# Section 3: Event Planning

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Important note about Bronco E-mail:

Starting this year, all correspondence from Student Activities & the Student Organizations Office will be sent exclusively to Bronco E-mail accounts. If you do not check your Bronco E-mail regularly, you should forward it to an account you do check. It is simple to do, here is how:

1. From the BroncoWeb homepage, click on Log In To BroncoMail
2. Type in your Username and Password
3. Click on the Options box in the middle of the help box and the exit box.
4. Click on Mailbox Management
5. Forward new messages by typing in your forwarding address in the Forward to: box
6. SAVE your changes
7. Remember to redo this process if your change e-mails.
General Suggestions on How to Plan a Program

Does Anybody Care?
1. Don’t assume because you and your organization are excited about a program that everyone else will be. A quick survey could be obtained by asking a cross section of people whether they would attend or think other students would attend. The trick here is to get a true cross-section and not just from members of your group or your friends, but also acquaintances in classes, faculty, staff, and the Boise community.

2. Check with others who plan events on a more frequent basis and solicit their opinions. The Student Activities Office staff, the Student Programs Board (SPB) and Residence Hall Association all plan events on a frequent basis and have developed some expertise.

3. Finally, consider the costs. For example, would people be more interested in hearing one big-name speaker or would participation be as great for several smaller lectures and panels spaced over the course of a year?

Event Planning Timeline

To help student organizations plan events, the Student Union has developed a generic timeline, useful for most student organization events. Keep in mind that this timeline is meant to be as broad as possible; therefore some of the items included may not apply to your organization’s event.

3-6 Months in Advance

Brainstorming

Many organizations start the planning process for events with an idea of what they want to do. But, for organizations that do not, brainstorming must occur. With all the organization’s members in a room, the group should write down every idea they have for an event.

- Keep your ideas realistic. Take into account:
  - Size of your organization (can five people get a major concert to campus?)
  - Budget
  - Other similar events on campus (why do something that is already being done?)
  - Who is the target audience of the event?
    o Is this event just for club members?
    o Is this event for students and alumni?
    o Can anyone attend?
  - Ask yourself questions about the audience: Age, needs, interest, when they have free time, when will they have more money to spend.

Assessing Needs

Once the organization has determined what it wants to do and for whom, the next step is determining what you need to produce the event. Create a list for your event. See appendix 6 for a worksheet that will help you assess needs of your event. Here are some possible needs:

- A place to hold the event (See the list below)
- If outside, make sure you have a rain location
- Performer (band, lecturer, comedian)
- Keep in mind travel, hotel and food for this person (persons)
- Food at the event
- If the event is held on campus, ARAMARK must be used
- Audio/Visual (AV)
  o Depending on the event, you most likely will need some kind of AV equipment (See appendix 7)
- Advertising/promotion
- Security
  o Call Campus Safety at 426-1453
• Insurance
  o Boise State University has a limited insurance coverage system for recognized student organizations. All sanctioned events ON CAMPUS sponsored by a student organization that are funded through your ASBSU account and supervised by your advisor are covered by Idaho's self-insured policy. For more detailed information on insurance, see page 9.

• Parking
  o An "Event Parking Request Form" (appendix 8) must be completed and submitted to the Parking and Transportation Office for all event-parking requests. A copy of this form may be obtained from the Parking and Transportation Office or from its web page (www.boisestate.edu/parking). Refer to the current parking regulations for the fee structure. For additional information, call the Parking Events Coordinator at (208) 426-1681.

Assessing Budgets
Assign a dollar amount to each of the needs you have determined. Check with the ASBSU Business Office, 426-1555, to determine how much money you have. This will help determine how much money you need to raise to produce the event.

When considering budgets, the first thing you will need to decide is will this event be free, or will you charge admission? How will you pay for the event? See The Source 4, Financial Information, for fundraising guidelines.

When to Do and Not Do an Event
1. Avoid weeks when there are large numbers of tests and exams in classes. People may be too concerned with academics to attend an event.
2. Check the Campus Calendar (http://events.boisestate.edu/) as well as the Athletics’ home page (http://www.broncosports.com/) for event schedules.
3. Avoid times when many other events are planned. Especially avoid coinciding with popular athletic events or TV shows (http://www.tvguide.com).
4. If your event involves an admission fee or sale of an item, remember the times students may have more money at their disposal. The beginning of the semester is a good time. A student’s money supply is sometimes replenished immediately after a three-day weekend or longer holiday. Last weeks of a semester and immediately after spring break are times when money is tight.
5. Avoid days just before a three-day weekend or holiday. Students’ concentration and time is divided between preparations for going home or away, finishing up last minute projects or assignments and last minute socializing.

Choose a time of day to present the program that will be "right" or convenient for your audience. Take into account night classes and times of day that are popular for taking classes.

Reserve a Location
This is a key step! There are several places both on and off campus to hold events. A list is below.

When determining the venue for an event, keep in mind, you must choose a space appropriate for the size of your event. Two things determine space:
• Number of people estimated to attend.
• What the people will be doing. For instance, if you are having a lecture, you can fit more people into one room than if you are having a banquet.

To reserve a space in the Student Union, call 426-1677. The staff can help you determine how much space you will need for the kind of event you want to have. They will also help you determine audio/visual needs.

1. What facility is best matched to the purpose of the event? A theater production is suited for the Morrison Center or the Special Events Center. A dance would be best in the Student Union Hatch Ballroom. Think of the requirements of what you are sponsoring and then match them to the proper facility.
2. Below is a list of venues on campus student organizations can reserve, the department overseeing them and their phone numbers. When scheduling an event, ask the individual taking the reservation what are the various rules governing the facility.

• What is the capacity of the space?
- Can you have food in the facility?
- What is the cost (if any) of the facility?
- What is the cost (if any) of room set up?
- Whom do I call if there is an emergency or the room is not set up properly?
- Whom do I call if I need audio/visual equipment?
- What are the facility’s hours?

Boise State Venues

Amphitheater
Music Department (208) 426-1596

Auxiliary Gym
Pavilion (208) 426-1900

Band and Chorus Rooms (in the Morrison Center)
Music Department (208) 426-1596

Bronco Gym
Kinesiology Department (208) 426-3366

Christ Chapel
Pavilion (208) 426-1900

Classrooms
Registrar’s Office (208) 426-4134

Games Center
(in the Student Union) (208) 426-1456

Intramural Field
For Club Sports (208) 426-3389
For all others (208) 426-3366

Morrison Center (main hall)
(208) 426-1609

Outdoor Spaces
Student Union (208) 426-1677

Parking Lots
Parking and Trans. Dept. (208) 426-1681

Pavilion (208) 426-1900

Recital Hall (in the Morrison Center)
Music Department (208) 426-1596

Stage II and Classrooms (in the Morrison Center)
Theatre Department (208) 426-3957

Special Events Center
Student Union (208) 426-1677

Bronco Stadium
Intercollegiate Athletics (208) 426-1288

Student Union (208) 426-1677

Appleton Tennis Courts
Kinesiology Department (208) 426-3366

Boise Community Venues

Boise City Police or Ada County Streets
Boise City Police

Boise Depot
Georgia Marshall, Coordinator
2603 Eastover Terrace
Boise, ID 83706
(208) 384-4014, (208) 384-4118 fax
gmarshall@cityofboise.org
http://www.cityofboise.org
- Fees - None
- Insurance - Required (when using city or county streets and sidewalks)

Boise Parks and Recreation General Information
1104 Royal Blvd.
Boise, ID 83702
(208) 384-4240, (208) 384-4127 fax
(208) 384-4228 reservations
http://www.cityofboise.org
reserve@cityofboise.org
- Fees - Call about a specific park
- Insurance - Ask for requirements
- Ask for an application packet

The Grove (Boise Convention Center)
Sherry Brant, Judy Burns, or Missy Carroll
Event Coordinators
Boise Centre on the Grove
850 Front St.
Boise, ID 83702
(208) 489-3601, 489-3602 or 489-3603
- Fees - Yes
- Insurance - Required

Idaho State Capitol
Tracy Whittington
Facility Services
502 N. Fourth St.
Boise, ID 83720-0013
(208) 332-1933, (208) 334-4031 fax
http://www2.state.id.us/adm/pubworks/ facilites/capitol.htm
- Fees - None
- Insurance - None
For organizations that need only minor AV equipment (e.g., a TV/VCR, a single microphone and a speaker), the Conference Services office can order those items without consulting the AV department. Call 426-1677 to order AV equipment.

2-3 Months in Advance

For Events with a Contracted Performer

If you are doing an event with a performer, speaker, comedian or other such person(s), you will need to get specific technical information from them in what is called a Technical Rider before the contract is signed. Once you have that back, the Student Union AV manager will review it and let you know if the Student Union can accommodate the event. If so, the next step is to negotiate a contract with the performer.

Make a hotel reservation for the performer(s). If required, make flight arrangements as well. Talk to the ASB SU Business Office, 426-1555, about payment procedures.

The Associate Director of Student Activities, Rob Meyer, is the "point person" for contracts related to student organization events. A student organization CANNOT sign a contract obligating itself to anything—only Rob Meyer can do so. When it comes time to negotiate your contract, contact Rob at 426-1223 to set up a meeting with him. He can provide a generic University contract, as well as explain the other forms necessary to hire a performer. See The Source 4, Financial Information, about specifics on contracts. When you have the contracts prepared, send them to the performer no less than two and a half months prior to the event. Tell the performer you will need the documents back in two weeks, preferably.

You MUST have a venue reserved before you sign a contract with a performer.

Ordering Food

If your organization plans to have food at the event, and it is on campus, let ARAMARK know that you will be having food. You don't have to order it now, but at least give them a heads-up that it is coming—especially if it is a big event. Call 426-3890 to contact ARAMARK catering.

Ordering AV

If your organization is having its event in the Student Union, the AV staff will need to give you an estimate on two things:

- If they can meet the technical requirements
- How much the requirements will cost. Student organizations get a reduced rate on AV services and equipment (see Appendix 2).

