

Festival Presenter Checklist

[] **Budget:** Prepare a budget for the Festival using the Festival Budget Worksheet provided.

[] **Meeting:** Presenter (faculty member) must set up a meeting with the Administrative Officer, in the SOM office. At this meeting, budget, schedule, and responsibilities will be discussed.

*****Budget must be approved before any further steps may be made.
Budgets must be submitted at least 1 month in advance.***

[] **Mailings:** Prepare all mailings, and submit them to the Administrative Officer, in the SOM office; ***this must include a mailing list in Excel format.***

[] **E-mail invitations:** Presenter may provide the email to be sent, along with an Excel mailing list. If the Presenter wishes for the invitation to be personalized, this can be done by the Administrative Officer.

[] **Money:** All money and registrations will be processed through the School of Music office.

[] **Honorariums:** Guest Artists must be paid with a Guest Artist Contract, please complete and submit the Guest Artist Information Form at least one month prior to the Festival, it is available on the Faculty Forms page on the website. Accompanists must be specified in the contract and may be paid without a contract, but he/she will need to provide a completed W9 form.

[] **Food/Beverage:** All food and beverage for the Festival must be purchased through Chartwells, 978-5863 or wsucatering@compass-usa.com. The Festival presenter (faculty member) may call and make arrangements with Chartwells, and then contact Administrative Officer with the expected charges.

[] **Rooms:** The presenter may schedule rooms for the Festival through the Office Manager in the Music Office. The form is found on the Faculty Forms page on the website.

[] **Concert Halls:** If the Festival will be using Wiedemann or Miller Concert Hall, the presenter must contact Performance Facilities for availability and scheduling.

[] **Setup:** The presenter will need to have students or faculty help with setup or tear down of all rooms. Please schedule this ahead of time and provide a copy to the Administrative Officer.

[] **Tickets:** If tickets are purchased for a performance, the presenter must contact the Box Office Manager to set this up properly. *This must be done at least 4 weeks in advance.*

[] **Police Department:** Presenter must notify the Police Department, 978-3450, if there are any parking situations (i.e. busses, cars).

[] **Housekeeping:** Presenter must notify Physical Plant if additional trashcans are needed, or additional cleaning, etc. Presenter must notify University Reservations, 978-3475, if tables and/or chairs are needed.

[] **Pianos:** Contact School of Music Piano Technician if you require pianos or have a room change involving pianos.