

# Cohen Auditorium

## User Guide

Cohen Events Manager

Mark Sullivan

Aidekman 109

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X75531

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## **THE FACILITY**

Cohen Auditorium, located in the Aidekman Arts Center, features a proscenium stage and a 620-seat house. There are 486 seats in the orchestra and 134 seats in the balcony. Cohen is the largest auditorium/lecture hall on the Medford Campus. It is a multi-use facility serving as a classroom in the mornings Monday through Thursdays, and a performance or conference space on weeknights and weekends. Cohen Auditorium shares parking, restrooms, phones, and a box office with the Art Galleries, Alumnae Lounge, and the Balch Arena Theatre, which are also located in the Aidekman Arts Center.

Considerable time, event planning and finances are involved in a successful event in Cohen. The nature of most events scheduled in Cohen requires additional space as well. Please keep in mind whether or not your group is interested in booking the Alumnae Lounge or Remis Sculpture Court after your event for a reception or other function.

Cohen is equipped to handle small to medium sized performances, and all lectures and conferences. There is a theatrical lighting system composed of an ETC Sensor 48-Dimmer Racks, and an ETC Express 48/96 Console. The sound system in Cohen is mono, but does have subwoofers under the stage. The soundboard is a Mackie 24-channel with 4 available aux sends, with a feed into the control booth. Cohen is stage monitor ready, although you will have to hire A/V Services and rent additional equipment. Cohen is also equipped with a ClearCom system, with a base station in the control booth, a jack by the sound booth, and on each side of the stage, and the orchestra. There is also a large motorized screen built into the facility which can be used with a projector brought in or rented from A/V Services. Cohen is also equipped to handle video from a laptop on the stage; all other video inputs must be used from the balcony.

The rear wall has a white cyclorama dead-hung from the ceiling. In front of this cyclorama, is a black velour traveler curtain with manual control on the stage left side. Cohen has a blue traveler curtain in the front of the stage, also with manual control on the stage left side.

## **RESERVING COHEN AUDITORIUM**

Cohen Auditorium, like all shared space on campus, is prioritized as a classroom first. Therefore, availability during the week is initially restricted to after 4:00 PM Monday through Thursday. This is subject to change without notice. Cohen is available all day on Saturdays and Sundays, and there are usually a limited number of classes on Fridays. Cohen Auditorium is a popular performance space, and it is possible that there may be multiple events scheduled during the day. Keep in mind these times denote the earliest that a group may enter the space, so the curtain time should be a sufficient amount of time afterwards.

If dressing rooms are necessary for your event, there are a few classrooms in the basement of Aidekman that may be available. *These spaces must be reserved **in addition** to Cohen Auditorium.* The Green Room may also be utilized by users of Cohen as either an actual green room or as a dressing room. All of these spaces must be completely cleaned at the end of your event because they are used as academic spaces. Please note that there are no storage facilities within or surrounding Cohen auditorium. All set-ups or dress for the stage must occur after the academic classes and prior to the start of your event. There is limited time to accommodate large setups during the weeknights so larger scale events should be scheduled for the weekends.

### **To Make A Reservation**

All student groups and departments may check the availability of Cohen through the R25 Reservation System. If the specific dates and times for rehearsals and performances are available, the designated person in your department or group may reserve the facility. If you have difficulty or questions about the R25 Reservation System, please contact Norbert DeAmato at [norbert.deamato@ase.tufts.edu](mailto:norbert.deamato@ase.tufts.edu). *All requests for Cohen must be placed at least 3-4 weeks in advance of the performance date.* This amount of event planning time is necessary to coordinate all performance/conference needs. All performance dates are defined as Tentative in the R25 system until the Cohen Events Manager has received all forms, at which time, the reservations will be Confirmed. If your organization or department fails to turn in all the paperwork, then your reservation may be let go, allowing another organization to reserve the date.

