

HALL CENTER FOR THE HUMANITIES EVENT PLANNING GUIDE

This document is intended to ensure that your event succeeds in its objectives and runs as smoothly as possible. Please read all sections carefully.

BEFORE YOUR EVENT

Coordination

Jeanie Wulfkuhle is the Hall Center's Program Administrator and has primary responsibility for event planning. Any decisions or arrangements related to event logistics, including room set-up, staffing, audio/visual requirements, food and beverage service, etc. should be made in consultation with her. It is the responsibility of the event sponsor to make sure that the Program Administrator is informed of event details and notified of any changes in a timely manner.

To avoid confusion and minimize miscommunication, the sponsor should designate one individual as the single point-of-contact who will communicate with the Hall Center Program Administrator. The Program Administrator will schedule a meeting with this individual to discuss planning for the event. This individual should be familiar with all aspects of the event, must arrive at least one hour prior to the event to check in with the HCH staff and direct KU Catering (if necessary), handle any final arrangements, and must be present during the function.

Advertising and Publicity

We take great care with the quality and accuracy of our event promotions. Promotional materials include flyers, email announcements, paid advertising, press releases, programs, postcards, and announcement cards to our Friends membership. Upon approval of an event, we determine what advertising and publicity we will undertake. In some instances event sponsors are solely responsible for their own publicity.

We encourage faculty to share event information with their students. However, we ask that student attendance at events located in the Hall Center never be required or assigned as extra credit. This has created problems in the past when room occupancy limits have been exceeded and students must be turned away.

All advertising and publicity for Hall Center events must be coordinated with the HCH Associate Director, Kristine Latta (klatta@ku.edu; 785/864-7823). If you create an advertisement, poster, announcement, or other material for your event, please submit this to Kristine for review prior to circulation.

Event sponsors may not use the name of the Hall Center for the Humanities (HCH), the W. Clarke Wescoe Conference Hall or the Lynwood H. Smith Seminar Room in connection with the event, except to indicate the location, without the express written consent of the Hall Center Director. Advertising and publicity naming the HCH as the location may not appear until the event has been approved and you have indicated your acceptance of our terms.

Facility Set-Up

Hall Center staff will determine the best arrangement of chairs, tables, and other equipment for your event and consult with you as needed. If you have a specific request or would like to make special preparations, please communicate this to the Program Administrator prior to your event. Any items that the sponsor intends to bring to the Hall Center, including furniture, decorations, or special equipment, should be discussed in advance with the HCH Program Administrator.

In order to care for the Center's facilities, event sponsors must observe the following rules:

- No HCH fixtures or objects, including the piano, may be moved except by Center staff. Please note that the piano may only be moved a few feet from its current location.
- Only tabletop decorations are allowed. Hanging of banners, paper, posters, or other items on walls will damage the surface and is strictly prohibited.
- The sponsoring organization may not bring in furniture or other equipment except under the direct supervision of HCH staff.

Audiovisual Equipment

Information on the Center's audiovisual equipment and associated fees (if applicable) is available at <http://www.hallcenter.ku.edu/~hallcenter/facilities/>. Non-HCH personnel are prohibited from operating the Center's A/V equipment. An HCH A/V assistant is required anytime the Center's A/V equipment is used or sponsor's equipment must interface with the Center's system.

If requested A/V equipment is not available, it is the responsibility of the event sponsor to arrange for rental, pay any rental fees, and coordinate use of the additional equipment with the Hall Center Program Administrator. If arrangements have been made to record the event, the Sponsor must also provide any tapes or discs needed.

Food and Beverage

Food and beverages are allowed at events in the HCH with prior approval. The Kansas Union is the exclusive caterer for events on the University of Kansas, Lawrence campus. The sponsor is responsible for compliance with all state and University regulations regarding catering, food preparation and beverage service. (KU Catering: www.jayhawks.com/food/catering.html).

If KU Catering has not been engaged to provide service in addition to food and beverage delivery, the event sponsor is responsible for providing the staff to do so, and is also responsible for clean up including the removal of all supplies not owned by KU Catering or the Hall Center. Sponsors may request the assistance of HCH staff in serving during and clearing up after events; such requests should be made in advance to the HCH Program Administrator.

Alcohol Service

Alcoholic beverage service is available only at private events sponsored by KU units and related to the legitimate functions of the University. The Chancellor must approve the serving of alcoholic beverages. Sponsors should submit requests to the Provost no less than three weeks before an event using the Alcohol Use Guidelines and Request Form available at www.ku.edu/~provost/. This form requires the signature of the HCH Program Administrator prior to submission. Upon approval, a copy of the permission must be submitted to the HCH Program Administrator. If this is not on file at the Hall Center prior to the event, alcohol cannot be served.

Alcoholic beverages and service must be provided by Kansas Union Catering. Kegs are prohibited, alcohol may not be sold, and the maximum service time is 90 minutes. Normally, alcoholic beverage service will not be approved if persons under 21 years of age will be in attendance.

