

ROYAL COURT OF THE GOLDEN SPIKE EMPIRE EVENT FUNCTION & RESPONSIBILITIES/EVENT GUIDELINES

Person(s) in Charge: It is the overall responsibility of the PERSON(S) IN CHARGE to visualize, organize and otherwise promote the event. The event proposal (show form) should be completed and approved by the Board of Directors no later than four (4) weeks before the event. A final copy of the show form will be returned to you and copies made for the 1) BOARD LIAISON, 2) EVENT COORDINATOR, 3) ADVERTISING DIRECTOR, 4) SET COORDINATOR and 5) LOCATION MANAGER. A five-dollar (\$5) donation will be charged unless a different amount is requested and approved by the Board of Directors. It is the ultimate responsibility of the PERSON(S) IN CHARGE to inform all participants (including entertainment) of the event guidelines, and to see that they are followed.

Duties include, but are not limited to: 1) delegating duties to other Court members; 2) lobbying the support of the Board of Directors, general Court and audience members; 3) visualizing a theme for advertising, decorating and functioning of the event; and furthermore 4) overall direction of the event in general. Please note that promoting an event is a **LARGE** responsibility; use as many of your peers to insure the success of the event. The PERSON(S) IN CHARGE is/are ultimately responsible for all delegated responsibilities of the show. A signature on the show form does not guarantee that people will follow through on their responsibilities. Communicate often with these people and especially with your BOARD LIAISON to buffer any foreseeable and possibly unforeseeable problems. The show should start within ten (10) minutes of the advertised starting time; considering this, you must be at the host facility a minimum of one hour prior to the beginning of your show. Advise your performers to arrive (ready to perform) within one-half hour of show time. After the event you will be held personally responsible for striking the set and cleaning the dressing area. Last, but not least, HAVE FUN! Thank you for taking the time and the effort in raising much-needed funds and in providing entertainment for our community!

Board Liaison: The BOARD LIAISON is directly responsible to the Board of Directors for the success of the event. It is ultimately the BOARD LIAISON'S responsibility to ensure the credibility of the RCGSE and that its standard of excellence is upheld. The BOARD LIAISON should meet as often as possible with the PERSON(S) IN CHARGE to insure the quality of the event. The BOARD LIAISON should report to the Board of Directors periodically on the progress the PERSON(S) IN CHARGE is/are making. The BOARD LIAISON should also be in director contact with important players of the event specifically the location manager, set designer and event coordinator. It is also the responsibility of the BOARD LIAISON to ultimately recommend proceeding with production or canceling the show depending on support for the event.

Event Coordinator: The EVENT COORDINATOR is directly responsible to ensure last minute and final details are in place. Duties include: 1) producing a show line-up for the MC's, DJ, Spotlight Operator(s), and dressing room; 2) coordinating entertainers; 3) coordinating with and communicating details between LOCATION MANGER, BOARD LIAISON, and PERSON(S) IN CHARGE; and 4) most importantly, calming nerves. In addition: 1) Music & show line-up should be submitted to the DJ no less than 10 minutes prior to show time; 2) Tapes must be cued and CDs labeled with the cut number; and 3) Performers are to be the only people allowed in the dressing areas. **Please note that the location is not responsible for supplies such as pens, post-it pad, or SHOW LINE-UP FORMS.** Remember to bring these important supplies with you to the event.

Advertising Director: Before final production of advertising media, the Board of Directors must approve all advertising. In addition, it is the RCGSE's policy that all advertisements **must conform to Utah State Law including Utah State Liquor Laws and Regulations.** The ADVERTISING DIRECTOR should report directly to the PERSON(S) IN CHARGE and BOARD LIAISON. All advertising for RCGSE events must include the tag line "A RCGSE Production" or similar. It should also be understood that events held in private clubs must include, along with the name of the location, the tag line "a private club for members" (in number 10 bold print font minimum). Any questions and concern about advertising should be addressed with the BOARD LIAISON. In order for advertisement to be effective, it must begin at least two weeks before the event. Contact host facilities for size restrictions on posters (typically 22" x 28").

Set Coordinator: The SET COORDINATOR should coordinate all particulars regarding set design, construction and decorating. The SET COORDINATOR should meet periodically with the PERSON(S) IN CHARGE, BOARD LIAISON, LOCATION MANAGER and EVENT COORDINATOR to discuss special needs and progress on the set. The SET COORDINATOR should also meet with set builders no less than 24 hours pre-show to discuss particulars of the construction and set decorating. In addition to Board approval, final set design should be communicated to the LOCATION MANAGER and approved by Location. Set decoration should be completed no later than six (6) hours pre-show, unless special request and approval has been made with the LOCATION MANAGER and communicated to the PERSON(S) IN CHARGE. The SET COORDINATOR should also coordinate striking of the set with the LOCATION MANAGER and the PERSON(S) IN CHARGE; and furthermore, be on hand following the event to delegate de-construction.

Set Builders: SET BUILDERS should meet at the location and will be directed by the SET COORDINATOR. Delegation of specific responsibilities must be pre-established and within the capabilities of the SET BUILDERS. SET BUILDERS should not be asked to perform duties of which they are not capable or willing to do (i.e. climb tall ladders). Special needs and considerations should be discussed with the SET COORDINATOR before day of show. SET BUILDERS should be on hand immediately following the event to strike the set.

Door Persons: DOOR PERSONS must be active members of the Board of Directors. DOOR PERSONS are responsible for safe keeping of all monies donated to the Court at the event. This shall include money collected at the door and via additional donations from performers and general audience members. Only principle performers may enter events without paying the donation. Secondary and support performers will be asked to donate to the cause. DOOR PERSONS should be in place no later than one hour before show time. Doors should open no later than 30 minutes pre-show.

Location: Conditions vary greatly for each event regarding location. Particulars concerning location, including staging and seating should be discussed with the manager or owner of the location at the time the event form is signed. Typical responsibilities for the location include service staff (i.e. drink servers and bartenders, etc.) DJ(s), pre-even as well as post-event entertainment, seating, private dressing area, and restroom facilities. Special needs should be communicated and (if necessary) written in contract with the host facility. Special needs should be confirmed no less than 24 hours before the event (no less than 48 hours for Sunday shows).

DJ/Spotlight Operator: DJs & SPOTLIGHT OPERATORS should be on site no later than one hour pre-show. Special needs, questions regarding staging and event coordination should take place at this time. Pre-show music should begin when the doors open. Should a lull in the entertainment occur, the DJ should be prepared to play interim music? If a performer's music is not cued or labeled correctly the performer will exit the stage and the MC's will proceed to the next performer.

Master(s) of Ceremony: The MASTERS OF CEREMONY should be prepared with show line-up, show form, show script and staging no less than one half-hour pre-show. Should problems occur during the event the MC should be well prepared to entertain the guests.