## **Student Organizations**

Once the Tentative reservation has been made and a confirmation email has been received, all student organizations must meet with the Events Manager of Cohen, located in Aidekman #109 (next to the Box office). All organizations must meet with this individual at least three (3) weeks prior to the performance date. Failure to do so may result in additional charges for using the facility. Organizations are encouraged not to wait until the last moment to meet with the Events Manager to start the confirmation process of the reservation.

## **Academic Departments and Administrative Offices**

All departments and administrative offices should reserve Cohen Auditorium through the R25 System. Once this has been done, academic departments and Administrative Offices must also meet with the Cohen Events Manager. All events planning should be concluded two (2) weeks prior to the performance/conference/lecture date. Failure to do so could result in additional labor charges for house managers. All Tufts employees hosting a personal or private event not related to their associated department must contact the Conference Bureau, as further discussed below.

## **Non-University Users**

All non-university parties or events must contact the Conference Bureau Office to request space on campus. Conference Bureau will act as the sponsoring campus office and will request any and all spaces for the non-university party. They can be contacted at:

### **Conference Bureau**

108 Packard Ave.

Tufts University

Medford, MA 02155

617-627-3568

Website: <http://ase.tufts.edu/conferences>

Email: [conferences@tufts.edu](mailto:conferences@tufts.edu)

## **To Confirm the Event**

All users should plan out the details of their event with its members prior to meeting with the Cohen Events Manager. Upon the meeting, the student organization should have a solid idea of

the performance details including: times, intermissions, length of show, number of participants, tickets, publicity, ushers, identify a stage manager and technical needs.

There should be one contact from the student organization for the Cohen Events Manager, known as the Producer. Your organization should identify someone NOT performing in the show to handle the responsibilities that evening. This person is responsible for meeting with the Cohen Events Manager and relaying all the facility's policies to the rest of the group or department.

The producer and the Cohen Events Manager will determine the magnitude of the performance and which services will be necessary. Possible charges could result from the facility fee, house managers, technical setup, rehearsal dates, Facilities, A/V Services, TUPD, the Box Office or Info Booth. An IDR (InterDepartmental Requisition) must be filled out for each department whose services are required. Your organization's signatories only may obtain IDR's, from the Budget Coordinator in Student Activities. All IDRs must be completed and copies received by the Cohen Events Manager no later than two (2) weeks prior to your performance. This time allotted is about the minimal amount of time that each auxiliary department will accept a request and guarantee services.

If the technical support is required, the producer must then also make an appointment to see Patrick Mahoney, the Coordinator of A/V Services, (x73578). During this meeting, the producer should be prepared to request technicians for all technical rehearsals and understand their technical requirements, (i.e., number of microphones, special lighting needs, spotlights/operators, stage monitors, etc.) Please be advised that more than one technical rehearsal may be necessary for larger scale productions.

Once all the IDR's have been received and all necessary appointments have been scheduled, the reservation will be considered Confirmed with the Cohen Events Manager. Student Organizations should begin publicizing their event and recruiting ushers. One week before the event, the producer should bring a list of ushers to the Events Manager and discuss any last minute changes.

## **SCHEDULING AND REHEARSAL PROCEDURES**

### **One Night Small Scale Events and Concerts**

An event that will only be scheduled for one evening and does not have elaborate technical needs, should only book one additional rehearsal block. This can be the evening before, or some additional time the day of the event. However, this may not leave much time for additional requests or changes. A/V Services should be able to review all lighting and sound needs **before** this time so that a true technical rehearsal may occur. In some instances, there may not be a need for a full rehearsal, however there should ALWAYS be an allotted time for proper lighting and sound check before the show. Please make sure if your event requires a lighting and sound check that there is adequate time reserved. If your event includes a band or concert, please make sure that a copy of all technical riders are given to A/V Services and the Cohen Events Manager at least two weeks in advance of the event.