It is important to get this information prior to contracting with a performer because if you contract with the performer and the Student Union CANNOT meet the AV needs, the organization could be in breach of contract. Getting an estimate PRIOR to selecting a performer will prevent problems in the long run.
For Most Events
If you have made reservations for your event, call 426-1677 to confirm the reservations. If you have not made a reservation, now is the time.

Should you want any University VIPs at the event (e.g., President Kustra, Vice President Blake, etc), send them an invitation to the event. Student Activities can help; call 426-1223. Because of demands on Dr. Kustra’s time, his office has asked that requests for his attendance be made via a form. Student Activities has the form and can assist you in completing it.

If tickets need to be sold for the event, and you would like to sell tickets through Select-a-Seat, register the event by calling 426-1494. If you need to fundraise to pay for the event, all fundraising should commence now and extend until funds are gathered.

Reserve table tent, kiosks and banner wire space in the Student Union Information Desk by calling 426-4170. See The Source 2, Services, for specifics on these free advertising methods. When calling the Information Desk, post the event at http://events.boisestate.edu.

Reserve parking by calling 426-1681. Student organizations can reserve parking lots for free, if they do not want a Boise State attendant monitoring the lot.

Begin designing promotional materials. See page 6 for more detailed information on promotion and other publicity.

Complete a Fundraising Scheduling and Approval Form. If you plan to sell events off campus or deposit money into a non-ASBSU account, an Idaho Sellers Permit is required (see The Source 4, Financial Information).

One Month-6 Weeks in Advance
For events with a performer, call to remind them to return the signed contracts, if they haven’t already. Remind them that a delay in returning contracts may result in a delay in payment. Take the signed contracts to the ASBSU Business Office. Ask about a request for payment form and completing a performer W9 tax form. You SHOULD NOT start advertising an event until you have a signed contract.

If you plan to take out newspaper ads in The Arbiter, the Idaho Statesman or the Boise Weekly, or if radio ads are needed, order those items now. Ask the newspapers when they need the ad copy (the actual ad) and in what electronic format they can accept it.

Proofread and finalize promotional materials designs. A press release on the event should be issued describing who the event is for, what will be going on, when and where the event will be held and how people can either buy tickets or gain access to the event. The University’s News Services can help you; call them at 426-1577. For more detailed information, see page 8.

If the event will have food, schedule an appointment with the ARAMARK Catering Office, 426-1677. They will help you select a menu based on the number of people attending and your budget.

One month prior to the event, call parking again to double-check that they have the reservation.

Two to Three Weeks in Advance
If the event is a ticketed event, check on how ticket sales are going. If there are more or less people than anticipated, you may need to adjust catering counts, or order security (through the Conference Services Office).

Decorations for the event should be planned, and either one person, or a small group of people should be assigned the task of buying decorations. Those individuals should work with the ASBSU Business Office (426-1555) to access dollars to buy the decorations.

A Statement of Services Rendered form needs to be completed with the ASBSU Business Office, for
certain events. Call to see if your event needs that form. Also, send the “payment request” to the ASBSU Business Office—they can help you complete this form.

All promotional materials should be posted.

One to Two Weeks in Advance
Create a list of all the tasks that have to be done the day of the event. Get volunteers to do each of those tasks. Create a day of the event schedule.

Confirm all reservations, catering and AV.

If your event has a performer, call the hotel and confirm the reservation.

Give the Catering office the final count of how many people will attend.

If you plan to accept cash at the door for your event reserve a cash box at the Student Union Information Desk.

Day Before the Event
If your event has a performer, pick up the check for the performer at the ASBSU Business Office. The staff in the office will tell you what papers you need to get the performer to sign, if any.

Have someone go to the airport to get the performer and take them to their hotel.

Call and remind all volunteers when to show up. Assign someone to take pictures of the event.

If you need to, pre-set the room with decorations.

Day of the Event
Pick up the cash box from the Information Desk, if you have ordered one.

Check the room setup a couple hours in advance of the event and ask the Union Manager to make any changes, if needed.

Make certain volunteers are doing their jobs.

If the event has a performer, get them to sign a Statement of Services Rendered form, if needed. Give them their check after the performance.

No More Than One Week After the Event
Return the cash box to the Information Desk the day after the event.

Return the Statement of Services Rendered form to ASBSU. Make arrangements with the ASBSU Business Office to pay Catering.

Hold an evaluation meeting with everyone who helped with the event to talk about what went well and what could be improved. Keep a detailed notebook of everything you did.

Send thank-you notes to everyone who helped.

Event Promotion

Promotion Basics
1. Keep in mind who the audience is at all times. Answer the questions, “How will we reach them?” and “What promotional avenues should we use?”

2. Timing - when should publicity be released? Should it all go out at once? Which days are best for newspaper ads? What are the time considerations for ad deadlines, posters, designing and printing?

3. Location – where on campus do lots of people congregate?

4. Will flyers alone work? What other media would be useful and within our budget?

5. Information – who, what, when, where and sponsor should be included on all advertisements. Rain location? Is the print perfectly clear? Are graphics needed?

6. Distribution – who will be responsible for coordinating, printing, and hanging posters?

7. Budget – will the projected response be worth the amount of money expended? Is a sufficient amount of money being spent?

Media Interview Tips
- Be clear about the message you want to get across to the interviewer. What are the most important events you want to highlight? (The march, dinner, speakers)

- Think before you speak and anticipate likely questions so you can formulate responses. All reporters desire concise answers that are interesting and catchy.

- Take the time to explain the technicalities or even the basics of your subject to the reporter in non-technical language. Avoid jargon or acronyms.

- State the most important information first, then provide the background.
• Don't stop with a one-word answer to questions, but amplify your responses to assist the reporter in getting the story.

• Identify anything you say as either fact or opinion. Your opinions are your own, but fact is fact.

• Correct the misinformation or misleading questions before answering a reporter’s question.

• Never speculate or guess. Simply say you don't know the answer to the question but will try to find out.

• Avoid discussing hypothetical situations.

• Don't comment on areas outside your expertise.

• If you don't know an answer, say so. If you cannot provide a response, give the reason, such as “pending investigation, legal propriety,” etc.

• Rephrase loaded or long questions and convert them into questions you can or want to answer.

• Don’t repeat negative words used in a question, but give the same answers to repeated questions.

• Repetition will help to make your point.

• Mention the nature of your subject several times during the interview, rather than saying “it” or “they.”

• Make your final comment clear and concise, reemphasizing your chief point.

• Off campus: Put up flyers at coffee shops, community centers and other targeted locations. Either do it yourself or use a posting service.

• Distribute to organizations that might be interested in your event. For example, SPB Family Events might want to contact Boise Family Magazine; if your activity is health related, you might want to contact Senior Services.

• Direct mail: Use mailing lists for your targeted audience. Ask the Student Activities Office for help on this.

• Correct the misinformation or misleading questions before answering a reporter’s question.

• Never speculate or guess. Simply say you don't know the answer to the question but will try to find out.

• Direct mail: Use mailing lists for your targeted audience. Ask the Student Activities Office for help on this.

Networking

• Connect with other organizations and departments that might be interested in your activities. Many of these have newsletters and will publicize your event.

• Look at Chamber of Commerce Community Organizations list ($10 at the Chamber of Commerce or see News Services).

• Web sites – Student Union (http://union.boisestate.edu) or KBSU (http://www.artsevents.org)

• Tie-ins – look for ways your event can be tied in with a community event, a seasonal theme, a national or international issue, another department’s activities, etc.

• Public access cable TV – produce a show for Treasure Valley TV (TVTV).

Publicity (within the University)

• Focus magazine – alumni magazine with large distribution. Call News Services at (208) 426-1577 for more information.

• Kiosks. The Student Organizations Office keeps a list of local banner producing companies that offer discounts to student organizations.

• Student organizations can have their event information posted on the university calendar at http://www.entertainment.boisestate.edu. Call Conference Services at (208) 426-1223.

• Reader Board on Broadway Avenue, contact News Services.

• Spotlight – arts and entertainment guide, 8,500 distribution, contact News Services.

• Student Union Marketing Booths, call Conference Services at (208) 426-1677.

• Table on the Quad, call Conference Services at (208) 426-1677

Posters and Flyers

• On campus: Student Activities Office bulletin boards, Student Union dining room table tents, Student Union hanging banners, hand out flyers personally, etc. (see The Source for Services).

http://union.boisestate.edu (208) 426-5951 The Source 3: Event Planning 7
• University mass e-mail through Student Activities.

• Arbiter Event Calendar - a free service provided by The Arbiter for students, faculty and the local community. It is a great way for student organizations to help keep members informed about meetings and other events. What could be better than being able to access your organization's calendar from anywhere, at any time online and in the paper?

To access this service, visit http://www.arbiteronline.com/vcalendar/ and click on the link in the upper right-hand corner labeled “Want to Add Events?”

Publicity (outside of the University)

• Press releases distributed to local media - print, radio, TV.

• Try to interest local media in covering the event or giving advance publicity.

• List events in media calendars – Boise Weekly, Press Tribune, Idaho Statesman.

• Public Service Announcements (PSAs) – mostly used for free events or benefits (TV and radio).

• Pitch ideas to specific reporters for print, radio or TV – News Services can do this or help you do this.

• Radio/TV – ticket giveaways, live appearances on morning news shows (generally for bigger events with mass appeal).

Advertising

(There are lots of options; these are just a few.)

• Inserts – Boise Weekly and The Arbiter.

• Radio/TV - usually target specific programming or times of the day.

• Print – Idaho Statesman, Idaho Press Tribune (Nampa), The Arbiter, Boise Weekly, Diversity, alternative publications, etc. Boise State has a special deal for the Idaho Statesman's Friday Scene section. Boise State receives free color and prominent placement on page 3 or 5. News Services can help you with these ads, which must be reserved ahead of time.

• Billboards/Bus Benches

See Source Section 2, Appendix 1: News Release Examples

Press Release - News Services

(208) 426-1577

For assistance with publicity and promotions, call News Services.

Here’s what News Services needs from you:

• All information and photos 4-5 weeks ahead of time.

• Decide on your goals. Who is your audience? How many people can you accommodate? Do you want media coverage at the event and/or do you want advance publicity? Is your event open to the public or just the Boise State community?

• What is important, special, or unusual to highlight about this event?


