

10 STEPS TO EVENT PLANNING AT CTC

4 WEEKS AHEAD

01 RESERVE YOUR SPACE

- Reserve a space(s) in the Shared Calendars in Outlook.
- Also Reserve the space(s) for the set-up and take-down time needed.
- Please be aware of maintenances' schedule (M-F 7am-3pm) when booking set up and strike times.
- Don't forget to reserve a catering staging area if needed. If you need the scene shop, please email Adriane Heflin and check to see space is available

02 INTERDEPARTMENTAL SUPPORT

- Contact the Lighting/Sound/Video Department and Production Management if you have need of any theatrical lighting, sound equipment, and Video or Projection equipment.*
- Talk with Marketing regarding media announcements, internal signage, etc. if needed.

**You don't have to be specific at this time – just give a heads-up about the date and your potential needs so that they can plan this into their production schedule.*

03 EQUIPMENT

- Think about the quantity of tables, chairs, linens, etc. that you may need.
 - See INVENTORY document (inside [Event SOP](#)) for list of CTC resources. If there are other events going on at the same time – you may need to rent tables/chairs/etc. from an outside company.
 - Equipment that you can setup and operate without the help of Production or Maintenance includes: Smart TV (4th Floor conference room), conference phone (in drawer in 4th floor conference room), small projector and screen.

04 STAFFING

- Consider staffing needs for the event
 - Recruit departmental staff for key positions
 - Greeting at Stage Door or main entrance, Wayfinding , F/B, Vendor relations
- Hire maintenance if needed: based on size and length of event, and scope of setup/take down
- FOH if having a public event
- Actors: Contact Jenny Friend and Alli St. John for availability and pricing

05 CATERING

- For small events, purchasing platters from local grocery stores or family style is totally cool.
- For catering, we have a short list of preferred caterers who already know the space, including:
 - D'Amico's, Chowgirls, Kafe 421 (Hightop Hospitality/Create), Mintahoe
- If you wish to use a different caterer, please look at the [Catering Info Form](#).

2 WEEKS AHEAD

- 06 • Complete the [Internal Event Request Form](#).
- If deliveries will need to be sent to the loading dock, talk with Adriane (Scene Shop) regarding timing so that it will not interfere with scenery work.
- Create the signage you will need to direct people around the building – for branded signage, please request from Kaitlin via [Design Request Form](#).
- If you will need maintenance outside of normal hours (7am-3pm M-F), you will need to request that via Adam Scarpello (ascarpello@childrenstheatre.org).

1 WEEK AHEAD

- 07 • Obtain names and contact details for production staff working the event by sending one email to production department heads.
- Once contact information has been gathered, email event production staff with details of event including timeline.

1 DAY AHEAD

- 08 • Check with maintenance that spaces are set up or will be set up.
- Check-in with production dept heads

DAY-OF

- 09 • Post signs to direct people around the building (if needed) – please use stanchions or blue tape
- Greet vendors, make sure they have what they need for their set-up.
- Run Event
- After Event: Make sure outside vendors have cleared all their items.
- Clean up after event. Make sure you have scheduled the room to be reset to 'neutral' before the next activity in that space.

FOLLOW-UP

- 10 • Have all outside resources (rented items, catering equipment) been picked up from CTC?
- Were there any personal items left behind that the guests should know about?

WHO'S WHO

Production:

Ellen Baker – Director of Production
Kyia Britts – Associate Production Manager/Company Manager
Sue Brockman – Props
Jenny Friend – Stage Management
Matt Gross – Lighting and Video
Adriane Heflin – Technical Director
Amy Kitzhaber – Costumes
Reid Rejsa – Sound

Admin:

Alli St. John – Casting Director

Security/Maintenance:

Alex Iztep – Day Porter (Maintenance)
Adam Scarpello – Security Lead

Front of House (FOH)

Lindsay Higgins – House Manager

Marketing:

Kaitlin Randolph – Content, Design, and Digital Manager

HELPFUL LINKS

[Event Standard Operating Procedure \(SOP\)](#)
(includes resource inventory)

[Calendar Reservation How-To](#)

[Design Request Form](#)

[Internal Event Request Form](#)

[Catering Information Form](#)