Event Examples:      Hawai'i Club's Luau  
                              Mr. Jumbo Competition  
                              Athletics Distinguished Awards Ceremony

### **One or Two Night Large Scale Events**

An event that is booking only one or two performance night but has intricate lighting and sound needs, must also book at least two rehearsal nights prior to the night of the event, or a full day of rehearsal on a Friday or weekend. This will allow ample time for both the users to rehearse and for A/V Services technician to run through all of the technical needs of the event. Most culture shows will fall into this category.

Event Examples:      Filipino Cultural Society- Cultural Show  
                              International Club's Parade of Nations  
                              CSA Culture Show

### **Three Night Performance or Dance Shows**

An event that is booking three nights or three different show times throughout a weekend, may be complicated enough to need anywhere from a minimum of three additional rehearsal times to a week. These additional rehearsal times are necessary for set and lighting load-ins (as necessary), technical rehearsals, and dress rehearsals. Any theatrical performance that is interested in building scenery for their shows should meet with the Cohen Events Manager for more details and a copy of the Cohen Responsible-Use form.

Event Example:

Torn Ticket II's Spring Major

TASA Culture Show

Tufts Dance Collective Semester Show

### **Conference or Lecture**

An event defined as a conference or lecture still needs to meet with the Cohen Events Manager. Though a rehearsal date may not be necessary, adequate rehearsal time is still needed for a minimal walk-through. If A/V Services has a complicated setup/strike, please take that time into account when reserving times. Facility use fees, clean-up charges and A/V Services charges will still be incurred. If you are

Event Examples:

Department's Conference

L.C.S.'s Kid's Day

Comedy Show

### **Simulcasts**

Over the past few years, simulcasting an event in Cohen to another area in Aidekman has become popular as a means of accommodating overflow patrons. Please be advised that simulcasting an event increases its complexity and expense. More A/V Services technicians are necessary to setup and run the show, and an additional house manager will be necessary. However, this service does allow a greater number of the Tufts University community to enjoy your event.

## SERVICES AND CHARGES

An IDR must be completed for each one of the departments deemed necessary by the Cohen Events Manager. These charges can add up. Please ensure that there are appropriate funds within your account to cover all costs of producing a show in Cohen Auditorium.

The booking of Cohen will not be confirmed until a copy of all IDR's are returned to the Cohen Events Manager along with the Responsible-Use Agreement form and the Event Logistics form. The deadline date for returning these forms is no later than two weeks prior to the first rehearsal. If all forms (Event Logistics, Responsible-Use Agreement form, completed and signed IDR) are not returned within two weeks, a \$25 late fee will be incurred.

### Rental Fees

Rental fees are incurred on a day-by-day basis. In the instance that more than one rental charge could be incurred in one day, (i.e. technical rehearsal then performance) only the greater charge will be incurred.

One night performance, conference	\$60
Technical Rehearsal (4hrs or more)	\$40
Technical Rehearsal (under 4hrs)	\$25
Additional rehearsals (no tech) or meetings	\$20
Use of In-House Dance Marley (Sarabande only)	\$25

**Note:** If your organization uses the space for a rehearsal or event at which a Cohen House Manager is not present, and the room is not left clean and organized to the liking of the Cohen Manager, your group WILL be fined an additional \$50.

### House Manager Fees

All events in Cohen Auditorium need the supervision of a Cohen House Manager. Some larger events may require two House Managers, and in this instance, the charge will be \$110 for the

initial 4hrs. If your event is simulcasting to the Balch Arena Theatre, or another space in the Aidekman Arts Center, this will require 1 additional house manager (and fee) per space.

1 House Manager (for 4hrs.)	\$50
Additional House Manager Time	\$12/hr

### **Facilities**

An event requiring additional heating or air-conditioning, increase power supply or electrician, table and chair setup, additional podiums, etc, will need to request Facilities' services. An IDR must be completed and turned in no less than two weeks prior to the event. When scheduling the event, please keep in mind the amount of time that might be needed for setup and take down of these larger scale events. This time is not incorporated automatically into your event time. Because Cohen is a multi-use facility, Facilities must be scheduled around classes and may have to be performed during your rehearsal times. There are additional charges for overtime when an event's setup occurs after 3:00 PM during the week or on the weekends.

