

Killian Hall Event Checklist
Updated Spring 2013

| What | When | Details |
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| Event-Day Manager | Before Event | ABD's Performing Arts Director will schedule performances (i.e., decide which artists will perform on which dates). The Event-Day Manager will ensure that volunteers have signed up for each job for the event, and will recruit people to sign up if there are empty spaces. Before the event, the Event-Day Manager should confirm with volunteers what their jobs are. Ask the performer when he/she will arrive at Killian and coordinate with whoever is opening Killian Hall. On the day of the event, contact the backup volunteer if one of the volunteers cannot attend. |
| Backup Volunteer | Day of Event - on call | Be on call during the event in case an ABD volunteer cannot perform his/her duties. May be asked to hand out programs, announce the event, open Killian, etc. |
| PR: Posters and Programs | Before Event | Program -Contact the artist asking if he/she would like us to make a program. Design the program content, then email to the artist for review. Once approved, send a pdf version to CopyTech. (Shirley Entzminger can provide more information on how many copies to request. ABD's account number is 2040600.) Poster -Contact the artist for poster information. Design an 8.5"x11" poster, then email to the artist for review. Once approved, send a pdf version to CopyTech. Request (how many?) copies. How is this paid for? Contact Rachel Maillet (781-890-7850; rachelmaureen@hotmail.com) to arrange for her to post posters around campus. |
| Web | Before Event | Update the ABD website with program and artist information. |
| Audio/Visual | Before Event | Schedule Audio Visual to audio record the event. (See the document "A/V Info" for more information about this process.) Follow up after the performance to ensure the artist receives one copy of the CD and ABD receives one copy. |
| Piano Tuning | Before Event | If the artist will use the piano, email Victor Belanger (vbela@mit.edu), who works for MIT Music & Theater Arts, asking if he can tune the piano on the morning of the performance. |
| Parking Pass | Before Event | Reserve parking passes for performer and/or performer's guest (limit 2). (Shirley Entzminger can provide more information on this process.) |
| Open Killian Hall | Day of event 11:00 – 11:45 am | (1) Pick up key from Music & Theatre Arts Office, Room 4-246. (2) Unlock the leftmost doors of Killian Hall, turn on lights (at front of hall on right), unlock Storage Room (at back of hall in center), unlock Green Room (at back of hall on right) and turn on lights down the stairs to the actual Green Room and restroom. (3) Let personnel from AV into the hall to set up recording equipment. (4) Assist artist with uncovering piano (if needed), bringing out music stands and chairs for stage (if needed). (5) Place a poster or program at the entrance to Killian Hall (e.g. tape to the door) to attract passersby. |
| Close Killian Hall | Day of Event 1:00 pm | Pick up any programs or trash from the seating area. Assist artist with closing and covering piano. Replace stands and chairs in Storage Room. Turn off all lights, lock all doors, and return key to the Music & Theatre Arts Office (4-246). |
| Hand out programs | Day of Event 11:45- | Place a music stand (from the storage room at the back of hall) in the vestibule to hold programs. Hand out programs as audience members arrive. |
| Announce Event | Day of Event 12:05 pm | Welcome the audience, thank sponsors, and introduce artist(s). Script can be found in "ABD Introduction." |
| Water | Day of Event | ABD purchases bottles of Poland Spring water and stores them in Shirley's office (2-345). Pick up a bottle for each artist and deliver it to the hall before the performance. |

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| Flowers – pick up and presentation | Day of Event | <p>(1) Pick up a bouquet of flowers for presentation to the artist. We have a PO with Kendall Florist. Deliver the bouquet to the hall (but hide it from the artist if possible) in advance of the performance. We usually request a \$10 bouquet.</p> <hr/> <p>(2) At the conclusion of the performance, walk down the side aisle to the stage and present the artist with the bouquet of flowers. Say thank you and thank the audience for attending.</p> |
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