Josephine Campbell Recital Hall (JCRH) Procedures & Policies

The Josephine Campbell Recital Hall is available for performances, lectures, master classes and rehearsals by UND departments and other University or community organizations with the approval of the Chair of the Department of Music. A modest rental fee to defray costs will be charged to all organizations outside the Department of Music.

Procedures to follow for check-out of the Josephine Campbell Recital Hall

1. The Secretary Receptionist will check the calendar for the availability of the recital hall.

2. The Facility Request form must then be filled out by the contact person or office personnel for the event and given to the Music Department Secretary to sign off.

3. The Secretary Receptionist will input the recital dates and times on computer calendar under Events List and in the Week at a Glance calendar on the Music Secretary's desk.

4. The Secretary Receptionist will sign off on the Facilities Request Form.

5. The Secretary Receptionist will distribute the copies as follows:
   White-Music Secretary   Yellow-User   Pink-Recital Hall Manager

6. The Secretary Receptionist will check the form for piano tuning, if this is requested, the Music Secretary is to schedule the tuning.

7. If at any time a date for an event needs to be changed, the Secretary Receptionist must be notified as soon as possible so it can be changed on the request form and calendars. The Secretary Receptionist will then notify the JCRH Manager and the Office Manager of the change.

   The remainder of the duties are to be handled by the JCRH manager.

8. The JCRH Manager should order any needed equipment through CILT as soon as possible. The equipment should be delivered to Room 110 the morning of the event and also be picked up from room 110 the morning after the event. Please write down the name of the person you order through at CILT for tracking purposes.

9. It is the duty of the JCRH manager to have the recital hall looking aesthetically pleasing for ALL events, and set-up the equipment as requested by the user of the hall, no later than one-half hour before the beginning of the performance.
   a. All stands not in use should be hung on the back of the acoustical shell wall.
   b. The piano should be moved to the far back of the stage and the piano cover, garbage cans, etc., should be kept as far behind the acoustical shell wall as possible.
   c. The aisles and floor should be free of garbage or debris.
   d. The loading dock area should be free of debris and equipment.
e. The foyer in the lower level leading to the stairs should be clean and free of any debris. (No chairs, tables, stands, etc. in that area.)
f. All lights are to be turned off except for the lights above the organ pipes. (This is for safety upon entering the recital hall)

10. The JCRH Manager will post a sign up sheet on the door of his/her office for students to sign up to work at each event. The manager will then notify the worker of their responsibilities regarding the duties assigned to them. If there are no workers signed up for a particular event it is up to the JCRH Manager to fill the positions needed with student assistants or to ask the director of another music ensemble if they have students willing to donate their time to another ensemble by selling tickets, recording, stage managing etc. Events not held in the hall will also be the responsibility of the JCRH Manager. (This will include recruiting workers for those events.)

11. The JCRH Manager must schedule workers as soon as the request form has been completed. The number of workers needed for each event is to be determined by the JCRH Manager who then will provide as follows:

Student Recitals/2-3 Workers
Faculty Recitals/2 -3 Workers
Guest Lecturers/1-2 Workers
Guest Recitals/3-4 Workers
Ensemble Concerts/3-4 Workers

The JCRH Manager will contact the workers 1 week prior to the event that they are scheduled to work at and fine tune any necessary details and then be asked to report to the JCRH Manager 45 minutes prior to the start of the event and be appropriately dressed. i.e. dark pants or skirt and pressed white shirt or blouse. Typical casual school attire is not acceptable.

The JCRH Manager must pick up the cash box, tickets, and concert programs from the music office Friday prior to 4:30 for any weekend concerts OR the day of an evening concert prior to 4:30. If it is not possible for the JCRH Manager to pick up the cash box it is the JCRH Manager’s responsibility to ensure that one of the scheduled workers will pick it up. The cash box and remaining tickets are to be returned to the music office the morning of the next business day. Please keep in mind the security of the cash box as all cash must balance with the number of tickets sold. Security is essential.

12. Events held that will have admission charges will need 1-2 ticket sellers who will also double as a door person and a stage manager once ticket sales are finished. Persons using the hall who are not Music Department-related will need to provide their own ushers/ticket sellers.

13. There also needs to be one sound booth person for recording and lighting purposes. This person will also be responsible for making sure that the band room (128) does not have anyone rehearsing that may interfere with the event in the recital hall.
14. If the Anna Mae room is needed for reception purposes, arrangements must be made with the Music Office for use of the room and key check-out. The JCRH Manager is responsible for making the necessary arrangements.

During Concert procedures:

Unlock recital hall entrance doors with a hex wrench. (Kept in the cash box.)
Close recital hall doors just prior to the performance, and turn off upper foyer lights.
Post "Performance in Progress" sign on the door.
Except for emergencies (sickness, disruptive children, etc.) Keep door closed until the first break between pieces, when an usher will open the door and seat late comers.
**Duties of Sound/Light Technician:**
Meet with the director or person hosting event (both 1 week prior and at least 45 minutes prior to concert) to ensure that you know what they need for lighting and how the recording should be. (i.e. do they want the applause recorded or not.) Normally the lights go down once the director or host nods up to the sound booth and go up at intermission. It is best to get a program and go through it with the director/host and make notes as to what part of the program they want lights up or down. If everything is set for the performance you may help the ticket people hand out programs.

**Duties of Ticket Person/Stage Manager**
Set up cash box and tickets 30 minutes prior to the performance. It works best if one person takes the money and one person rips tickets. Making sure that the cash balances to the amount of tickets sold is the main objective. Assigned complimentary tickets are exchanged for numbered tickets. For someone entering on a complimentary pass, DO NOT rip off a ticket. They are just to sign the complimentary ticket form (one should be enclosed in the cash box) If timing permits, the recording/lighting technician will hand programs to the concert attendees, if that is not possible, lay programs out on the table inside Recital Hall.

**Policy for Student Use of the Recital Hall**
The recital hall is available for student use, however in order to maintain an organized and secure facility please check out keys through the Secretary/Receptionist, Room 110. DO NOT prop doors open. In using the hall, follow this list of guidelines which has been set up for proper maintenance and care of the facility.

1. Please get keys and check with the Music Department Office to make sure that the hall is not already in use.

2. The key for the piano lock must be checked out from the Music Office if you do not have one in your possession.

3. Stands are hanging on the back side of the acoustical shell, if you take one from there, please put it back.

4. If you unlock the piano, please lock it back up and cover it.

5. There are wooden chairs in the hall which may be used. If you bring in an outside chair, please take it with you when you leave. **Do not leave chairs behind the acoustical shell.**

6. When leaving the hall, please leave it in the arrangement that you found it (this means throwing away any garbage, pencils, etc.)

7. Shut off the lights when you leave.

8. If there are any problems with the hall please make a note of it to the JCRH manager.
It is the opinion of the JCRH manager that if we can follow these procedures the hall will be kept in good shape for the use of the student body, faculty, and other outside groups who wish to use the facility.

In General, Please be Courteous.......

9/26/03