• Then give more specific details. Too much information is better than too little; News Services will use what is needed.

• Admission information, prices, how to obtain tickets.

• Where the general public can get more information: phone number(s), website or where to go for more information.

• Who in your group can take media calls, and their phone numbers.

• Parking arrangements.

Try to get photos! They are very helpful in generating media interest.
Event Insurance/Security Considerations

Boise State University has liability coverage for recognized student organizations under the State of Idaho’s Retained Risk Fund. Call the Boise State Office of Risk Management at (208) 426-5955 or 426-3636 or the Assistant Director, Student Activities at (208) 426-5951 to determine whether your organization is covered under the State’s liability program.

Any student organization not covered by Boise State’s Retained Risk Fund is required to obtain liability insurance for their event or activity. Boise State and the State of Idaho are to be listed as Additional Insureds on that liability insurance policy. A copy of the Certificate of Insurance is to be furnished to the Boise State Office of Risk Management and Insurance.

Events Hosted On Campus

The Idaho Retained Risk Fund covers all events sanctioned by Boise State. Therefore, no proof of liability coverage is necessary. A $2,000 deductible is absorbed by the University for each covered loss occurrence of Boise State property (building and/or contents).

Events Hosted Off Campus

Recognized student organizations are required to obtain liability insurance for all off-campus events, if the event is not sponsored, funded and supervised by the University. Where required, an event will not be sanctioned without proof of insurance, provide to the Office of Risk Management. The Student Organization Office provides assistance in obtaining insurance from local providers, where needed, but the cost is the responsibility of the student organization. The Boise State Office of Risk Management can also act as a resource in this process, if needed.

Individual Coverage

University employees advising recognized student organizations in the course and scope of their duties are covered by the State’s liability program at all events. The same coverage also applies to non-employee advisors acting as “authorized volunteers” for the University, if there is a record of their approved or assigned duties with Student Organization Office. ASBSU members, while working in the course and scope of furthering University business, are also covered by the State; however, recognized student organization leaders are not.

Event Insurance Agencies

The following agencies provide event insurance, but are not the only ones that do so. They are listed for your convenience and their listing does not imply an endorsement or recommendation of them by Boise State University. You can also check with your own personal insurance agency for coverage.

- **Gales Creek Insurance**
  Union Station
  800 NW 6th Street, Suite 335
  Portland, OR 97209
  (503) 227-0491
  (503) 227-0927 fax
  info@galescreek.com
  http://www.galescreek.com

- **Chow & Company Insurance, Inc.**
  3143 North Cole
  P.O. Box 4186
  Boise, ID 83711
  (208) 376-5252
  http://www.cyberhighway.net/~chowins/

- **Marsh, Inc.**
  225 N. 9th Street
  Boise, ID 83702
  (208) 342-6573

Private Security / Escort Services

A student organization may host events and activities that need security. The following companies provide such services:

- **Boise Motor Escort Inc.** (208) 362-5402
- **M&T Patrol Services** (208) 376-6853
- **United Security System** (208) 336-7770

For all questions regarding insurance for events, contact the Department of Risk Management and Audit Services located at 1119 Denver Street.

- Risk Manager (208) 426-3636
- HURT line (208) 426-4878
- Fax (208) 426-4976
- Mail Stop 1240

Public Demonstration/Rally/March

There is a great deal of planning to consider when organizing a public demonstration or rally. Plan enough time for preparing the event. In most cases, 60 days is the minimum in obtaining the appropriate applications, permits or contracts necessary.
Public demonstrations can be planned in several locations: The Grove, Idaho State Capitol steps or Julia Davis Park Band Shell. At most locations, notification, security, insurance, and a permit are required. The following is an outline to follow when programming a demonstration.

1. Identify location for public demonstration (a listing of ideal locations and contacts can be obtained at the Student Activities Office).
2. Contact the facility coordinator of the venue and request a permit/application for public use.
3. If required, contact a security company and negotiate a rate of pay and the number of officers necessary. Most companies can give recommendations on the adequate number of officers necessary if you can provide a total participant estimate. You may also wish to contact the Boise City Police Department and ask for their recommendation. When scheduling security, you also have the option to request officers not to carry guns.
4. When required, contact a reputable insurance company that issues “Special Event” Insurance (see companies listed in previous section). When using property owned by the City of Boise, the City requires a liability policy be provided with not less than $500,000 combined single limit insurance (a listing is provided above).
5. Contact the Boise City Police Department’s Special Events Coordinator and relay the important facts regarding your demonstration (date, time, crowd estimate, security company contacted). Your organization is required to contact the police department so police officers can be present to assist with security. If your demonstration includes a march or parade from a starting location to an ending location (example: rally begins at Boise State with a march down Capital Boulevard and concludes with a demonstration at the Capitol) then a Boise Police Department Citizens Use Permit must be completed. Permits can be obtained from the Boise City Police Department or through the Boise State Student Activities Office. All march routes must be approved by the Boise City Police Department. Escort service and insurance are required.
6. Complete all permits, applications, or contracts necessary for using the facility and return them to the facility contact person. A copy of liability coverage should be attached to the application when insurance is required.
7. One week before the event, contact the facility coordinator and security company to confirm reservations.
8. After the event, pay the bills.
9. Evaluate your program and record the successes possible and changes for next year.

Boise State and State Board of Education Alcohol Policy
The State Board of Education and ASBSU prohibit purchasing of alcohol with student organization funds.

Alcohol at Organization Activities
Boise State University does not support any student organization activity where alcohol is part of the function. Groups are always strongly encouraged to have their meetings and activities at locations open to all ages so students over and under the age of 21 may attend. No student organization money, from on or off-campus funds, should be used to purchase alcohol.

In cases where student organizations hold an awards banquet in establishments where alcohol is sold, a licensed and insured provider must sell the alcohol. All laws must be followed. No approval will be granted to fundraising activities where alcohol is present. Disregard for these factors will greatly increase the risk to the student organization, the officers, AND the advisors to the organization. Officers should be aware they might be named in a lawsuit and held personally liable for judgments resulting from negligence at activities with alcohol.

The University will NOT support social events or activities where alcohol is sold or served. The University, as a self-insured entity, does NOT extend liability coverage to any organization advisor for an activity where alcohol is served or sold. Boise State accept conditions of liability exposure by organizations conducting activities in a venue where alcohol is sold or served.

The University does NOT extend liability coverage to any organization advisor for an activity where alcohol is served or sold. Boise State University vehicles may not be used to transport alcohol.

When it comes to clubs and alcohol, remember: THE ANSWER IS NO!

No matter the event or issue
Event Guidelines for the Student Union and Special Events Center

Recognized student organizations can schedule rooms in the Student Union or the Special Events Center free of charge. Groups in the process of seeking full recognition may receive authorization for free use of rooms for organizational meetings by contacting the Student Organizations Program Coordinator. Each organization should determine which club members will make reservations, such as requiring that only the president or officers make reservations. Advisors should not be making reservations for organizations.

University Conference Services Office

Hours: Monday - Friday, 8:00 a.m.-5:00 p.m.
Location: 2nd Floor, Student Union Building
Phone: (208) 426-1677

One of the first steps in event planning is to consult with the Conference Services Office to determine whether the desired date is free of scheduling conflicts. Due to the high usage of the Student Union and the Special Events Center, it is important to make room reservations as far in advance as possible. When you have confirmed a date, call or visit the Conference Services and Catering Office to secure space.

The Union houses many meeting rooms to cater to organizations’ needs. The facility reflects the growth of the University, and reinforces the Student Union’s commitment to student organization development.

Each recognized student organization may use large ballroom space up to three times per semester with the room rental costs waived. For each rental beyond three, clubs may rent the space at 50% of the rate for outside groups. Large ballroom space is defined as the entire Hatch Ballroom and one-half or more of the Jordan Ballroom. The Student Programs Board is exempt from this policy. All policies regarding co-sponsorship still apply.

In an effort to assist you in planning your event efficiently, the Conference Services Office provides you with the following planning guidelines. (Additional information for outside groups and campus Department Guidelines are available at the Conference Services).

No Shows and Cancellation Policy

- Campus organizations or departments failing to use reserved space twice (without canceling at least 4 hours in advance) may lose the use of meeting space in the Student Union for up to one semester, or may lose their ability to schedule serial reservations (rooms scheduled on a regular bases for weekly meetings) for a semester.
- Non-University groups failing to use reserved space without canceling at least two days in advance will be responsible for all room rental and previously incurred charges.

Billing (when charges are applicable)

- No reservation can be confirmed until the appropriate account number, deposit, and/or purchase order and authorization are obtained.
- Estimated charges for equipment, labor, outside rental, taxes and facility rental costs will be provided at the time of confirmation.
- A sponsoring organization is responsible for charges, fees and damages caused by members of the organization or by anyone attending the event. A $25.00 administrative fee may be added to damage charges.
- The sponsor may be required to provide persons to check Boise State University IDs.
- Signed confirmations must be returned to the Conference Services Office prior to the event to ensure proper billing.
- Charges are subject to state and local taxes, when applicable (6% state sales tax, 4% local tourism/convention tax).

http://union.boisestate.edu (208) 426-5951 The Source 3: Event Planning
Technical staff is required in the Special Events Center.

A variety of Internet, telephone, and teleconference support is available for meetings (see Appendix 2). Inquire in advance as to availability of special services.

Decorations, Signs, and Banners

- Must be discussed and approved by the Conference Services and Catering Office prior to the event.
- Must be removed completely at the end of the event.
- Must be flame retardant.
- May not use glitter, sequins, confetti, or similar, fine, difficult-to-vacuum items. Additional cleaning costs will be assessed if such materials are used.
- May not be attached to wood, metal, glass, or painted surfaces unless attached with art putty or removable mounting squares (available in the Boise State Bookstore).
- May be suspended from ceilings when requested in advance, and when hooks are available.
- May be displayed on ballroom divider walls using Velcro® or magnets.

Smoking

- All state buildings are smoke-free areas. Smoking is only permitted outdoors on the Boise State campus.
- This non-smoking policy complies with the Idaho Indoor Clean Air Act §39-55 and Executive Order 92-2.

