

## **MU Dance Party Preparation**

### **ADVERTISING:**

- \* All promotional materials ***MUST*** be submitted to the Student Involvement office for approval prior to advertising your event. You cannot advertise your event until you receive signed approval from a Student Involvement staff member.
- \* Highlight “**Dance Party Guest Policy**” in all Promotional Materials: “*Open to all currently enrolled college students with valid college IDs; photo identification required. No ID(s), No Entry.*” AND “*Doors Close at 12:00 AM.*”
- \* Target all forms of all advertising to college students ***ONLY*** (i.e. posting exclusively on campuses, etc.).

### **CONTRACTS/STAFFING (MUST be completed 2 weeks prior to the event):**

- \* Arrange meeting with MU Building Services Coordinator to discuss event details.
- \* Submit Payment Order to MU Scheduling Office (MU 217, Sheri Davis) to secure Student Event Manager, Security Personnel, & Police Officers. Fire and Safety & Risk Personnel must be added if a fog or smoke machine is being used.
- \* Submit Contract to MU Director (MU 210, Bruce Hamilton) for services of Performer.
- \* Arrange for sound and lighting support (MU 137, Tech Pro) if not provided by Performer.
- \* Arrange for cashbox with Senate Accounting Office (MU 211, Lorrie Olson). {Note: **Non** Senate-Recognized Organizations must make arrangements for cashbox with MU Accounting Office (MU 213).}
- \* Confirm availability of MU Building Services Coordinator to serve as MU Event Staff Person for your event (otherwise other arrangements will need to be made between your organization and the Memorial Union).

### **PAYMENTS:**

- \* To ensure all contractual services receive payment on time (i.e. usually a check is given to the Performer on the “night of”), submit fully executed contracts with payment orders to the Senate Accounting Office at least one week prior to the event. {Note: **Non** Senate-Recognized Organizations must submit a full deposit to the MU Accounting Office to cover security expenses in advance.}

### **PLAN AHEAD:**

- \* “***Plan Your Work***”: develop your group’s event management plan for pre- & post-midnight phases of the party. ***Before 12am***, arrange workstations by time block for: greeting/line management, admissions sales, stamping/banding, & dance venue oversight. ***After 12am***, establish work assignments for: group representation (point-person(s) at door), cashbox reconciliation (Treasurer & Event Manager), & dance venue oversight (expanded). A minimum of ten group volunteers is ***REQUIRED*** for the entire event.

## **MU Dance Party Management**

### **HOURLY PRECEDING EVENT:**

- \* A group representative ***MUST*** be present to manage all contractual services upon their arrival (inc. DJ).
- \* The principle group representatives ***MUST*** be present 30 minutes prior to start of event for Pre-Event Meeting with Event Staff Person, Student Event Manager, Police Officers, & Security Personnel.
- \* Group representatives, together with Event Staff Person, ***MUST*** discuss event “game plan” with Performer (i.e. confirm start & end times, establish room lighting levels, inform of repositioned fire extinguishers, agree upon sound & lighting response in case of emergency).
- \* Group representatives ***MUST*** work with staff to complete set-up & preparation for event (inc. tables, chairs, stanchions/chairs, signage, coat-racks, flashlights, staff tags, stamp w/ink pad, cashbox, & check{s}).

### **DURING COURSE OF EVENT:**

- \* ***Work Your Plan, Phase One***: implement your initial workstation plan until attendee access/admission is complete after 12am (building exterior & other interior areas will be closed off at that time).
- \* ***Work Your Plan, Phase Two***: after midnight, once all attendees have been admitted into the dance (with “no re-entry” policy in place), reconfigure group work assignments accordingly.
- \* Starting at 2am, facilitate departure of attendees from event venue and facility with staff support.

### **HOURLY FOLLOWING EVENT:**

- \* After departure of attendees, review condition of event venue & surrounding areas with Event Staff Person. {FYI: costs for extensive cleaning (of vomit, ingrained gum, etc.) or building damage (due to accidents or vandalism) will be assessed to group.}
- \* Join MU Event Staff Person, Student Event Manager, Police Officers, & Security Personnel for Post-Event Meeting. {A record of the event will be generated by Event Staff Person based upon this meeting.}

## MU Dance Party Security Expenses

### DANCE PARTY COST ESTIMATES (BY VENUE):

Venue	Security	Police	Event Manager	Total Cost
<b><u>MU Ballroom</u></b>				
500 capacity	\$1,125.00	\$340.00	\$82.50	<u>\$1,547.50</u>
300 capacity	\$900.00	\$340.00	\$82.50	<u>\$1,322.50</u>
150 capacity	\$675.00	\$170.00	\$82.50	<u>\$927.50</u>
<b><u>Rams Den</u></b>				
500 capacity	\$1,575.00	\$340.00	\$82.50	<u>\$1,997.50</u>
300 capacity	\$1,125.00	\$340.00	\$82.50	<u>\$1,547.50</u>
<b><u>Atrium 1</u></b>				
150 capacity	\$675.00	\$170.00	\$82.50	<u>\$927.50</u>

### DANCE PARTY STAFFING BREAKDOWN (BY VENUE):

Venue	Security	Police	Event Manager	MU Event Staff Person
<b><u>MU Ballroom</u></b>				
500 capacity	10	2	1	1
300 capacity	8	2	1	1
150 capacity	6	1	1	1
<b><u>Rams Den</u></b>				
500 capacity	14	2	1	1
300 capacity	10	2	1	1
<b><u>Atrium 1</u></b>				
150 capacity	6	1	1	1

### **IMPORTANT NOTES:**

\* The above estimate is based on a 4-hour event. Event personnel typically arrive thirty minutes to one hour prior to the start of the event. At the conclusion of the event, security and police personnel will leave once all guests have cleared the venue and adjacent grounds; the MU Event Staff Person and Student Event Manager will leave once group representatives have completed cleaning and inspecting the event venue and adjacent areas.

\* The cost of providing security and police personnel will be paid automatically, but the cost is still considered a contingency grant; it will be deducted from any income your group receives from the event. {Note: Non Senate-Recognized Organizations are responsible for the full cost of security and police expenses, which must be paid in advance.}

\* If a student organization elects to use a fog or smoke machine, 1 Fire person and 1 Safety & Risk Technician is required to attend and monitor the event at an additional cost of \$320.00.

\*Fire personnel may be required if the expected attendance is 400 and over.