Book Signings

If you would like to have a book signing at your event, please notify the Program Administrator during the planning meeting or as soon as possible thereafter. Arrangements for book signings must be made with the KU Bookstore at least 4 weeks in advance of the event. For more information, contact Lisa Eitner at 864-2481.

Recitals and other Musical Events: Rehearsal times for recitals should be scheduled with the Program Administrator well in advance. Rehearsals must take place between the hours of 8:00 am and 5:00 pm, Monday through Friday. Please do not rearrange the room for rehearsals without checking with the Program Administrator; the chairs, tables etc. may be preset for other HCH events. Rehearsals on the day of the event must conclude at least one hour prior to the scheduled performance start time.

THE DAY OF YOUR EVENT

Cancellations Due to Weather: Decisions to cancel an event due to weather will be made at the discretion of HCH Staff.

Safety and Security

Groups using HCH facilities must comply with all federal, state, city and University laws and regulations, in addition to Center policies. Sponsors and event participants must comply with all requests from HCH staff.

Parking

There are six HCH Visitor parking spaces in Lot 38, east of the building. KU Parking Services defines 'visitors' as guests of the HCH who do not have University parking permits. If you do not have a University parking permit, you may park in a visitor space by requesting a temporary parking pass from the HCH receptionist upon arrival at the Center.

Faculty, staff and students with KU Parking permits on their vehicles will be ticketed if they park in the Visitor spots. The remainder of Lot 38 is a blue zone, and requires a blue parking permit during restricted hours. There are red and yellow-zoned lots across Sunnyside Avenue to the south.

After 5 p.m. and on weekends, the lots are available for public parking unless signs to the contrary have been posted by Parking Services. Arrangements to reserve parking in Lot 38 for events at the Center can be made in advance by contacting the KU Parking and Transit Field Supervisor at 785-864-7275. The rates are generally \$10 per space per day. Please keep in mind that the Hall Center has no control over the availability of parking spaces or the enforcement of parking regulations.

Handicapped Access

The Hall Center is ADA compliant. The main door to the Hall Center has an electronic control that will open the doors when pushed. There is an elevator at the West end of the Lobby that provides access to the second floor and the Lynwood Smith Seminar Room. There are four handicapped parking spaces in Lot 38, east of the building.

Maximum Occupancy

Occupancy restrictions are based on the number of people and furniture in each of the rooms available for use. Please note that numbers listed on posted occupancy signs reflect standing room only capacity in rooms with no furniture.

It is very difficult to predict turnout for individual events. We rely heavily on the sponsor to ensure that the room size is appropriate to the expected attendance. It is also the responsibility of the event sponsor to monitor the number of people in attendance, and to ensure that numbers do not exceed what is safe and/or feasible given the room set-up. Individuals are not allowed to sit or stand in locations that effectively block passages or entryways. When room capacity is met, individuals must be turned away. Sponsors should be prepared for this fact and assist Hall Center staff in explaining this to would-be attendees.

***The W. Clarke Wescoe Conference Hall** can seat 100 people theater-style or 70 people at round dinner tables. Any special set-ups, such as additional tables for food and/or beverage service, space for servers, or the use of the piano, reduce the maximum occupancy numbers.

*** The Lynwood H. Smith Seminar Room** can seat 14 people at the conference table and up to an additional 10 people in chairs around the sides of the room. The use of audio/visual equipment may reduce the number of people who can occupy the Seminar Room.

Hall Center Staffing: Two HCH staff members (normally one student intern and one full time staff member) will be in the building for every event. HCH staff will arrive at least one hour prior to the event (earlier if deemed necessary by the Program Administrator), and will remain until all non-HCH personnel have left the building. The duties of HCH staff during events shall be determined in advance during consultations between the Program Administrator and the event sponsor.

Sound and Equipment Check

Prior to the event, Center staff will complete a sound check and ensure that any audiovisual equipment is operating properly. Please plan to arrive at least one half hour before the scheduled time to allow for these checks. Multimedia presentations and the use of rented or personal equipment require one hour of lead time insure smooth transitions and compatibility.

Care of the Facility

The event sponsor must remove all items not belonging to the Hall Center or KU Catering immediately after the event or as scheduled with the HCH Program Administrator. The event sponsor is financially responsible for any damage to Hall Center property. If necessary, the sponsor will be charged a damage fee to cover the cost of carpet cleaning and any repair or replacement costs resulting from accidents or abuse of Center property during the event.

AFTER YOUR EVENT

Billing

Non-university groups will be sent an invoice after the event. Payment is due within 10 days of receipt.

For KU sponsors, fees will be billed after the event and based on actual services provided. Four payment options are available: SOV, Endowment funds, KUEA Fund transfer, and KUCR funds. If paying with

state funds, sponsors must submit an SOV number with the estimated fee for the event. If paying with KU Endowment funds or other funds, an invoice will be sent to the sponsor.

The sponsor must arrange and pay directly for all equipment and staffing not provided by the HCH (i.e. catering, audio/visual, etc). The HCH will not be responsible for payment of any expenses incurred by an outside group or organization hosting an event at the Center.