Candles, Incense, and Fog Machines

- Pyrotechnics, “smudging,” and fire are generally not allowed due to current fire codes and interaction with our facility smoke detection system. If an exception can be made, additional costs may be involved.
- Additional permits and fees may be required by the Boise City Fire Marshall to evaluate requests for these items. Allow at least two weeks for processing.

Storage

- Is not allowed in reserved space after reservations have ended.
- Neither Boise State University nor the Student Union is responsible for lost, damaged,
or stolen items. Storage is at the event sponsor's own risk. We discourage on-site storage.

- Limited overnight storage for vendors at marketing booth locations is available for a charge of $25 per night, payable in advance. Charges may be assessed.
- Arrangements can be made for the University to ship items after an event only if the shipping costs are prepaid, and a $10 processing fee is paid.

**Time Restraints**
- Rooms may be occupied only during their reserved time.
- Building hours are typically 6:00 a.m. to midnight, Monday through Friday; and 7:00 a.m. to midnight on Saturday and Sunday.
- Events normally do not begin until 30 minutes after the building has opened.
- Events should end no less than 30 minutes before the building closes. Groups whose events exceed these limits will be charged for staff overtime and operating costs.
- Persons remaining after the scheduled reservation end time may be asked to surrender the room to the Union staff for preparation for the next event.

**Extending Building Hours**
- Requests are made through the Conference Services Office at least one week in advance.
- Approval is subject to the availability of Student Union staff.
- Additional fees and operating costs, usually $50 per hour, will be charged to the group making the request.

**Day of the Event Changes and Assistance**
- Last-minute changes or additions should be relayed to the staff through the Information Desk or the Manager on Duty. The Student Union staff will attempt to accommodate your needs whenever possible.
- Special “House Phones” have been set up in various areas in the Student Union. Event Assistance can be reached through these phones.

**Event Security**
- The Conference Services Office may require uniformed security officers to be present at the sponsoring organization's expense.
- When the Conference Services Office requires uniformed security officers to be present, the costs will be billed to the sponsoring group as part of the event cost. The Conference Services Office will schedule the officers through the Ada County Sheriff’s office, and arrange for payment of the officers. Cost for the security officers is based on current contract rates with Boise State.

**Student Union Games Center**
- Groups may use bowling lanes, billiard tables, and electronic games informally during normal hours of operation.
- During non-peak times, groups may reserve bowling lanes and billiard tables by calling (208) 426-1456.

**Event Co-Sponsorship with a Non-Boise State Agency**
When a student organization becomes involved as a co-sponsor of an event, several factors will determine whether there is a room charge. To receive the room at no charge, the student organization members and officers need to be involved in planning and producing the event. If an outside group is a co-sponsor and the participants are charged a registration fee, tuition, admission charge, etc., it is strongly recommended that the student group receive, as income, the equivalent room rate. Make certain that a fundraising Approval Form has been completed as events are monitored for compliance. Forms can be picked up at the Student Activities Office. Club members and officers must be involved in planning and producing the event.

**Solicitation, Fundraising, and Publicity**
- Solicitation and fundraising may take place only at a designated, reserved (through Conference Services and Catering Office) location.
- Distribution, solicitation, or fundraising is not allowed away from assignable spaces.
- Fundraising and/or solicitation for donations by student organizations requires approval from the Student Union Director's Office. (Fundraising approval forms are available at the Student Activities Office and Director's Office area.)
- Marketing booths are 6' wide, and will accommodate two people. Limited posting space is available immediately behind the solicitation bench.
The Student Union Information Desk, (208) 426-4170, schedules hanging banner space, outdoor kiosk space, table tents, art exhibits, and bulletin boards.

A brochure that details the Student Union solicitation policy is available in the Student Union (see Appendix 1).

Third Party Solicitation
The following are policies to be followed by individuals or groups who reserve marketing booths in the Student Union.

- Signed applications for credit cards or other third party signed contracts cannot be collected in the Student Union.
- Gifts in exchange for completion of third party contracts or credit applications cannot be distributed.
- Booth users that solicit credit cards or require a third-party contract must provide and display credit card and/or debt education materials; this may include information provided by the University. The annual fees, interest rates and computation methods must be displayed.
- Companies collaborating with Student Organizations or University-Affiliated Groups for compensation must compensate that group in advance by payment of a flat fee, not per application.

Book Sales
Book sales require prior written approval of the Bookstore Director. A list of all books to be sold must be submitted with the written request. Requests should be made at least one to two weeks in advance of the proposed sale. The event sponsor is responsible for making the request. Contact the Bookstore at (208) 426-BOOK (2665).

The Special Events Center
The Special Events Center is a 435-seat prosenium theater with continental seating. There is room for wheelchairs at the ends of several aisles. Receptions may be allowed in the lobby, with prior arrangement, but not allowed in the theatre. There are two dressing rooms with make-up mirrors, restrooms and showers. The green room has a sink and refrigerator. Ancillary rooms are across the hall, stage right, and at the same elevation as the stage.

SpEC Board of Directors meetings are held three times annually: in September, December, and May. The purpose of the meetings is to allow the Student Programs Board, ASBSU, Theatre Arts and Music departments the first opportunity to reserve the facility for their events for the next year and to approve tentative reservations made by other users that occur before the next scheduled meeting (and that do not conflict with Boise State University-related events). Following the SpEC Board meetings, reservations are taken for the six months following on a first-come, first-served basis.

Between May 1 and December 31, any prospective user may reserve the Special Events Center for summer and fall semester events only, assuming the facility is available. Tentative reservations may be taken for events that occur during the spring semester, but cannot be confirmed until after the September board meeting.

Between December 1 and May 30, any prospective user may reserve the Special Events Center for spring semester only, assuming the facility is available. Tentative reservations may be taken for events that occur during the summer and fall semester, but cannot be confirmed until after the April scheduling meeting.

Scheduling Procedure
Student organizations access the Special Events Center in a similar manner to Union facilities. Initial inquiry into the use of the Special Events Center should be directed to the University Conference Services Office at (208) 426-1677. Using the preceding parameters, the staff will check the schedule to determine whether the facility is available on the date(s) in question.

Special Events Center Ticketing/Box Office
The Special Events Center utilizes only Select-a-Seat and its own walk-up window (box office staffing is available). No other ticket outlet services are permitted. The box office features a two-till service counter with plate glass windows. It is available to event sponsors for no additional rental fee. Sponsor provides its own cash box. Student organizations may get a cash box through the standard means at the Information Desk. The box office has Clear Com available for communication with stage and booth, lobby music/paging capability and a telephone.

Technical Information
- Stage equipment available includes one cyclorame, one black scrim, one piano, up and mid-stage travelers.
The Special Events Center is equipped with in-house lighting and sound systems and a complete inventory of audio/visual equipment. Call the Technical Services Manager at (208) 426-4316 for more information. Specific details of their capabilities can be discussed with the Technical Services Manager. See Appendix 3 for a listing of sound and lighting equipment.

If planning a theatrical performance or concert, technical riders must be submitted to the Conference Services Office no later than two weeks before the performance. Meet with the Technical Services Manager at least three weeks prior to the event to discuss your event rehearsal and performance times.

See Appendix 3 for a listing of sound and lighting equipment.

For more information regarding the Special Events Center, see Appendix 3.

Equipment Outside the Student Union

Audio/Visual

Groups using University facilities may rent University audio/visual equipment from Simplot/Micron Instructional Technology Center (SMITC), 426-1850. User groups must arrange their own rental of audio/visual equipment. SMITC will assess fees for the rental of audio/visual equipment or go off-campus.

Tables and Chairs

Many class and meeting rooms in academic buildings have tables and chairs in them. For areas that do not, and for grounds space where tables and chairs are needed, Facilities Operation and Maintenance (FOAM) can provide tables and chairs. Fees will be assessed for the equipment, as well as for setup and takedown. If you order catering, check to see whether the room or area you are going to have it delivered to allows food in the room and if so, has a table to set the food. If no table is scheduled, you will need to order one. For more information, call FOAM at (208) 426-1442.

Fees for the Special Events Center

Basic Rate - Includes use of the auditorium only, basic house and stage lights theatrical lights, basic sound system, no use of rigging (including main curtain), no use of special equipment, no access to restricted areas.

Rehearsal - Includes use of the auditorium and stage, full show lighting, if any, rigging, and sound systems. No labor is included in the basic rate; it will be charged at the applicable rate. Any rehearsal where an audience is present is charged at the performance rate. There is always at least one SpEC technician present, at appropriate hourly rate, whenever the SpEC is used. Only Student Union A/V Techs are permitted to operate SpEC rigging, equipment, lights and audio.

Auditorium - Includes use of the auditorium, a basic front stage wash of lighting, and one microphone using the house sound system. No control of house lighting, no use of rigging, no use of special equipment, no access to restricted areas. Projection screen is available.

Performance - Includes use of auditorium, house sound system with pre-recorded input capability (cassette tape, CD, etc.), 20 lighting instruments (color media extra), lighting control, access to box office, use of rigging (by SpEC personnel). No labor included in basic charges. Additional equipment is available per standard schedule. Orchestra Pit cover removal available at labor costs for removal and reinstallation (in addition to a $200 fee). Lighting must be returned to the house plot at completion of the program and your organization will be charged for SpEC technicians to reset the facility.

All rates are subject to applicable state and local taxes.
Event Scheduling in Boise State Facilities and Grounds

Request for scheduling and use of University facilities by University co-sponsored or non-University groups should be directed as follows:

Amphitheater
  Music Department (208) 426-1596

Auxiliary Gym
  Pavilion (208) 426-1900

Band and Chorus Rooms (in the Morrison Center)
  Music Department (208) 426-1596

Bronco Gym
  Kinesiology Department (208) 426-3366

Christ Chapel
  Pavilion (208) 426-1900

Classrooms
  Registrar’s Office (208) 426-4134

Games Center
  (in the Student Union) (208) 426-1456

Intramural Field
  For Club Sports (208) 426-3389
  For all others (208) 426-3366

Morrison Center (main hall)
  (208) 426-1609

Outdoor Spaces
  Student Union (208) 426-1677

Parking Lots
  Parking and Trans. Dept. (208) 426-1681

Pavilion
  (208) 426-1900

Recital Hall (in the Morrison Center)
  Music Department (208) 426-1596

Stage II and Classrooms (in the Morrison Center)
  Theatre Department (208) 426-3957

Special Events Center
  Student Union (208) 426-1677

Bronco Stadium
  Intercollegiate Athletics (208) 426-1288

Student Union
  (208) 426-1677

Appleton Tennis Courts
  Kinesiology Department (208) 426-3366

Conditions for Use of University Facilities by University Co-Sponsored Groups

1. Requests for facilities must contain the following information:
   a. Name of University unit co-sponsoring the program or activity.
   b. Name and legal address of the co-sponsored group.
   c. Signatures of representatives of the University unit and the co-sponsored group.
   d. Purpose of the program or activity.