### **Equipment and Set-up**

The Department of Facilities also offers a variety of services and equipment for use in conjunction with university events. For instance: folding chairs, folding tables, staging and platforms, tents, fencing, trash barrels and liners, podiums, background drapes, clean up equipment, electrical services(ie: outdoor power), etc.

There will typically be a charge for these services. Many of these services involve equipment rental through an outside contractor, and must be arranged well in advance of the event. You should arrange for these services through Facilities, but inform the Cohen Events Manager of your plans. All IDRs must be submitted to Facilities at least three weeks in advance and are subject to the availability of personnel and equipment.

The price guide below is just that, a *guide*. It is subject to change without notice and does not include all items available. Labor charges are additional and will vary depending on time of day,

availability and length of setup/take down. All events using facilities should call the Facilities office at x73496 and ask for a complete estimate from Bob Reppucci.

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**Rectangular Tables**

48"	\$6.08/each
72"	\$6.08/each
96"	\$6.75/each

**42" High Bar Table**

30" Round	\$9.00/each
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**Round Tables**

36"	\$6.08
48"	\$6.08
54"	\$6.08
60"	\$6.75
72"	\$9.45

**Chairs**

Basic Folding Chair	\$ .90/each	White or Black and Chrome	\$1.13/each
Fan-back with Ivory Fabric Seat	\$3.18/each	Full Padded Fabric Seat	\$4.37/each
Gold Ballroom Wooden	\$5.27/each	Silver Ballroom Wooden	\$6.17/each

There is a \$25 delivery charge and pick-up charge in addition to the actual cost of the rental items and additional labor.

**Custodial**

Basic custodial service is provided by ABS Inc. through the University Facilities Department. Frequently, however, an applicant may wish to use a facility at a time when a routine cleaning is not scheduled, or when additional cleaning may be necessary. The cost for the service is paid by the sponsor by Interdepartmental Requisition (IDR), a copy of which must be submitted to the Cohen Events Manager when the event is booked. The original should be sent to Facilities at 520 Boston Avenue. A custodian will generally be required when:

- \* An event requires clean-up beyond that which is considered normal for the facility (ie: a public performance in Cohen Auditorium or an event where food is served).

- \* An event that is held in Alumnae Lounge, Remis Sculpture Court, or the Balch Arena Lobby, and will require extra clean-up. Please specify if food is being served. The producer should call Facilities for an estimate for their particular event.

## **Audio / Visual Services**

Tufts A/V Services is a subsidiary of Information Technology Services and provides the technical support for Cohen Auditorium. All coordination regarding technical needs should be directed through Pat Mahoney Coordinator of AV Services at x73578. The Coordinator will discuss your event and decide on the most beneficial package for your event in Cohen and/or surrounding rooms. An AV Services technician *must be present at all times* when the Cohen in-house technical equipment is being used.

It is recommended that you contact (and submit your IDR to) the Coordinator of AV SERVICES at least two to three weeks before your event. If you do not contact the Coordinator within this allotted time frame, your event may be subject to additional labor charges or you may find there are no technicians available to work your event. This may strand you without audio or visual support for your event. The office is located in Aidekman 109, the same as the Cohen Events Manager.

Before a rehearsal or event, AV Services requires that a group reserve time needed for technical setup. Generally, a group should reserve Cohen for a minimum of 30 minutes before the intended start time of any rehearsal, and a minimum of one hour before any show. However, depending on the nature of the event, more time may be needed. If groups are scheduling rehearsals for long periods or all day, they should be aware that AV SERVICES technicians will take lunch and dinner breaks if applicable. Please contact the Coordinator of A/V Services ahead of time to inquire about this. Finally, all scheduled work in Cohen should end at 12:15pm, and the AV SERVICES technician is under no obligation to work after this time, as this time is needed to return equipment and clean up. Aidekman Arts Center closes sharply at 12:30 for all students. Please also see the information under Technical Rehearsals regarding scheduling.

