

Student Use of VPAC Great Hall & Plaza del Sol Performance Hall CHECKLIST AND TIMELINE FOR PRODUCING AN EVENT

✓	Activity/Description	Schedule	Due Date	Submit to/contact
	Calendar Hold <ul style="list-style-type: none"> Event producer must call VPAC and ask about available date(s) for facility rental. Upon verbally confirming available date(s) you will be instructed to send a written (E-mail) request for the date(s) along with a brief description of the event. 	<p>Call VPAC at least 3 months in advance of your event(s).</p> <p>Getting your event held on the VPAC calendar is the only way to make sure your date preferences will be secure.</p>		VPAC Administrative Office: 818-677-8850 Ask for Rentals Associate
	USU Sponsorship <ul style="list-style-type: none"> If you are interested in seeking sponsorship funding from the University Student Union (USU) you will need to review the guidelines and submit your application for sponsorship web site: usu.csun.edu/sponsorships You will also want to notify the VPAC that you plan to seek USU funding by checking "University Student Union" under "Sources of Funding" on the "Application for Facility Use" (see next step) 	<p>USU Sponsorship funding is very limited and granted on a first-come-first-served basis.</p> <p>Official notification of funding approval is not completed until after the Cost Estimate is completed by the VPAC.</p>		USU Sponsorship usu.csun.edu/sponsorships
	Application for Facility Use <ul style="list-style-type: none"> Once you receive confirmation of your Calendar Hold, you must complete an Application for Facility Use. 	<p>You will be given 2 weeks to submit a completed application. If you do not submit the application within 2 weeks you will lose your Calendar Hold.</p>		Valley Performing Arts Center Attn: Rentals 18111 Nordhoff Street Northridge, CA 91330- 8448
	Pre-production Meeting & Venue Walk-thru <ul style="list-style-type: none"> After VPAC has received your application and it has been approved, a pre-production meeting with our Production Team will be scheduled along with a Venue Walk-thru. This meeting establishes the production details of your event and the overall logistics involved to 	<p>This meeting should take place within 2-3 weeks of acceptance of your application or as soon as VPAC Production Team is available.</p>		VPAC Rentals Associate <ul style="list-style-type: none"> By this time you will have established a VPAC point of contact and be familiar with how to communicate with VPAC about your Rental

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	make sure it is a success. VPAC takes the information gathered from the meeting to establish your estimated event costs.			
	Facility Use Agreement and Event Cost Estimate <ul style="list-style-type: none"> Following your meeting with VPAC, you now wait until you receive a Facility Use Agreement and Event Cost Estimate. VPAC will supply you with these documents which reflect agreed upon dates and times of your rental and the total estimated cost. 	VPAC does the best they can to provide you with this information as soon as possible. Please feel free to follow up and check in on progress.		VPAC Rentals Associate
	Return Signed Docs & A.S. Payment Requisition <ul style="list-style-type: none"> Return the Facility Use Agreement and Event Cost Estimate signed by the appropriate Signatory. If you are not seeking USU sponsorship or if the USU did not approve your application for sponsorship then you must submit an A.S. Payment Requisition showing there is a designation of funds in your account for the cost of the Rental. If you were approved for USU sponsorship, the USU will work directly with the VPAC to complete the financial paperwork. 	Due 10 business days from the contract (Facility Use Agreement) date.		Valley Performing Arts Center Attn: Rentals 18111 Nordhoff Street Northridge, CA 91330- 8448 VPAC Accounting 818-677-8833
	Fully Executed Agreement & Ticket Build <ul style="list-style-type: none"> Once the Agreement has been signed by all parties, including VPAC, your event is fully confirmed! Contact A.S. Ticket Office to build your tickets and take the necessary steps to go on-sale. 	Contact A.S. Ticket Office within 1 week following receipt of fully executed Facility Use Agreement.		Associated Students Ticket Office: 818-677-2488 A.S. Ticket Office Manager

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	<ul style="list-style-type: none"> If your event is being sponsored by the USU, this funding does NOT include AS Ticket Office fees/costs. Your group will be billed directly by AS for these costs. 			
	A.S. Ticket Worksheet <ul style="list-style-type: none"> Complete, sign, and return A.S. Ticket Office provided Ticket Worksheet. Note that all ticket billing, sales and revenue will be coordinated directly with A.S. Ticket Office, even if your event is being sponsored by the USU. 	A.S. Ticket Office cannot put your event on-sale until they have this form completed. Tickets can be put on sale within 72 hours of receiving the completed form.		A.S. Ticket Office Manager 818-677-2951
	Promotional Materials If your event is a benefit or fundraiser it is required that VPAC approve of your Promotional Materials. This is so that certain policies regarding benefits and fundraisers can be upheld.	Must submit Promotional Materials prior to distribution and/or publishing.		VPAC Rentals Associate
	Production Advance and Walk-thru <ul style="list-style-type: none"> "Advance" production details with VPAC Director of Production Services. This means that you make contact to discuss final plans about executing technical requirements.	Make contact at least 4 weeks prior to event date.		Director of Production Services 818-677-8819

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	Front of House Advance and Walk-thru <ul style="list-style-type: none"> “Advance” details related to the Front of House with the House Manager. <p>This means that you make contact to discuss final plans about the event schedule, lobby activities, video recording of your event, and care of attendees.</p>	Make contact at least 4 weeks prior to event date.		House Manager Great Hall: 818-677-8835 PDS Concert Hall: 818-677-8839
	Parking Services and Permits <ul style="list-style-type: none"> Request Backstage Parking Permits <p>Backstage parking is limited to 10 spaces. If you would like special permits for these spaces you must request them by providing a list of names of the drivers for the vehicles.</p>	This MUST be done at least 2 weeks prior to event date.		VPAC Rentals Associate
	Event Reconciliation <ul style="list-style-type: none"> VPAC will bill you the actual costs of your event, or if the event is sponsored by the USU then billing will go to their offices. 	VPAC has 30 days following the event date to reconcile the financials of your facility use.		Follow up and inquiries can be made with the VPAC Rentals Associate. Reconciliation information will be sent to you by VPAC Accounting
	Special Requests/Requirements:	[May be applicable depending on your event plans]		
	Ticket Consignment Request Tickets may be consigned by the event producer. Sales of consignment tickets will not be included in the event settlement / reconciliation. Consigned tickets are subject to printing charges.	Consignment can be requested at any time, but unsold consignment tickets must be returned to the A.S. Ticket Office at least 48 hours prior to event date to be placed back in sales inventory.		A.S. Ticket Office Manager

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	Lobby Concessions If you would like to provide the convenience and service of concessions sales for your attendees this can be arranged for a flat service fee. Service is provided by The University Corporation.	You should make this request at least 3-4 weeks prior to the event date.		VPAC Rentals Associate
	Merchandise Sales If you would like merchandise to be sold at your event including but not limited to apparel, flowers, programs, photographs, etc. you must “advance” details with VPAC Rentals Associate. This means you establish the product line, pricing, count-in time, and how sales will be settled. VPAC retains 20% of all merchandise sales in addition to local sales tax. It is required that VPAC / TUC sell any such merchandise.	You should coordinate details at least 2 weeks prior to event date.		VPAC Rentals Associate