2. Programs or activities to be presented will not be approved for scheduling unless they are of a quality deemed to be appropriate for co-sponsorship by the University.

3. Programs or activities of a profit-making venture will not normally be permitted use of University facilities.

4. All programs or activities presented by a University co-sponsored group must adhere to all policies and procedures of the University and the State Board of Education.

5. The University will normally furnish custodial maintenance, traffic control, lighting, and utilities. The co-sponsored program or activity may be requested to provide security services, pay for damaged facilities, and to provide adequate insurance coverage.

Conditions for Use of University Facilities by Non-University Groups

1. Events may be scheduled only when doing so does not interfere with the regular program of the University and when the purpose of the group and the nature of the program or activity for which facility use is sought are such as to warrant approval.

2. Individuals or groups proposing to offer programs or activities for profit-making ventures will not normally be permitted use of University facilities.

3. The non-University group must agree that approval for use of University facilities does not imply co-sponsorship by Boise State University.

4. The non-University group must provide for security services if requested by the University.

5. The University will hold the non-University group liable for any damage to University facilities. The University may request a damage deposit.
6. The program or activity must adhere to all fire and safety regulations pertaining to the use of the facility.

7. The non-University group must provide the University with its legal name and address, and the name and address of the person responsible for arranging and/or conducting the program or activity.

8. The University disclaims all liability of whatever sort in connection with the use of its facilities by non-University groups.

Open Space Policy

Revised: March 1, 2004

The purpose of this policy is to assure that Boise State University remains a forum for the broadest expression of views not in conflict with the normal uses of the campus, the rights of others, and the limitations of lawful conduct. The time, place, and manner of free expression activities may be regulated to prevent unreasonable interference or conflict with the educational, research, outreach, or other legitimate functions of the University, including the normal use of the affected University area by others, or any other scheduled activity.

A. Overview

The following apply to all activities on campus:

1. They may not be conducted in a manner constituting a violation of federal, state or local law.
2. They may not be conducted in a manner or at a place or time that unreasonably interferes with the educational, research, service, and other legitimate functions of the University.
3. They may not be conducted in a manner that violates rules, regulations, and/or policies of the University and/or the State Board of Education, including, but not limited to, regulations set out below or other regulations that may be developed by the University.
4. They may not be conducted in a manner that violates applicable fire and safety regulations.

B. Definitions

1. Activities: Activities include, but are not limited to, the things listed under the heading “Activities” in Appendix 1 to this policy.
2. Central Quad: The area defined by Hemingway Center, Liberal Arts, Math/Geology, COBE, and Albertson’s Library.
3. Memorial Plaza: The area defined by Albertson’s Library, COBE, the Friendship Bridge, and the Central Quad.
4. Multi-Purpose Plaza: The area defined by the Multi-Purpose Classroom Building, the Education Building, and the Science-Nursing Building.
5. Public Areas: Those areas of campus generally open to the public during the times the University is open. Public Areas do not include, among other places, the interiors of University structures.
6. Sponsoring Organization/Individual: The individual or entity responsible for the activity.
7. Structures: Include the framework of, and the space enclosed by, any building, booth, tent, canopy, vehicle, trailer, fence, wall, or similar object or enclosure, including, but not limited to, the football stadium, the tennis complex and the amphitheater.

C. Public Areas

1. Public Areas of the campus may be used by individuals lawfully on the University property for any free expression activities, such as passing of petitions, distribution of written information, oral presentation, and/or picketing and carrying of placards, subject to the general limitations set out at A.1. above, and the specific limitations set out throughout this policy.
2. Activities allowed in each Public Area of the campus are outlined in Appendix 1 (page 27) to this document.
3. Public Area activities shall neither impede pedestrian and vehicular traffic ingress to and egress from University structures, nor disrupt official University activities or University-authorized activities on University property.

http://union.boisestate.edu (208) 426-5951 The Source 3: Event Planning
D. Distribution of Literature

The passing of petitions, distribution of written information, carrying of placards, and picketing are not allowed inside University Structures, unless the facility manager gives permission for such activity.

E. Posting of Signs and Banners

Kiosks are provided for the purpose of promoting activities and services of recognized student organizations and university departments. All other posting and advertising is not permitted, except as described herein, including, but not limited to, posting on car windshields or other similar techniques. Signs, banners, and other materials may not be affixed to the interior or exterior of any other University Structure without permission from the facility manager. Such permission may be given in the form of building guidelines or regulations. University personnel may remove materials posted in violation of this policy. The cost of such removal along with the cost of any damage to University facilities or grounds will be the responsibility of the person or organization responsible for the violation.

F. Activities

Any displays, exhibits, information tables, (booth, table, chair) sales, or any activities on Public Areas that are advertised by any medium, are subject to the regulations and limitations outlined below. This section shall not apply to the practice of faculty occasionally holding their classes outside of their regularly scheduled room on the University campus.

1. To facilitate scheduling, the avoidance of irreconcilable conflicts in the use of Public Areas, the maintenance of public safety, the fullest possible use of the Public areas of the university, the uninterrupted performance of the educational, research, service and other legitimate functions of the University, persons engaged in activities in Public Areas must adhere to the following procedures:

   a. Reservations. Space in the Public Areas may be reserved for use by a Sponsoring Organization/Individual. Reservation of space must be made through the Student Union Conference Services Office. Scheduling the use of these spaces will be handled on a "first come, first served" basis. Requests for the use of Public Areas must be submitted to and approved by the Student Union Conference Services Office in advance of the date the activity is scheduled to take place. Forms for scheduling Public Area activities are available in the Student Union Reservations Office. The Student Union Conference Services Office will maintain a master calendar showing scheduled activities. Each Sponsoring Organization/Individual will be limited to ten days per semester.

   b. Fundraising for Student Organizations. If the recognized student organization is planning a fundraising activity, a Fund Raising Scheduling and Approval form must also be signed by the Director of Student Union and Student Involvement. Forms are available at the Student Activities or Student Union Conference Services Office.

2. Responsibility. The Sponsoring Organization/Individual shall designate a responsible individual as contact person for Public Area activities requested. It is understood that a Sponsoring Organization/Individual, acting through its contact person, will take full responsibility for injury to any person or property caused by the Sponsoring Organization/Individual or its members and will assume the risk of any injury to the property or persons of the Sponsoring Organization/Individual or its members. The name of the Sponsoring Organization/Individual must be clearly displayed, along with a copy of the approved scheduling form for the activity, at the location of the activity for the duration of the activity.

3. Clean-Up. The Sponsoring Organization/Individual will be responsible for cleaning the activity area of debris and trash on a daily basis, and will be responsible for the dismantling and removing of any non-University owned tables, chairs or displays/exhibits or any other material used for the activities. When the sponsoring entity is an organization rather than an individual, the Contact Person will be the individual who will be charged with the responsibility for such clean-up on behalf of the Sponsoring Organization. An exception to the requirement for dismantling and removing all but trash and debris exists if the Sponsoring Organization/Individual is willing to pay the costs of having Campus Security protection overnight. Failure of the Sponsoring Organization/Individual to comply with this section will result in the University billing the responsible party for any services rendered as a result of their non-compliance.
4. **Equipment.** All uses of the Public Areas that require special equipment, such as risers, tables, recreational equipment, etc., must be coordinated with the designated representative of the Facilities Operations and Maintenance Department. Sponsoring Organization/Individual shall be responsible for costs associated with equipment use.

5. **Payment.** Any Sponsoring Organization/Individual not funded by the University or by student fees must pay the University prior to approval of the activity for any services to be provided by the University, including but not limited to, security. Payment by such Sponsoring Organization/Individual shall be submitted to Student Union or Facility Operations and Maintenance.

6. **Insurance.** The Sponsoring Organization/Individual may be required to provide satisfactory evidence of ability to compensate for potential injury when there is a reasonable basis for concern that an activity may cause significant personal or property damage. Such evidence typically includes a certificate of liability insurance in the amount of $500,000, and must be provided to the Office of Risk Management upon request.

7. **Noise and Sound Amplification.** Use of sound amplification in all Public Areas is governed by Section K.

8. **Security.** After consultation with Campus Security, the contact person of the Sponsoring Organization/Individual will be notified of any necessary security arrangements, including the use of monitors and other aspects of crowd control. The contact person is responsible for making the necessary arrangements for the deployment of Campus Security Officers, or other appropriate authority, if additional security is required. Sponsoring Organization/Individual shall be responsible for any additional cost experienced by the University in providing security for the activity.

G. **Credit Card and Third-Party Solicitations**

1. Signed applications for credit cards or other third-party signed contracts cannot be collected.

2. Gifts in exchange for completion of third-party contracts or credit card applications cannot be distributed or promised.

3. Vendors that solicit credit cards or require a third-party contract must provide and display credit card and/or debt education materials; this may include information provided by the University. The annual fees, interest rates and computation methods must be displayed.

4. Companies collaborating with Student Organizations or University-affiliated groups for compensation must compensate that group with a flat fee, not per application.

H. **University Buildings**

Persons or entities desiring to use University Buildings for activities other than those that constitute the ordinary use of such structures in fulfillment of the educational, research, service and/or other legitimate functions of the University must obtain permission from the appropriate facility manager.

I. **Nighttime Use**

In furtherance of the educational, research, service, and other legitimate functions of the University, no part of the campus is generally available for organized activities after 10:30 p.m. or before 7:00 a.m. except official University activities or University-authorized activities.