## **Lighting**

There are two systems of lighting in Cohen Auditorium: the house lighting and the theatrical lighting. The house lighting is always on and available for users at no additional charge. There

are 8 presets determined by classroom and music concert needs. If one of these settings works for your event, you may not need to pay for the theatrical lighting.

The Cohen Auditorium Events Manager sets the theatrical lighting at the beginning of each semester at his/her discretion. This will be the lighting configuration used for most events. It should be noted that Cohen is a multipurpose auditorium and not a sophisticated performance space. The lighting design is set to maximize use for lectures, concerts, dances, and theatre. If a group has specific lighting requests, these requests need to be discussed with the Cohen Events Manager at least three weeks ahead of time to ensure proper setup. Please note this three week minimum may not necessarily be from your event, but from your first technical rehearsal. Any requests coming in after this three week mark will be filled at the discretion of the Cohen Events Manager and may be influenced by classes or other reservations in the space. If you are arranging for a simulcast or video recording, you will definitely need to use the theatrical lighting in Cohen. Please plan your budget accordingly. New for Spring of 2006, the Cohen Events Manager will be collecting the fee for the lighting in Cohen.

Theatrical Lighting under 4 hrs	\$70
Theatrical Lighting over 4 hrs	\$15 to a maximum of \$130
Follow spots	\$15

### **AV SERVICES Labor**

AV SERVICES employees are trained in the light and soundboard in Cohen Auditorium and will provide your group with technical support so that your desired results are achieved. AV SERVICES requests that songs be timed for light cues ahead of time using a computer program. These times should be accompanied by a short description of what the lighting will be during the cue. A/V Services requires at least 20 minutes per song with an average of 10 cues, but suggests 30 minutes. If a song has a significant number of cues, please plan accordingly in scheduling a longer tech time for that particular song. Please note that the A/V Technician is not required to stay later than the times requested to fix light cues. Any additional rehearsal time could come at a great cost to your organization if it is even available. If you have any questions about how to

plan or design lights to your dance or other performance, please contact the Cohen Events Manager.

A summary of lighting terms is as follows:

- Cue – A cue can be defined as a look onstage. Cue 1 holds information about what the lighting looks like during the time that Cue 1 is live. Cue 2 holds difference information, changing the look onstage.
- Fade Time – The time set by the user for the live cue to override the previous cue. Imagine the fade time between cue 1 and cue 2 is 5 seconds. If the stage is in cue 1, and cue 2 is triggered by the “Go” button, it will take 5 seconds for the looks to completely change. If channel 4 is changing by 30% and channel 8 is changing by 80%, it will take both channels 5 seconds to complete, therefore the change will be more gradual for channel 4.
- Split Fade Times – It is possible to change the fade time for each cue. By accessing the Time function on the Express Lighting Console, it is possible to split the time for channels going up and channels going down in value.
- Follows – This value is the time between “GOs.” This function is used for dance productions when the lighting cues need to be timed to specific moments in the music. Follow values are stored in the live cue and a timer will run on the monitor, allowing the user to see the progression. When the follow time has expired, the next cue will “GO” automatically. This is the value you will need to make sure the cues change when they need to.

### **AV SERVICES Equipment and Pricing**

Cohen is permanently equipped with basic light and sound equipment that is priced as an inclusive fee per day of use. Other items, including audio and visual recordings are available at an additional cost. The following is a sample list of common Cohen items is meant to serve only as a guide and users should inquire about final costs, which can only be finalized after an event has ended.

