manner. Remember that your colleague is performing next door, so please keep noise and movement through the performance area to a minimum. The hall itself will only become available to the later concert once the first performance has finished.

## **Reception Guidelines:**

1. Rooms 136 (formerly 105), 110, 105, and the Fletcher building lobby (in front of the main office) are available for any concert receptions immediately after a performance. Again, the main office will handle scheduling.
2. If two consecutive events plan to have receptions, please work it out with your colleague as to who will use which room and for how long. Again, please be sensitive to the noise levels in and around the performance area.
3. You are responsible for the setup, running, and clean up of a reception. Stage managers are NOT responsible for this. If you move tables and chairs around, you must put them back where you found them. Failure to do so will result in revocation of all hall and room reservation privileges.
4. There is no alcohol of any kind allowed anywhere in ECU facilities. This includes receptions.