J. **Camping**

Camping is not allowed on University property.

K. **Noise and Sound Amplification**

Sound amplification is generally not permitted on the campus during class times. Exceptions may be granted on a case-by-case basis. In addition, any unreasonable level of noise caused by mechanical or other similar cause shall be prohibited.

L. **Manner of Display**

The Vice President for Student Affairs is authorized to require a Sponsoring Organization/Individual to utilize reasonable methods to allow the public a choice about viewing or receiving certain material that the Vice President deems may not be suitable for a general audience. The methods required will be narrowly tailored to respect the free expression rights of the Sponsoring Organization/Individuals balanced with the University’s legitimate interest in maintaining a public area that is freely accessible to all members of the public.

M. **Interpretations, Amendment and Effect of Certain Findings**

The Vice President for Student Affairs may make insubstantial changes to the wording of this policy when such changes are required for clarity and do not affect the substance of the policy. If one or more provisions of this policy are de-
declared inoperative or are otherwise voided, the remaining provisions shall remain in full force. The Vice President shall have the sole authority to interpret this policy and these interpretations shall be binding.

N. Enforcement
This policy shall be enforced by Campus Security, the facility managers, and the Office of the Vice President for Student Affairs.

O. Violations
1. Any Sponsoring Organization/Individual who violates any of the provisions of the policy may be denied approval for future requests for permission to use University property for activities that require such permission, or may otherwise be restricted in their use of University property.

2. Any Sponsoring Organization/Individual whose violations of the provisions of the policy also constitute violations of other policies, rules or regulations of Boise State University, or the State Board of Education will be subject to all applicable sanctions for violations of those other policies, rules, or regulations.

The web site for this policy is http://diamond.boise state.edu/~margene/policies/section6/6615-d.html

Addendum to the Operating Procedures for the Use of Outdoor Spaces at Boise State University

Reasons for Denial of Application
To the extent permitted by law, the University may deny an application for permit if the applicant, or the person on whose behalf the application for permit was made, has on prior occasions made material misrepresentations regarding the nature or scope of an event or activity previously permitted, or has violated the terms of prior permits issued to or on behalf of the applicant.

The University may also deny an application for permit on any of the following grounds:

- The application for permit (including any required attachments and submissions) is not fully completed and executed
- The applicant has not tendered the required user fee, indemnification agreement, insurance certificate, or security deposit within the times prescribed
- The application for permit contains a material falsehood or misrepresentation
- The applicant is legally incompetent to contract or to sue and be sued
- The applicant or the person on whose behalf the application for permit was made has on prior occasions damaged University property and has not paid in full for such damage, or has other outstanding and unpaid debts to the University.
- A fully executed prior application for permit for the same time and place has been received, and a permit has been or will be granted to a prior applicant authorizing uses or activities that do not reasonably permit multiple occupancy of the particular reservable space or part thereof
- The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the University and previously scheduled for the same time and place
- The proposed use or activity is prohibited by, or inconsistent with, the classifications and uses of the University Open Spaces, or part thereof, designated pursuant to this chapter
- The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, of other users of the park, of University employees, or of the public
- The applicant has not complied, or cannot comply, with applicable licensure requirements, ordinances or regulations of the University concerning the sale or offering for sale of any goods or services.
- The use or activity intended by the applicant is prohibited by law, by this policy and by the policies of the University.

Process for Appeal Based on Denial of Application
If the University denies an application, it must clearly set forth in writing the grounds for denial, and, where feasible, must propose measures to cure defects in the application. When the basis for denial is prior receipt of a competing application for the same time and place, the University must suggest alternative times or places. An unsuccessful applicant has seven days to file a written appeal to the Director, Student Union, who must act on the appeal within seven days. If the Director, Student Union affirms a permit denial, the applicant may appeal to the Vice President of Student Affairs, who must act on the appeal within seven days. If the Vice Presi-
dent of Student Affairs affirms a permit denial, the applicant may seek judicial review in state court.

Boise State Outdoor Kiosk Policy

The Boise State campus kiosks were purchased in a combined effort through the Associated Students of Boise State University (ASBSU) and Student Union for the purpose of providing permanent outside locations for advertising and promotion of activities and special events. Currently two locations are available, one behind the Special Events Center and another in the Central Quad across from the Library.

I. Standards and Responsibilities

A. Reservations:
   1. Reservations can be made for recognized ASBSU student organizations and campus departments only.
   2. Reservations are made through the Student Union Information Desk, 426-4170.
   3. Reservations will not be accepted prior to the following dates for each semester:
      - Fall — August 1
      - Spring — December 1
   4. Reservations are taken on a first-come, first-served basis.
   5. Reservations are allowed once per month, per entity, depending upon availability.
   6. Two (2) weeks is the maximum time a reservation can be made for a single event or advertisement, depending upon availability.
   7. Each location has reservable space for 4 to 8 banners (depending on the sizes already reserved)

B. Banner Construction:
   1. Banners must be provided by the reserving party.
   2. All banners must be water-repellant vinyl or canvas material. Banners on other materials will not be accepted.
   3. Banners must be the size of either:
      - 3’ long x 9’ wide with 8 grommets (4 on top, 4 on bottom) spaced evenly from corner to corner or
      - 3’ long x 4’ wide with 4-6 grommets (2-3 on top, 2-3 on bottom) spaced evenly from corner to corner
   4. One-sided print only. Text must include the name of the student organization or department if it is not implied by the event name (i.e., Career Fair)
   5. All other policies regarding campus posting and promotion are in effect.

C. Delivery/Pickup:
   1. Banners are to be delivered to the Student Activities Office by 5:00 p.m. the Thursday before the reservation is scheduled.
   2. Pickup of the banner should take place the Tuesday after the reservation expires.

D. Installation and Removal:
   1. The Information Desk is responsible for the installation and removal of all banners.
   2. Banners not hung by the Information Desk will be removed.

II. Special Notation:

Neither Boise State University nor the Student Union Information Desk will be responsible for any vandalism or theft to the banners.

This policy was created August 29, 2001 and will be reviewed on an annual basis.

Other Boise State University Policies

*See Section 7
Appendix 1: Guidelines for Direct Solicitation

Fundraising and Publicity
Solicitation, fundraising, and publicity (generally called "solicitation") are incidental to most people when they visit the Student Union. The University and the Student Union limit the place and manner in which solicitation may occur in this facility. These limits are strictly enforced.

The Student Union at Boise State University provides five marketing booth locations for solicitation by University groups and those trying to reach the University community. These booths are located in a high-traffic area adjacent to the main cash dining room, and directly across from the Info Desk/Ticket Center. Use of a booth does not imply endorsement or sponsorship by Boise State.

Generally, solicitation must occur only at the booth. Personal or direct "table-to-table" distribution of literature or surveys, and other direct solicitation are not allowed. Buttonholing, or interference with the normal progress of individuals through the area, is not allowed.

No solicitation is allowed in any other part of the building except at the marketing booth locations, or in conjunction with a regularly scheduled meeting or event as a part of that meeting or event. Prior written approval is required for non-marketing booth activities.

To provide maximum availability of the limited solicitation space that exists, groups may reserve only one booth space per day for solicitation.

Booth space must be reserved in advance. Due to the limited number of spaces available, recognized student organizations and University departments have first priority on a first-come, first-served basis in the Conference Services and Catering Office. Non-University groups may reserve space 10 working days prior to the desired reservation time, on a space-available basis.

Unless special arrangements are made, usage by a group may not exceed five consecutive days, or fifteen days per semester.

Fundraising or solicitation for donations by recognized student organizations require advance approval from the Student Union Director’s Office, (208) 426-1551. Sponsorship of non-University groups by student organizations must provide a benefit to the organization equal to or greater than the regular rental costs. Specific dollar amount or percentage-of-sales agreements must be delineated at the time of booking.

Items for sale at marketing booths that are available in the Boise State Bookstore require prior written approval of the Bookstore Manager. Every attempt will be made to accommodate these requests.

Banner space, display cases, outdoor kiosks, table tents, art exhibits, and bulletin boards are scheduled by the Information Desk, (208) 426-4170.

Food or beverage arrangements must be made through the Conference Services and Catering Office. No food or beverage may be sold, distributed, or given away without specific written approval.

Booths are about 60" wide and 60" deep. Each booth consists of a permanent bench (which will seat two people comfortably) and tackable wall surfaces. Each booth may also be equipped with one table (60" wide) and up to two chairs (on the customer side of the table). Total depth of display/solicitation space should not exceed 7’ from the back wall of the booth.

No additional display, demonstration, or sale space is available at these locations. Signs should not exceed beyond the confines of the booth, and may be attached to the tackable wall with thumbtacks or Velcro®. Signs should not be attached to the ceiling above the booth. Tacks are not allowed in any other public areas of the facility.

VHS systems are allowed at these locations, although volume must be set at a non-intrusive level as determined by the Information Desk Staff and/or the Manager on Duty. One electrical outlet is available per marketing booth, as is one telephone jack. (Additional charges may apply for telephone access.)

Day of the event questions should be directed to the Manager on Duty through the Information Desk at (208) 426-4636.

Reservations: Conference Services Office, second floor of the Student Union, or call (208) 426-1677.

Approved by the Student Union Board of Governors 10/91
Revised by the Student Union Board of Governors 1/01
Appendix 2: Audio/Visual Services Itemized Price List

Upon request, each meeting room and Special Events Center is available with a lectern, wired microphone (in rooms equipped with sound systems), and one projector (overhead or 35mm slide) at no additional cost. Audio/visual technicians may be required for an event because of the complexity of the audio/visual and technical needs. The staff in the Conference Services Office and/or the Technical Services Manager will determine whether a technician is necessary.

