

**EASTERN CONNECTICUT STATE UNIVERSITY  
FAIC STUDENT WORKER EVENTS MANAGEMENT CHECKLIST**

**What is the location of the performance:**

Proscenium Thrust Theater          Studio Theatre          Concert Hall          Other: \_\_\_\_\_

**What are the date/s of the performance?**

**Who are the on duty FAIC Student Supervisors? (Note there must be 1 student supervisors for every projected 250 occupants):**

**Will there be a Faculty Supervisor in attendance?**

**Pre-Event Building Safety Checklist: \_\_\_\_\_ Completed**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Are all exit signs operable?</li> <li>Is all emergency lighting operable?</li> <li>Are any pre-event setup necessary?</li> <li>Will Campus Safety be present during the event?</li> </ul> | <ul style="list-style-type: none"> <li>Are fire extinguishers nearby and operable?</li> <li>Are building facilities in working order? (I.E. Fire alarms, elevators, rest rooms, etc.)</li> <li><b><u>Was the Fire Speech played?</u></b></li> </ul> |
|--|---|

**What time does the house open?**

**What time does the show begin?**

**Pre-Event Checklist: \_\_\_\_\_ Completed**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Are tickets being sold?</li> <li>Have ushers been acquired and trained? How many?</li> <li>Have all applicable Work Orders been fulfilled?</li> <li>Are any pre-event setup necessary?</li> <li>Are all back of house TVs tuned to the proper channels for performers?</li> </ul> | <ul style="list-style-type: none"> <li>If needed, are dressing rooms open?</li> <li>Are refreshments being served before or after the event?</li> <li>Is the event being recorded?</li> <li>Has back of house been taken care of?</li> <li>Does this event require coat racks?</li> </ul> |
|--|---|

**Is there an intermission? If so, how long is intermission? When should the warning chimes be rung?**

**How will late arrivals be handled?**

**Is there a related Work Order? Work Order #: \_\_\_\_\_**

**What does the Work Order/Set-up entail?: N/A**

**Other Information:**

**During-Event Checks: : \_\_\_\_\_ Completed**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Have programs been distributed?</li> <li>Has the maximum occupancy of the space been met?</li> </ul> | <ul style="list-style-type: none"> <li>If the event is not a VPA event, is there a Student Supervisor or trained Club representative monitoring the backstage area?</li> </ul> |
|---|--|

**Post-Event Checks: \_\_\_\_\_ Completed**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Has breakdown occurred (if necessary) or is scheduled to occur?</li> <li>Have all used space been checked for trash?</li> <li>Is the fire curtain down? (PTT Only)</li> </ul> | <ul style="list-style-type: none"> <li>If tickets were sold, have the Box Office student workers been escorted to the Bursar?</li> <li><b>Are all used spaces locked?</b></li> <li><b><u>Have you completed the form for FAIC Events &amp; Public Safety?</u></b></li> </ul> |
|--|--|