Theatrical Sound	\$100/day*	Long throw projector	\$150/day
Labor	\$18 per tech/hour	Wireless microphone	\$45/day

Strobe lights                      \$50/run of show              Wired microphone                      \$15/day

\* This package includes 4 wired microphones at no additional charge.

## **TUTV**

Tufts University Television (TUTV) is a student organization that broadcasts to every dorm on channel 23. TUTV can videotape an event in Cohen Auditorium, but because TUTV is a student club, it is under no obligation to tape every event. To request a taping, the event's coordinator must contact the president or production coordinator of TUTV well in advance of the event (preferably one-month prior). Tapes can be purchased at an additional cost depending upon the length of the event and the amount of post-production work necessary. To contact TUTV, email [tutv@tufts.edu](mailto:tutv@tufts.edu) or call 617-627-3243.

## **Tufts University Police Department (TUPD)**

A Police detail may be required at events with an anticipated attendance of 150 or more, at any function open to non-Tufts students, and at any function where alcohol will be served. Police details must be secured at least 2 weeks prior the event by taking a completed to Tufts Police at Dowling Hall, 420 Boston Ave. Determination of the need for and size of a police detail will be made by the Director of Public Safety in consultation with the Cohen Events Manager. Inquiries regarding the need for police at an event should be made to the Cohen Events Manager. When you call for an estimate, please have your hours set as charges may differ depending on time of day. Tufts Police reserve the right to assess the risk of any event and require additional officers at the expense of the sponsoring organization.

### **The Role of the Detail Officer(s)**

- The detail officer(s) will meet with the event sponsor prior to the start of the event to discuss security details. Any or all concerns will be addressed at this time.
- The officer will verify the safe occupancy limit of the facility and ensure a system is in place to monitor occupancy. The event sponsor will keep count of attendance under the supervision of the detail officer and stop admission when capacity is reached. At this point, persons may only be admitted when someone leaves.

- If alcohol will be served the detail officer is responsible for ensuring that proper controls are in place to monitor for drinking. The detail officer may close down any alcohol event in which the proper controls are not in place or if the system is not being implemented properly.
- The detail officer will assist the event sponsor in keeping general order during the event. This includes the exclusion of unauthorized guests, noise and crowd control, door control, etc. The detail officer will have final say in all matters of public safety.
- The detail officer will be aware of the scheduled end time of the event and will ensure that any live entertainment and alcohol service end 30 minutes prior to that time.

### **Music Department**

The Music Department owns all the musical equipment and instruments housed in the wings of Cohen. You must seek permission from the Music Department to use any of their equipment. All of the equipment is secured; therefore you will not have access to it without making prior arrangements. Please contact Lucille Jones in the Music Department for more details.

### **Aidekman Box Office**

Tickets for an event in Cohen may be sold through the Aidekman Box Office. The Aidekman Box Office is convenient for patrons needing to pick-up tickets purchased over the phone and for patrons buying tickets at the door. Again, an IDR should be submitted at least two weeks before your tickets go on sale. The Box Office is open Monday through Friday 9:00am to 5:00pm at no additional charge to your group.

For shows on weekday nights, only one additional box office shift will be necessary on the night of the performance. If your show falls on a weekend day, you have two options. You may choose to open the box office at noon, for a charge of \$100, or at 5:00pm for a charge of \$50.

Tickets printed and sold during business hours	\$50
Additional Box Office shift	\$50

### **Info Booth**

The follow text has been copied from the student activities website <http://ase.tufts.edu/osa/tickets/>. Please use this as a guide and know that rules and regulations may change without notice. Please see the website for more details, contact information and Ticket Sales Contracts.

