

# Special Event Guidelines

Atwood is proud of its involvement with many special events. We want to be able to continue hosting these events by careful stewardship of our facilities and concerns for everyone's safety. Many of the groups that use the space have extensive decorations to enhance the quality of their program. While decorations are certainly welcomed and a vital part of the program, the guidelines listed below need to be followed so that the facilities can be maintained without unnecessary expense. The Conference and Scheduling staff can provide suggestions that may help you safely display your decorations. If you have any questions regarding any of the policies or anything not covered by the policies, please contact the Director of Conferences and Scheduling.

- The cougar lift and 14-foot ladder are to be used only by qualified SCSU staff or student techs. Students may use any Atwood ladder that can be used to reach up to ten feet.
- No painting or gluing of any kind is permitted in any room except the designated workroom or load dock area. All painting and gluing for decorations is to be done in the workroom located on the lower level adjacent to the studio. Charges will be billed to any group responsible for damage caused by use of paint or glue.
- Blue 3M tape or masking tape can be used for hanging decorations. No duct tape or packing tape is to be used because the residue that the tape leaves is very time consuming to remove. Any tape used must be removed. This includes tape use on the tables.
- Nothing can be taped to the light colored wood in the ballroom.
- Groups are encouraged to hang posters or banners from the hooks that were installed along the front and back wall of the ballroom. There is also a hook installed in the center of the ballroom that can be used to hang decorations.
- A 20' bar over the stage is available to hang banners as a stage backdrop. Decorations should not be pinned to the stage curtain. The ballroom curtain is approximately 42' wide and 15' high.
- No staples, screws or eyebolts can be driven into the walls or staging. Anything to be permanently attached to the walls or ceiling needs to be approved in advance by the Atwood Director. Approval will be noted on the reservation confirmation.
- The use of water in the ballroom requires prior approval and needs to be included on the reservation confirmation.
- All decorations are to be removed at the end of the event unless special arrangements are made. This includes tape used to secure tablecloths to the dining tables.
- Candles can be used if they are enclosed in a fireproof housing such as a glass globe. The flame must be below the height of the housing.
- The use of Mylar confetti is discouraged because of the difficulty with removing it.
- No furnishings in Atwood are to be moved without prior approval from one of the Atwood Directors. Approval needs to be noted on the room request confirmation.
- No latex balloons allowed in public hallways and staircases.

## Staging

- The staging comes in 6' x 8' sections 32" high. It allows for flexible setups, but it is too heavy to be moved safely except by Atwood staff.
- 16 sections of 32" high stage and 8 sections of 18" staging are available.

- Safety is our primary concern. Never plan to perform or stand on top of tables.
- Always think safety first. No event is important enough to get hurt.
- Nothing should be placed on the floor that might increase the risk for anyone to slip or fall.

## Room Setups

- Fire codes are established for all participants' safety. Codes require certain width aisles and clear egress from the ballroom. Have your diagram approved through the CSO staff prior to an event and do not add tables or chairs without working through either CSO staff or a Building Manager.
- Avoid placing electrical cords in high traffic areas.
- The ballroom can handle up to 600 participants at tables, but it requires advance planning and sacrificing stage size. Work with CSO to determine your maximum seating and **DO NOT SELL MORE TICKETS** than your seating can handle. No one wants unhappy attendees, but last minute sales beyond capacity do not justify sacrificing everyone's safety. Because it is hard to fill all tables to capacity, it is best to figure on 90% occupancy.

## Technical Issues

- Keep it simple. Complex setups requiring extensive mic switches and lots of wireless mics can create frequency interference and potential technical challenges.
- Involve your technician in all levels of planning the event's technical needs.

## Special Effects & Spiritual Burning

- Spiritual burning of certain substances is allowed in certain circumstances. Review the policy with CSO at least one week before the event.
- Pyrotechnic devices are not allowed.
- Keep in mind that any fire alarm will trigger an immediate and mandatory evacuation. It is best to avoid the possibility rather than push the limits of the system.

## Rehearsals

- Two rehearsals can be scheduled well in advance. Additional rehearsals can be made 2-7 days before the space is needed. The Studio and Rehearsal Room are able to be booked out further than 7 days in advance though. See rehearsal guidelines.

## Miscellaneous

- Animals other than Seeing Eye dogs are not allowed in the building without special arrangements.
- **Decorations of any kind should not be placed on the handrails.** The handrails are installed for safety purposes and must be kept clear for use.
- Exits cannot be blocked for any reason.
- Decorations in the doorways may make it impossible to lock the ballroom to secure your space. Decorations cannot restrict any exit path.
- Volunteers are not allowed in the technician booths without technical supervision.
- Temporary storage space can be reserved for up to one week. The storage space near the entrance of the ballroom can be reserved for decoration storage. Items will be discarded if not removed once the reserved time has expired.

