



OCHRE COURT DANCE EVENT GUIDELINES AND SETUP

Office of Student Activities
Salve Regina University

Important Notes About Ochre Court

Capacity: 400 (including great hall, library, and dining room)

Reservation: Ochre Court must be booked well in advance to ensure its availability for your event.

Things to Complete

As Soon As Possible

- Budget: Determine whether your organization has the funds to cover security, DJ, etc.
- Cross-reference the dates desired for the dance with other campus events, dances, etc. by contacting Student Activities.
- Reserve Ochre Court by using the Event Planning Form on MySalve. All tables, chairs, trash barrels, etc. should be requested at time of room reservation. Reservation should reflect start and end times including setup and breakdown.
- Order /design tickets.

One Month Before

- Coordinate DJ and lighting services (WSRU, Club T, etc.)
 - All contracts must be brought to Student Activities. Students are **not** authorized to sign on behalf of the University.
 - Discuss/plan promotions and giveaways
 - Contact Salve Safety and Security to coordinate
 - (1) Safety and Security officer, and
 - (1) Newport EMT/Police officer
 - Club Advisor must be present for entire duration of dance
 - Plan ticket sale strategy – tickets for events usually go on sale the Tuesday before the week of an event. If sold through Student Activities, please contact Heather Barbour ASAP. If sold in other campus locations, it must be reserved at least a month in advance. (i.e. Jazzman's, Miley)

Three Weeks Before

- Have posters, promotional fliers, Facebook event, etc. up at least a week before ticket sales begin – Don't forget to have Student Activities approve your postings!

- Make any requests for Sodexo food services (water, snacks, etc.)

Two Weeks Before

- Confirm event set-up with Student Activities.
- Fill out any procurement card requests, check requests, etc. (if necessary)
- Recruit students to staff your event (entrance, door security, etc.) See staffing sheet attached.
- Monitor ticket sales for dance. Additional promotion may be needed.

One Week Before

- Confirm any final details.
- Determine if tickets will need to be sold at the door.
- Review and fill out Fire Safety Policy for Events.

The Day Of

- Arrive at Ochre Court at set-up time to prepare decorations, tables, etc.
- Have all staff/volunteers at designated locations 10 minutes before dance begins.
- Check each ticket for validity, and stamp/mark/tear ticket upon entry.

Recommendation: stamp hands for re-entry.

- Review and utilize the Salve Regina University Fire Safety Policy for Events.
- Monitor trash and cleanliness throughout dance duration. Replace trash barrel liners as necessary. Full trash bags should be brought to the dumpster located in the parking lot on the side of Ochre Court.
- To maintain the safety of all attendees, bring concerning situations to the attention of Safety and Security, or the administration/advisor on site.

After the Dance

- Clean up any trash in waste barrels and bathrooms. Dispose at dumpster.
- Reset furniture as it was upon your arrival.
- Gather any lost items (wallets, shoes, coats, etc.) return to Safety and Security lost and found.
- Complete a thorough walkthrough before having volunteer staff depart.
- Dance organizer must stay until DJ and/or lights provider loads out.
- Call Safety and Security to secure Ochre Court upon your departure.
- Turn in Fire Safety Policy to Safety and Security office.

Services Contact Information

Sodexo:

Catering Manager, 401-341-2472

DJ Services:

WSRU Seahawk Radio, Club President

Club T Productions, Tommy Walsh, 781-575-1010, clubt@clubt.com

Tickets:

Ticketmaster, <http://www.ticketmaster.ca/customtickets>

Admit One, <http://www.admitoneproducts.com/>

Safety and Security:

Mark Rabitor, Security Officer Administrative Coordinator

401-341-2323