Arts Across Campus Responsibilities

- **Proposal Submission** (Deadline – January 31, 2016)
  - Proposer
- **Proposal Review and Selection**
  - AAC Committee
- **Request Contract, Rider, and Availability**
  - Proposer
- **Book Dates and Venues based on availability and expected head count (Include rehearsals, dressing rooms, setup and teardown times)**
  - AAC Contact
- **Secure Contract and Rider Approvals**
  - AAC Contact and Proposer
- **Book Lodging and Transportation**
  - AAC Contact
- **Meet with American Dining Services if ordering food**
  - Proposer/AAC Contact
- **Prepare Event Details (Safety, Facilities, Parking, etc.)**
  - AAC Contact
- **Prepare Promotion Plan (Including ties to curriculum)**
  - Proposer/P/R & Communications/AAC Contact
- **Determine A/V Needs and Schedule AV Personnel**
  - Agent/Proposer/AAC Contact
- **Submit Expense Report for Contact Payment**
  - AAC Contact
- **Secure Event Day Contacts, Box Office and Usher Volunteers**
  - Determine if there will be merchandise and if we need to provide volunteers
- **Confirm Lodging, Transportation, Arrival Time, Rehearsal Time, and Dressing Room Needs**
  - Proposer/AAC Contact
- **Event Day Management**
  - Proposer/AAC Contact