

## Cohen Auditorium User Checklist

### Phase I: Pre-Production

- Reserve Cohen Auditorium for adequate production, rehearsal, and event time through the R25 Reservation System. Any questions about using this system should be directed to Norbert DeAmato in the Student Services office. Also reserve any additional spaces you may require such as dressing rooms or the Remis Sculpture Court. If you are reserving Remis Sculpture Court bear in mind that sometimes exhibits in the gallery are quite large and may hinder your event. Check with the gallery staff regarding the expected floor plan.
- Contact the Cohen Auditorium Manager at 109 Aidekman Arts Center (next to the Box Office) you can also email at [mark\\_l.sullivan@tufts.edu](mailto:mark_l.sullivan@tufts.edu) or call x75531 to schedule a meeting.
- Meet with the Cohen Auditorium Manager no later than 3 weeks before your first rehearsal/performance in Cohen. This meeting will clarify any questions regarding the application process, how to complete paperwork and other pre-production logistics. At this point your organization/department must designate a Producer as the primary contact before, during, and after your event for logistical purposes. Also a Stage Manager should be designated at this time to handle the logistics during the actual event. Neither of these people should be talent performing in the show.
- Submit a COMPLETED and SIGNED Interdepartmental Requisition (IDR) to Cohen Auditorium to cover the user's fee, payment of House Manager/Event Staff as needed, and other unforeseen costs a minimum of two weeks before the event.
- Submit the completed Events Logistics Form and the Responsible-use Form to the Cohen Manager NO LESS than TWO WEEKS before your event. **Failure to do so will result in a \$25 late fee.**
- Submit an Interdepartmental Requisition (IDR) to A/V Services at least 2-3 weeks before your first rehearsal. Usually a meeting is also necessary for preliminary pricing and

discussion. In addition to hiring technicians to run your show, you may need audio recording, video recording, microphones, video/film services which should be discussed at least three weeks in advance with the A/V Services Coordinator.

- Begin gathering ushers as you will need between 4-12 non-performers who will be willing to work during each event in exchange for free admission. The number of ushers needed will be decided by the Cohen Manager, and these names must be submitted no later than one week before the event.
- If needed, submit an Interdepartmental Requisition (IDR) to the Balch Arena Theater Box Office or Info Booth for ticket sales.
- If needed, submit an Interdepartmental Requisition (IDR) to Facilities for the set-up on tables, chairs, a podium, or post-production cleaning.
- If needed, submit an Interdepartmental Requisition (IDR) to Tufts University Police Department. You must hire security if you expect a sold-out show, protests, security risks, or if deemed necessary by the Cohen Manager.
- If needed, submit an Interdepartmental Requisition (IDR) to the Music Department if you need any piano or miscellaneous services handled by this department.
- Contact the A/V Coordinator to further discuss any extended audio/visual needs for you event as logistics change and develop. Keep the Coordinator and the Cohen Manager informed of any changes or additions to your events. Failure to do so may result in additional restriction for your next event.
- Submit then names of your ushers to the Cohen Events Manager

## Phase II: Production

- The Stage Manager must report directly to the House Manager one hour before the performance is scheduled to start. At this time, the House Manager will discuss any last-minute details and assign duties to the ushers. If there are special instructions for the ushers, these may be discussed at this time.

- Stage Manager must comply with the rules and regulations presented at the previous meeting with the Cohen Manager and the House Manager on duty at the time of the event.
- Clean all Cohen Auditorium space (backstage and audience) immediately following the conclusion of the event. OneSource will be hired and your organization/department will be charged if the auditorium requires additional cleaning after your event. ***A \$50 cleaning fee maybe charged if costumes, props and scenery are not removed from the auditorium within 24 hours of the last performance.***

### Phase III: Post-Production

- Submit a User Evaluation Form to the Cohen Office and communicate any needs to the Cohen Events Manager for the next event.
- Respond to any additional correspondence from the Cohen Events Manager and tie up any loose ends.