### Support Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Student Organization Rate</th>
<th>Boise State Education/ Non-Profit Rate</th>
<th>Federal-State Government Rate</th>
<th>Outside Group Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flip Chart w/pad</td>
<td>N/C</td>
<td>$7.50</td>
<td>$11.25</td>
<td>$15.00</td>
</tr>
<tr>
<td>Whiteboard</td>
<td>N/C</td>
<td>N/C</td>
<td>N/C</td>
<td>N/C</td>
</tr>
<tr>
<td>Pipe &amp; Drape (linear feet)</td>
<td>$1.00</td>
<td>$2.00</td>
<td>$3.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Telephone</td>
<td>$6.25</td>
<td>$12.50</td>
<td>$18.75</td>
<td>$25.00</td>
</tr>
<tr>
<td>Audio Conferencing Unit</td>
<td>$12.50</td>
<td>$25.00</td>
<td>$37.50</td>
<td>$50.00</td>
</tr>
<tr>
<td>Laser Pointer</td>
<td>$2.50</td>
<td>$5.00</td>
<td>$7.50</td>
<td>$10.00</td>
</tr>
<tr>
<td>Wood dance floor (cost per 3'x3' piece)</td>
<td>$0.50</td>
<td>$1.50</td>
<td>$2.25</td>
<td>$3.00</td>
</tr>
<tr>
<td>Canopy (10'x10' or 10'x20')</td>
<td>$12.50</td>
<td>$25.00</td>
<td>$37.50</td>
<td>$50.00</td>
</tr>
<tr>
<td>Baby grand piano (additional $55.00 piano tuning charge may apply)</td>
<td>$18.75</td>
<td>$37.50</td>
<td>$56.25</td>
<td>$75.00</td>
</tr>
<tr>
<td>Upright piano (additional $55.00 piano tuning charge may apply)</td>
<td>$8.75</td>
<td>$17.50</td>
<td>$26.25</td>
<td>$35.00</td>
</tr>
<tr>
<td>Laptop computer</td>
<td>$23.75</td>
<td>$47.50</td>
<td>$71.25</td>
<td>$95.00</td>
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<tr>
<td>Fax machine</td>
<td>$18.75</td>
<td>$37.50</td>
<td>$56.25</td>
<td>$75.00</td>
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<tr>
<td>Printer 2100 HP Laser Jet</td>
<td>$18.75</td>
<td>$37.50</td>
<td>$56.25</td>
<td>$75.00</td>
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</table>

### Special Events Center Equipment
(Exclusive to SpEC) An audio-visual technician is required when using the SpEC

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Student Organization Rate</th>
<th>Boise State Education/ Non-Profit Rate</th>
<th>Federal-State Government Rate</th>
<th>Outside Group Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choir Risers (per set)</td>
<td>$1.00</td>
<td>$2.00</td>
<td>$3.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Ultra-Arc follow spot</td>
<td>$15.00</td>
<td>$30.00</td>
<td>$45.00</td>
<td>$60.00</td>
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<tr>
<td>Yamaha baby grand piano (additional $55.00 piano tuning charge may apply)</td>
<td>$18.75</td>
<td>$37.50</td>
<td>$56.25</td>
<td>$75.00</td>
</tr>
<tr>
<td>Orchestra pit removal</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

### Delivery Charge

<table>
<thead>
<tr>
<th>Service</th>
<th>Student Organization Rate</th>
<th>Boise State Education/ Non-Profit Rate</th>
<th>Federal-State Government Rate</th>
<th>Outside Group Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Hour</td>
<td>$ 7.50</td>
<td>$ 8.25</td>
<td>$ 15.00</td>
<td>$ 20.00</td>
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</table>

### Personnel

<table>
<thead>
<tr>
<th>Type</th>
<th>Student Organization Rate</th>
<th>Boise State Education/ Non-Profit Rate</th>
<th>Federal-State Government Rate</th>
<th>Outside Group Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/V Technician</td>
<td>$ 7.50</td>
<td>$ 10.00</td>
<td>$ 20.00</td>
<td>$ 30.00</td>
</tr>
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</table>
### Sound Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Student Organization Rate</th>
<th>BOISE STATE Education/ Non-Profit Rate</th>
<th>Federal-State Government Rate</th>
<th>Outside Group Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional microphone</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Wireless microphone</td>
<td>$8.50</td>
<td>$17.50</td>
<td>$26.25</td>
<td>$35.00</td>
</tr>
<tr>
<td>Cassette deck</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>CD player</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Blank cassette tape</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Bullhorn</td>
<td>$3.75</td>
<td>$7.50</td>
<td>$11.25</td>
<td>$15.00</td>
</tr>
<tr>
<td>Boom box</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Blank CDR</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
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<tr>
<td>Headphones</td>
<td>$3.75</td>
<td>$7.50</td>
<td>$11.25</td>
<td>$15.00</td>
</tr>
<tr>
<td>Stage monitor</td>
<td>$6.25</td>
<td>$12.50</td>
<td>$18.75</td>
<td>$25.00</td>
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<tr>
<td>Media Box</td>
<td>$6.25</td>
<td>$12.50</td>
<td>$18.75</td>
<td>$25.00</td>
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<tr>
<td>Announcement PA</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$75.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Concert system/ Cafe system</td>
<td>$87.50</td>
<td>$175.00</td>
<td>$262.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>Clear com</td>
<td>$7.50</td>
<td>$15.00</td>
<td>$22.50</td>
<td>$30.00</td>
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### Video Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Student Organization Rate</th>
<th>BOISE STATE Education/ Non-Profit Rate</th>
<th>Federal-State Government Rate</th>
<th>Outside Group Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>25&quot; TV w/VCR</td>
<td>$10.00</td>
<td>$20.00</td>
<td>$30.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>VCR</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>DVD Player</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Video Camera (A/V Tech required)</td>
<td>$18.75</td>
<td>$37.50</td>
<td>$56.25</td>
<td>$75.00</td>
</tr>
<tr>
<td>Camera Tripod</td>
<td>$3.75</td>
<td>$7.50</td>
<td>$11.25</td>
<td>$15.00</td>
</tr>
<tr>
<td>Blank mini DV tape (60 minutes)</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Blank mini DV tape (80 minutes)</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>Blank VHS tape</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Presentation switcher</td>
<td>$10.00</td>
<td>$20.00</td>
<td>$30.00</td>
<td>$40.00</td>
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</tbody>
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### Projection Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Student Organization Rate</th>
<th>BOISE STATE Education/ Non-Profit Rate</th>
<th>Federal-State Government Rate</th>
<th>Outside Group Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data projector</td>
<td>$43.75</td>
<td>$87.50</td>
<td>$131.25</td>
<td>$175.00</td>
</tr>
<tr>
<td>Overhead projector</td>
<td>$3.75</td>
<td>$7.50</td>
<td>$11.25</td>
<td>$15.00</td>
</tr>
<tr>
<td>Slide projector 35mm</td>
<td>$6.25</td>
<td>$12.50</td>
<td>$18.75</td>
<td>$25.00</td>
</tr>
<tr>
<td>Large portable screen (12'x12')</td>
<td>$6.25</td>
<td>$12.50</td>
<td>$18.75</td>
<td>$25.00</td>
</tr>
<tr>
<td>Standard portable screen (8'x8')</td>
<td>N/C</td>
<td>N/C</td>
<td>N/C</td>
<td>N/C</td>
</tr>
<tr>
<td>Rear projection screen (10.5'x14')</td>
<td>$10.00</td>
<td>$20.00</td>
<td>$30.00</td>
<td>$40.00</td>
</tr>
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### Lighting Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Student Organization Rate</th>
<th>BOISE STATE Education/ Non-Profit Rate</th>
<th>Federal-State Government Rate</th>
<th>Outside Group Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altman Follow Spot (100w)</td>
<td>$15.00</td>
<td>$30.00</td>
<td>$45.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Portable Lighting System</td>
<td>$16.25</td>
<td>$32.50</td>
<td>$48.75</td>
<td>$65.00</td>
</tr>
</tbody>
</table>
Appendix 3: Additional Special Event Center Information

The Special Events Center requires that at least one A/V technician be present before, during, and after an event and/or rehearsal(s). Additional A/V technicians may be required for productions in the Special Events Center, at the discretion of Technical Services Manager. For rates or further information, call University Conference Services at (208) 426-1677 or the Technical Services Manager at (208) 426-4316.

Damage to the auditorium, stage, or ancillary rooms or equipment will be billed to the event sponsor. In some cases, a damage deposit may be required in advance of the event.

Dimensions
Proscenium Opening 36'w. x 20'h.
Stage 80'w. x 34'd.
Apron 36'w. x 5'd. (downstage of plaster line)
Thrust (pit cover) 30'w. x 10'd. (at center line)
Orchestra Pit 7'5"deep (without cover)
Grid Height 45'
Loading Dock 28'w. x 9'd. x 32'h. (no direct back-up possible)
Loading Dock Door 10'w. x 10'h.
Stage Load-in Door 10'w. x 16'h. (upstage center)

Ancillary Rooms
There are two dressing rooms with make-up mirrors, restrooms and showers. The Green Room has a sink and refrigerator. The Rehearsal Room features wall mirrors and a dance floor. Ancillary rooms are across the hall, stage right, and at the same elevation as the stage.
Red Room 18'1". x 14'w. (excluding restroom)
Blue Room 18'1". x 14'w. (excluding restroom)
Green Room 29'1". x 14'w.
Rehearsal Room 28'1". x 22'w.

Projection Equipment
35MM Motion Picture Projector with Dolby Surround Sound and Platter System

Lighting System General
The lighting system is a dimmer-per-circuit design. There are 185 stage circuits each tied directly to a 20-amp dimmer. Additionally, there are five dimmers/circuits hard wired for the house lights that can be controlled from the lighting console or wall stations.

Dimming System: 2 ETC Sensor racks - 96 dimmers each
Control Console: ETC Impression II
The ETC Impression II has 250 control channels, 48 sub-masters, and memory for 600 cues and effects. Console data can be saved to a 3.5" disc; system uses DMX-512 protocol for dimmer control.

Instrument Inventory
Control System: ETC Impression II. 250 control channels available. 2 pages of 24 submasters and memory for up to 600 cues also available.

Dimmers: 192 - 2.4kw ETC Sensor Dimmers.

Houselight Control: Digital Address architectural control system. Lights are set in recorded presets, but can also be controlled on the Impression II.

