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| Performing Arts Faculty | Theatre Managers | VPA Administrative Staff |
| 1. Submit a COE for VPA funding request form if you are requesting funding to support this event. 2. Coordinate the use of performance space with the appropriate contact person: Sydney Yarborough (Northwest), Anthony Reilly (Southwest-Theatre), Kathleen Ruhleder (Southwest-Recital Hall), Lorrella Cobb (Central) 3. **Post event information to the VPA sharepoint calendar for Performing Arts by CAMPUS.** 4. Complete an event request form if you need posters or programs. Submit poster and program information at least two weeks in advance to Orlesher Bell. 5. Complete an event report and submit to Orlesher Bell by the end of the semester. | 1. Post a weekly schedule of events from the campus calendar to Announcements on sharepoint. 2. Communicate weekly schedule to campus PR and/or management. 3. Coordinate tech riders for events. 4. Request box office and front of house support as needed. 5. Provide support for event reporting as needed. | 1. Process program and poster requests. 2. Submit event information to HCC Communications. 3. Collect and document event reports. |
| **https:// team.hccs.edu/sites/coe/arts**   * **Calendars in View (by campus)** * **Documents: Event Request Form/Funding Request Form** * **Announcements** | | |

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| VISUAL | Gallery Coordinators | VPA Administrative Staff |
| 1. Submit a COE for VPA funding request form if you are requesting funding to support this event. 2. **Post event information to the VPA sharepoint calendar for Visual Arts by CAMPUS.** 3. Collaborate with gallery/exhibition coordinators as needed. 4. Complete an event request form if you need posters or postcards. Submit poster and program information at least two weeks in advance to Trina Campbell. 5. Complete an event report and submit to Trina Campbell by the end of the semester. | 1. Post a weekly schedule of events from the campus calendar to Announcements on sharepoint. 2. Communicate weekly schedule to campus contact (Theatre Manager or Campus PR). 3. Provide support for event reporting as needed. | 1. Process program and postcard requests. 2. Collect and document event reports. |
| **https:// team.hccs.edu/sites/coe/arts**   * **Calendars in View (by campus)** * **Documents: Event Request Form/Funding Request Form** * **Announcements** | | |