



Prairie View A&M University - Office of Student Engagement Major Event Protocol

1. All events taking place outdoors, held in venues holding 200 people or more, and/or requiring cash handling are considered **MAJOR EVENTS** and must be scheduled and confirmed no less than 30 business days prior to actual date of the event. Rehearsals should be scheduled along with the event.
2. All major events must be submitted via PVPawlink.pvamu.edu. Your advisor must approve the request before it begins to route through the approval process.
3. Once your event has been received it will be sent to the Logistic committee for review. Once all questions, issues and concerns have been discussed, the event will be either confirmed or denied via PVPaw Link confirmation from the Office of Student Engagement.
4. Ticket sales or pre-sales for the event can **NOT** begin prior to event confirmation. Number of tickets to be sold will be determined based on the capacity of the reserved venue. **Everyone** in the building (i.e. participants, stagehands, special guests, and the general public) must be accounted for. Example: In a venue with seating for 900, 50 Participants + 5 Stage Hands + 5 Hosts + 1 DJ = 839 tickets available for sale. Events that collect at the door sales and/or pre-sale tickets must have at least two (2) University Police officers working the event and an Advisor present for the duration of the event.
5. NO promotion of the event is allowed prior to receiving a confirmation that the event has been approved. Flyers, handbills and/or posters should **NOT** be posted or distributed prior to event confirmation of the event sent by the Office of Student Engagement. All flyers/handbills/posters must be approved/stamped by the Office of Student Engagement and adhere to the current posting policy.
6. Art projects, set construction and clothing design are to take place prior to the day of the event. Spray paint, glitter, and/or any other type of decorating materials are **NOT** permitted for use inside University facilities.
7. All catering must be facilitated through Sodexo. Any other catering needs must be pre-approved by the Office of Student Engagement in conjunction with Sodexo.
8. Onsite vending/sales are not permitted at any event, unless previously arranged with the Office of Student Engagement and the Office of Auxiliary Services.
9. Approximately one-week prior to the event, the event coordinators and organization advisor must schedule to meet with the assigned Building Coordinator, please be prepared with the following:

- Program format / Timeline (the audience must be entertained during breaks in the program) *Program format changes must be submitted to the building coordinator no later than 48 hours prior to the event.*
 - Audio/Visual requirements
 - Participant/Production list complete with names DJ's, hosts, and stage hands
10. The event coordinators for the organization will hold a mandatory meeting three (3) hours prior to the event with all event participants, University Police Department, Building Representatives and advisors. At this time participant credentials will be distributed, these credentials must be worn in order to be admitted into the facility. If any member of the group is unable to attend this meeting, please inform the organization's advisor at the beginning of the meeting. The advisor needs to make sure that the University Police Department and all other staff are on the same page for the event.
 11. A mandatory sound check and brief run through of the program will begin 2-3 hours prior to the event. All music must be provided on **one** (1) CD/or flash drive unless the event's DJ will be responsible for music. Please be prepared with an additional back up CD/Flash drive. All CD's, flash drives, as well as DJ music, must be edited for content.
 12. Only authorized personnel are permitted to operate the sound and lighting systems. If sound or lighting assistance is need during rehearsals, please submit a request to the Office of Student Engagement.
 13. All organizations must have their own staff to assist with setup. The Building Coordinator staff will provide audio/visual support if requested and available. Lighting assistance will be provided, although the sponsoring organization must secure any additional lighting equipment outside of what is already provided within the reserved venue. Lighting sequences will be tested during the soundcheck and run through. For questions concerning the type of lighting equipment to order, please contact the Building Coordinator or Campus Activities Board staff.
 14. In addition to the stage hands, please provide one (1) person with knowledge of the program, who is not a part of the production, to remain near the sound booth throughout the entire event. This person must be present during sound check.
 15. All program participants and special guests must enter through the pre-arranged participant entrance in order to gain access to the venue. credentials and/or other forms of participant credentials will not be accepted at the main entrance.
 16. All organizations will be given **two** (2) hours following the event to breakdown stage props and restore venue to its original condition. All persons not participating in event clean up must immediately exit the venue following the event. It is the responsibility of the sponsoring organization to participate in event breakdown and major trash disposal/clean-up (this includes all handbills left behind by attendees). Student organizations, which fail to comply with this policy, may be subject to disciplinary action by Registered Student Organizations Council and/or the Office of Student Engagement. Any items left behind by the organization will be disposed.
 17. Climate Control & Locked doors - In the event that your event space is locked or the climate is not your desired temperature, you may contact University Dispatch, 936-261-

1375 to unlock the doors. Also you may contact the Utilities department at 936-261-3880 to assist with the climate control. Often times this may occur if your event or meeting occurs on the weekends or outside of normal building hours.

18. Common Sense Rules and Reminders:

- At no time, should food or beverage be consumed in any on campus Auditorium.
- Do not hang on, propel, or jump from anything in the any venue. (i.e. balcony, curtains, etc.);
- Please refrain from congregating in the stage pit and sound booth during the program;
- The doors **will** open when scheduled, and the event is expected to begin on time;
- Events that go over the scheduled end time will be billed for the additional building support on a per hour basis.
- Do not throw anything from the stage during the program (candy, fliers, CD's, etc.).