

The Evergreen State College CAMPUS PRODUCTION REPORT

Account #

Name of Event

Date of Event

Type of Event

Location

Times (Set-up/begin/end/Strike)

Contact Person

Phone Number

Admission*

Students \$ _____ Gen. Adm. \$ _____

Sponsor

Co-Sponsor

Tickets Available at (please check all that apply)

___ At the Door ___ Bookstore

___ Rainy Day

___ Other _____

* If charging admission or taking donations, you will need to request a till from the Cashier at least 48 hours in advance. You must deposit gate receipt monies immediately after event in the 1st floor Library drop box.

Please get the following signatures

1. Account Manager

Date

2. Space Scheduling, Facilities Assigned: (See attached confirmation) Lab 2, Facilities office, ext. 6314

Signature

Date

3. Facilities, LAB II 1254, ext. 6120

Grounds

Shops

Energy Mgmt.

Signature

Date

4. Environmental Health and Safety Office Lab 2 1265, ext. 6111

Signature

Date

5. Custodial Services (also to request chairs, tables, staging, or to move the Longhouse walls/bleachers-submit a Work Request to www.evergreen.edu/facilities). Library Basement, ext. 6317

Signature

Date

6. Custodial/Facilities Estimate of Charges

Equipment

Standard Rate

8a. Audio/Media Services Estimate of Charges

Equipment

Standard Rate

Chairs

Sound Reinforcement

Staging

Media Recording

Other

Slide Projector

Other

Labor Charges

Labor Charges

Number of technicians needed

Number of technicians needed

Number of hours per technician

Number of hours per technician

Total Charges

Total Charges

7. Audio/Media Services (technical requirements for Longhouse and all other areas must be submitted.) Library 1501, ext. 6268

Signature

Date

8. Police Services, Fire regulations must be observed & all public events. Seminar I 2150, ext. 6140

Expected Attendance # _____

Signature

Date

EVENT SCHEDULING

The Scheduling Office is providing the following information to assist your successful event planning.

1. You must process a Campus Production Report (CPR).

The form is available at the Scheduling office. No space will be reserved until you secure the account managers signature (line 2) and bring the form to the Scheduling office.

Decide if you will be charging, selling tickets or accepting donations for your event.

If you are doing any of the above, you must have your CPR signed to indicate that you have set-up an account for the event or have made arrangements for an existing account to receive the funds you raise and to cut necessary checks to pay speakers, entertainer, vendors, etc..

If you indicate that you are not charging, selling tickets or accepting donations and then do any of these, your account will be charged for space rental at the rates posted in the campus Conference Services office.

2. Decide if you will serve food or refreshments.

The college has an exclusive contract with Aramark, the campus food service provider. We are required by contract to use their services for all catering for events, meetings and activities on campus. If you are selling food or including food with the event, you must provide written verification that you are using Aramark as your caterer or a written letter from John Lauer, Director of Housing and Food Service indicating approval for you to use any other caterer/vendor.

3. Decide what other special needs you have for your event and secure the proper signatures from those areas. We will indicate which signatures are mandatory.

4. Return your completed and signed CPR to the Scheduling Office **at least five working days prior to your event.**

At least five working days prior to your event you must have secured all your signatures, attached verification about your use of the campus caterer or a letter of approval for using another caterer. You must sign the bottom of the form and return it with the attachments to the scheduling office. **FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN THE CANCELLATION OF YOUR SPACE RESERVATION WITHOUT FURTHER NOTICE.**