- All TCU recognized and OSA registered student organizations MUST sell tickets through the Information Booth.
- A Ticket Sales Contract must be filled out and submitted to the OSA Distribution Manager at least one week (to the day) in advance of the ticket sales start date for approval, scheduling, and pricing. Contracts submitted less than one week in advance will be subject to a \$25 late fee.
- The Distribution Manager will then contact the seller to confirm their requests for tickets. No Ticket Sales Contract will be considered approved until the Distribution Manager signs it. **Do not advertise that tickets will be on sale at the Booth until you have a signed contract.**
- Tickets cannot be released from the Booth, but you can charge at the door at the time of your event. Before proceeds will be transferred to your organization, you must inform the Distribution Manager the amount collected at the door.
- The Office of Student Activities will not be responsible for discrepancies in ticket amounts if anyone changes the amount of tickets to be sold from the tickets after the initial contract.
- The Distribution Manager will verify sales and calculate the proceeds for the group minus the sales fee agreed upon in the contract. All proceeds will be transferred to the organization's account by internal transfer. No cash will change hands at any time.
- The Office of Student Activities will be responsible for the accuracy of cash sales and points plus sales only. Any other method of payment (e.g. by check) is not accepted.
- Information Booth staff will check for Tufts ID prior to sale of tickets unless otherwise instructed on the contract. Tickets may not be made available to the general public.

- The Office of Student Activities reserves the right to reject requests for ticket sales or stop selling tickets for a particular event. Any questions should be directed to the Distribution Manager or the Associate Director of Student Activities.

Less than 100 tickets	\$30	Multiple prices/dates	\$15
More than 100 tickets	\$35	Late Fee	\$25

**Event and Space Planning Coordinator – Norbert DeAmato**

**[norbert.deamato@ase.tufts.edu](mailto:norbert.deamato@ase.tufts.edu)**

This is the first person you will contact regarding your reservation for Cohen Auditorium. The Event and Space Planning Coordinator is responsible for reserving most of the facilities on campus. The R25 System is the new standard in room reservation on the Tufts campus. One member of your group has a reservation ID and password that allows them to request time in different locations. Room reservations open for the entire academic year during the summer. Many dates are taken in Cohen during those first few hours of accepted reservations. If the necessary times for these rehearsals are not available during the requested week, the Planning Coordinator will work with the user to find a more suitable date for the event.

**Cohen Auditorium Events Manager – Mark Sullivan**

**[Mark\\_L.Sullivan@tufts.edu](mailto:Mark_L.Sullivan@tufts.edu)**

Once a reservation for Cohen has been placed, the producer has up until three weeks prior to their first event date to meet with the Cohen Events Manager. The Cohen Events Manager will run through the entire program with the producer and evaluate the needs of the event. All auxiliary services will be discussed at that time and all IDRs must be filled out by the user. A copy of all IDRs must be sent to the Cohen Events Manager to confirm the event. The Cohen Events Manager reserves all rights to decipher the necessary amount of time needed for a specific event including rehearsals, technical rehearsals, load-ins and clean-ups. Communication between the producer and Cohen Events Manager is crucial. The Cohen Events Manager reserves the right to cancel an event if the users are not complying with the facility policies or all

paperwork has not been completed. The Cohen Events Manager will be on site for any complicated technical arrangements or for any load-ins. It is not guaranteed that the Cohen Events Manager will be on site during the actual event if both AV SERVICES technicians and a House Manager are present.

### **A/V Services (TAVS) Coordinator – Patrick Mahoney**

**Patrick.Mahoney@tufts.edu**

The Coordinator of A/V Services assigns an AV SERVICES technician(s) for all rehearsals and events within the auditorium. Please also tell the Coordinator if there is a particular technician your organization would like to work with. While this is not guaranteed, the event will be offered to that employee first. The Coordinator is responsible for assigning the appropriate amount of technicians to work each event. Please address all labor and audio needs to the Coordinator of A/V Services, but address all special lighting needs to the Cohen Events Manager.