Instrument Inventory

Inventory:

- 60 ETC Source 4 Ellipsoidals
- 48 ETC Source 4 Pars, 6"
- 4 Strand 6" Fresnel
- 11 Altman 6" Fresnels
- 3 L&E 3 Cell Cyc lights

Gel Inventory
[RoscoLux colors in 4-1/2", 6" and 8" sizes]

RoscoLux Silk Colors
[For cyclorama lights]
124 125 126 127 128

Hanging Schedule
Please see Web page at:
http://union.boisestate.edu/spec/index.html
Fly Rail Schedule
The Special Events Center has a single purchase, T-track counterweight fly system. Thirty line sets are installed on a 48-line system. Typical batten length is 44’ and there are four lift lines per set. A limited number of pipe extensions are available. There are four sets of legs (10’x22’) and four borders.

Stage Equipment
Yamaha 6’ Baby Grand Piano
Steinway Grand Piano (limited use)

Sound System General
The sound system console is located in the production booth at the rear of the auditorium. All microphone lines, console inputs and outputs and outboard gear utilize a patch bay for flexible signal routing.

The audio console is an Allen and Heath ML400.

Up to four stage monitor sends are available, as well as a program feed to the lobby, ancillary rooms, backstage and below stage areas. Microphone jacks are distributed throughout the stage and house areas.

The first 24 microphone lines are “normalled” through console inputs #1-#24. Matrix output #1 on the console feeds the center cluster. The left and right house speakers are fed from the console’s stereo output bus. Auxiliary sends #1 and #2 feed the first two monitor amp channels. The monitor amp operates on a 70-volt system, as monitor jacks are also distributed throughout the house and stage areas. Four transformers are available to allow the use of low-impedance stage monitors.

Sound System Equipment
Please see Web page at:
http://union.boisestate.edu/spec/index.html
## Appendix 4: Open Space Allowable Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Central Quad</th>
<th>Memorial Plaza</th>
<th>Multi-Purpose Plaza</th>
<th>Stadium Parking Lot*</th>
<th>Public Areas on Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amplification</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Food Service</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Information Tables - booths/tables/chairs</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Displays/Exhibits</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Films</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Sales</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Credit Card Solicitations</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Posted Signs/Banners</td>
<td>Kiosks</td>
<td>Kiosks</td>
<td>Kiosks</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Distribution of Literature</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Passing of Petitions</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Picketing/Carrying Placards</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Individual Oral Presentation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

X – indicates activities allowed in this area

* Unrelated to Intercollegiate Athletic Events
Appendix 6: Meeting & Event Planning Worksheet

This sheet, provided by University Conference Services, can help you when you are planning an event. On this sheet is all the information Conference Services needs to know about your activity. Not all of the items listed here may pertain to your event. Also, you may not know all the information on the sheet at the time you make the reservation. Complete as much of it as you can, call Conference Services (426-1677) or visit their office (second floor, Student Union) and have this sheet handy. It will make your reservation process easier! You can find this worksheet at http://union.boisestate.edu/forms/index.html.

<table>
<thead>
<tr>
<th>Event Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Date(s)</td>
</tr>
<tr>
<td>Reservation Start Time</td>
</tr>
<tr>
<td>Event Start Time</td>
</tr>
<tr>
<td>Sponsor</td>
</tr>
<tr>
<td>Contact Person(s)</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>Alternate Number</td>
</tr>
<tr>
<td>Billing Address</td>
</tr>
<tr>
<td>Department IDF</td>
</tr>
<tr>
<td>(on-campus groups only)</td>
</tr>
<tr>
<td>Mailing Address</td>
</tr>
<tr>
<td>Estimated Attendance</td>
</tr>
</tbody>
</table>

Please provide a brief description of your event:

Group Type
☐ Student Organization (Recognized)  ☐ Federal or State Government
☐ Boise State University Department  ☐ Outside Group
☐ Education/Non-Profit  ☐ VIP

Event Type
☐ Banquet  ☐ Exhibit  ☐ Private Use
☐ Class/Workshop/Seminar  ☐ Film  ☐ Reception
☐ Concert  ☐ Lecture  ☐ Rehearsal
☐ Conference  ☐ Meeting  ☐ Religious Activity
☐ Dance  ☐ Multi-media/Downlink/Internet  ☐ Special Event
☐ Drama  ☐ Press Conference  ☐ Theatre

☐ This is an Outdoor Event (rain location is)

☐ Other

Set-Up Type
☐ Banquet (rounds of 8)  ☐ Conference (U-shaped)  ☐ Reception
☐ Conference (rectangle)  ☐ Empty Room  ☐ Theatre/Audience Style
☐ Conference (square)  ☐ Classroom Style  ☐ Other

Details
## Appendix 7: Audio Visual Event Checklist

### Breakout Sessions/Additional Spaces Needed

- [ ] None
- [ ] How many Breakout Sessions

### Audio Visual Staff

- [ ] AV Tech Time _to_
- [ ] Outdoor Event (2 tech min)
- [ ] Spec (2 tech min)
  - Requested preset time is __________ AM / PM

### Audio Visual Requirements

- [ ] None
- [ ] Screen
- [ ] Overhead
- [ ] Performance
- [ ] Microphones
- [ ] VCR
- [ ] Internet
- [ ] Lighting Changes
- [ ] Laptop Computer
- [ ] DVD Player
- [ ] Conference Call
- [ ] Other
- [ ] Data Projector
- [ ] Video Taping
- [ ] Band

### Details - please give a brief description of your program

### Equipment Needs

- [ ] Dance Floor
- [ ] Pipe and Drape
- [ ] Head Table
- [ ] Flip Chart
- [ ] Stage
- [ ] Decorations to Hang
- [ ] Easel
- [ ] Lectern
- [ ] Special Lighting
- [ ] Telephone
- [ ] Other

### Catering Needs

- [ ] Breakfast
- [ ] Reception
- [ ] Table Rock Café (Cafeteria Meals)
- [ ] Continental
- [ ] Refreshments
- [ ] Water Service
- [ ] Lunch
- [ ] Delivery
- [ ] Box Lunch
- [ ] Dinner

### Parking Needs

- [ ] None
- [ ] Lot Reservation
- [ ] Validation Stickers

### Equipment Needs Details

### Catering Needs Details

---

**Appendix 7: Audio Visual Event Checklist**

http://union.boisestate.edu  (208) 426-5951  The Source 3: Event Planning 31
This checklist will help you determine what AV equipment you may need for an event. When you make a reservation with University Conference Services (426-1677) that requires AV (i.e., a lecture, concert, performance), you will be asked to provide this checklist PRIOR to finalizing the reservation. This will help the Conference Services staff to assess if they are able to meet your AV needs.

A/V Event Checklist

**Sound**
- How many microphones does the Sponsor want? [yes] [no] [handheld] [lavalier] [stage monitors]
- Do they want wireless microphones? [yes] [no] [handheld] [lavalier] [stage monitors]
- What type of wireless mic? [handheld] [lavalier] [stage monitors]
- Will they require stage monitors? [yes] [no] [handheld] [lavalier] [stage monitors]
- How many would they like? [ ]

**Lighting**
- Would they like to change the lighting during the event? [yes] [no]
- Who has the lighting information? [ ]
- Are there specific areas that require special lighting? [ ]
- (ex: podium, piano, banner, display)
- List

**Projectors**
- What kind of projector is needed? [data] [video] [TV monitor]
- Number of projectors? [ ]
- Will a TV/VCR do? (for a small room) [yes] [no]
- [slides] [overhead]

**Crew**
- Would the Sponsor like a sound check? [yes] [no]
- What time would they prefer to be? [ ]
- Does the Sponsor have in mind load-in and load-out times? [ ]

**Extra**
- Do we need to record audio or video for the event? [yes] [no]
- Will they provide tapes? [yes] [no]
- Will any media or be present? [yes] [no]
- Have they arranged for the event to be videotaped? (by UTP or SMITC)
- If yes, when would they prefer to arrive for set-up? [ ]

Please diagram the stage set-up on reverse side of this sheet. →
Appendix 8: Event Parking Request Form

Student Organizations are provided free parking for their events when they submit the following form. Tips to remember: A student organization is NOT a non-profit group (check no on that box) and your event IS an ASBSU Function. Should you want a parking attendant to monitor the lot during your event, it is $150 for four hours. University Conference Services can help you assess parking needs. This form can be found online at http://www.boisestate.edu/parking/EventRequest.pdf and must be faxed or delivered to Parking Services.

Event Parking Request Form

Please submit requests a minimum of two weeks prior to your event. (Requests are approved based on available space.)

Department/Agency: __________________________________________ Date: ______________________
Contact Person: ____________________________________________ Phone: ______________________
Fax: ______________________ e-mail: ______________________ Mail Stop: ______________________
Organization Type: Non Profit: [ ] Yes [ ] No ASBSU Function: [ ] Yes [ ] No
Academic Sponsored Event: [ ] Yes [ ] No
Outside Agency Billing Address: ___________________________________________________________

Sponsored By: ____________________________________________________

*Year requires proof of Liability Insurance*
Event Name: ______________________________________________________
Event Date(s): __________________________ Ending Date(s): __________________________
Event Location: ___________________________________________________
Starting Time(s): __________________________ Ending Time(s): __________________________
Parking Lots (you would prefer): __________________________________________
Parking: [ ] Yes [ ] No (Parking includes barricaded areas with personnel to monitor; for your event use only if cost varies) Expected Attendance: __________________ Expected # of Vehicles: __________________
Confirmation Requested: [ ] Yes [ ] No For Office Use: Date Confirmed: ______________
Confirmation by: [ ] Phone [ ] FAX [ ] E-mail
Payment Option: [ ] Check/Cash [ ] Credit Card [ ] Account Code: ____________________

By my signature I understand that I will give notice of cancellation a minimum of 7 days prior to event listed above or I will be charged the full amount.

Signature: ______________________________________________________

[For Office Use Only]
Lots Reserved: __________________________ Load-In: __________________________ Lot Fee: __________________________
Traffic Control Arrangements: Staff: __________________________ Supervisor(s): __________________________
Signs: __________________________ Permits: __________________________ Equipment Cost: __________________________
Contracted Staff Costs: __________________________ Total Cost: __________________________
Other Considerations: _____________________________________________________________

Invoice Date: __________________________ Invoice #: __________________________ IMP: __________________________

http://union.boisestate.edu (208) 426-5951 The Source 3: Event Planning 33