### **House Manager - Student**

The House Manager for each event will be assigned by and report to the Cohen Events Manager. The House Manager is in charge of running all aspects of the house before, during and after an event. The ushers will report to the House Manager(s) for training before the event. The House Manager will review all necessary duties of the ushers, assign them seating locations and appropriate jobs. The house information may include but is not limited to: the seating chart, handicapped seating, tearing/taking of tickets, fire evacuation procedures, sick or injured audience member procedures, tour of lobby, concourse, box office, bathroom and phone locations. The House Manager is responsible to stay in communication with the stage manager to ensure that the event is run on time and all concerns are addressed. The House Manager is responsible for the ushers cleaning up the house, emptying it out of all audience members and locking of the doors after an event. The House manager will also be in charge of filling out a House Manager Report at the end of each event. Although the Cohen Events Manager may be present during an event, it is the House Manager's responsibility to ensure the event runs smoothly from the house side and contact the Cohen Events Manager when appropriate. Latecomers will be seated at the sole discretion of the House Manager, and may be required to take a different seat in order to preserve the continuity of the performance.

### **AV SERVICES Technician - Student**

This student will manage the lighting, sound and video needs of an event or technical rehearsal in Cohen Auditorium. There may be more than one member there to run the event and the group will be charged accordingly. The AV SERVICES member must return all additional equipment to the AV SERVICES storage space, and assess/report any damages to the equipment or facility to the Cohen Events Manager or the Coordinator of A/V Services.

### **Box Office Employee - Student**

This student is in charge of ticket sales and will-call tickets the night of an event. The House Manager will coordinate with the Box Office Employee to decide when to start the show based on ticket sales, arriving latecomers with will-call tickets, etc. The Box Office will remain open for half an hour after the scheduled start of an event, at which time, any remaining will-call tickets will be surrendered to the House Manager.

### **Producer**

The producer is the only contact for the Cohen Events Manager and the Coordinator of A/V Services. All requests/needs of the entire organization must be addressed through the producer. For some events, the producer may have several meetings with the Cohen Events Manager and is encouraged use him/her as an asset for event planning help. The producer must read and sign the Responsible-Use Agreement Form and complete the Event Logistics Form at least two weeks before the event.

### **Stage Manager**

The stage manager works side by side with the House Manager during an event. The stage manager is responsible for coordinating all of the performers throughout the event. **The stage manager may NOT be a performer in the event.** The Cohen Events Manager will determine any exceptions for smaller scale events. The stage manager is responsible for maintaining communication with the house manager and AV SERVICES technician throughout the event. Any problems or concerns with the event need to be relayed from the group through the stage

manager only. The stage manager is also responsible for all of its group members adhering to the policies of the facility during the event, and must notify the House Manager of any damages.

**Talent**

All performers should be located within the backstage or wing area, dressing rooms or green room prior to the opening of the house doors. The performers are responsible for the cleaning up of *all* reserved spaces including the green room or any classrooms in the basement.

**Ushers**

Ushers are required for any event held in Cohen. The ushers are recruited by the sponsoring group and generally volunteer their services in exchange for free admission to the event. Ushers may not be members of the talent. The number of ushers required for an event is dependent upon the expected audience size. The following schedule reflects the numbers of ushers required to supervise various sizes of audiences with reserved seats. Please keep in mind that although Cohen has a 620 capacity, 486 in the orchestra level and 134 in the balcony, seats must be reserved for the ushers working and for any patron needing Handicap Accessibility.

- 000-200 patrons ..... 4 ushers
- 200-350 patrons .....6 ushers
- 350-470 patrons .....8 ushers
- 470- 612 patrons .....12 ushers

Ushers must arrive at Cohen a minimum of forty-five minutes before the event and check in with the House Manager. The House manager will review the duties of “Ushering in Cohen” and assign ushers their location at the doors. If the required ushers are not present, the House Manager has the right to delay opening the house, and therefore the start of the show. The House Manager will contact the Stage Manager or Producer to recruit replacement ushers. Please bear in mind that the House Manager has NO responsibility, nor time, to recruit the necessary number of ushers. Each usher must abide by the “Ushering in Cohen” policies and report all incidents to the House Manager.