

Cohen Auditorium User Checklist

Phase I: Pre-Production

- Reserve Cohen Auditorium for adequate production, rehearsal, and event time through the new EMS reservation system. <https://roomscheduling.tufts.edu>. Any questions about using this system should be directed to the Student Services office. Also reserve any additional spaces you may require such as dressing rooms or the Remis Sculpture Court. If you are reserving Remis Sculpture Court bear in mind that sometimes exhibits in the gallery are quite large and may hinder your event. Check with the gallery staff regarding the expected floor plan.
- Contact the Cohen Auditorium Manager at 109 Aidekman Arts Center (next to the Box Office) you can also email at mark_1.sullivan@tufts.edu or call x75531 to schedule a meeting.
- Meet with the Cohen Auditorium Manager **no later than 3 weeks before your first rehearsal/performance in Cohen**. This meeting will clarify any questions regarding the application process, how to complete paperwork and other pre-production logistics. At this point your organization/department must designate a Producer as the primary contact before, during, and after your event for logistical purposes. Also a Stage Manager should be designated at this time to handle the logistics during the actual event. Neither of these people should be talent performing in the show.
- Student organizations must arrange to attend an ‘Events Registration’ meeting 2 weeks prior to the first day of your events in the Campus Center. Reservations can be made by contacting the Office of Campus Life at 617.627.3212.
- Submit a COMPLETED and SIGNED Interdepartmental Requisition (IDR) to Cohen Auditorium to cover the user’s fee, payment of House Manager/Event Staff as needed, and other unforeseen costs a minimum of two weeks before the event.
- Submit the completed Events Logistics Form and the Responsible-use Form to the Cohen Manager **NO LESS than TWO WEEKS** before your event. **Failure to do so will result in a \$35 late fee.**
- For events that require extensive sound support such as live music concerts users may need to contact AV services for sound support, contact A/V Services at least 3 weeks

before your first rehearsal. (The need to use AV Services can be determined through discussions with the Cohen Manager.) To schedule services go to the AV Services website at <https://it.tufts.edu/qs-audvis>. Also found there will be price and fee listings for the available services. Be aware that their personnel and equipment availability is limited during busy times of the year, if you wait too long to contact them, they may not be able to help on your event.

- Begin gathering ushers as you will need between 4-12 non-performers who will be willing to work during each event in exchange for free admission. The Cohen Manager needed will decide the number of ushers. The names must be submitted no later than one week before the event.
- If needed, submit an Interdepartmental Requisition (IDR) to the Balch Arena Theater Box Office or Info Booth for ticket sales.
- If needed, submit an Interdepartmental Requisition (IDR) to Facilities for the set-up on tables, chairs, a podium, or post-production cleaning.
- If needed, submit an Interdepartmental Requisition (IDR) to Tufts University Police Department. You must hire security if you expect a sold-out show, protests, security risks, or if deemed necessary by the Cohen Manager.
- If needed, submit an Interdepartmental Requisition (IDR) to the Music Department if you need any piano or miscellaneous services handled by this department.
- Contact the A/V Coordinator to further discuss any extended audio/visual needs for you event as logistics change and develop. Keep the Coordinator and the Cohen Manager informed of any changes or additions to your events. Failure to do so may result in additional restriction for your next event.
- Submit then names of your ushers to the Cohen Events Manager

Phase II: Production

- The Stage Manager must report directly to the House Manager one hour before the performance is scheduled to start. At this time, the House Manager will discuss any last-

minute details and assign duties to the ushers. If there are special instructions for the ushers, these may be discussed at this time.

- ☐ Stage Manager must comply with the rules and regulations presented at the previous meeting with the Cohen Manager and the House Manager on duty at the time of the event.
- ☐ Clean all Cohen Auditorium space (backstage and audience) immediately following the conclusion of the event. UGL will be hired and your organization/department will be charged if the auditorium requires additional cleaning after your event. ***A \$75 cleaning fee may also be charged if props, costumes, theatre blocks or other items are left back stage after the final performance.***

Phase III: Post-Production

- ☐ Respond to any additional correspondence from the Cohen Events Manager and tie up any loose ends.

Helpful Contacts

Mark Sullivan – Cohen Auditorium Manager –	x7-5531	Cell 617-970-6048 mark_l.sullivan@tufts.edu
John Walsh – University Fire Marshall	x73922	John.Walsh@tufts.edu
Facilities Office Line	x73496	
<i>Call Facilities Office for information on tables, chairs and cleaning</i>		
Dave O’Brien – A/V Services Coordinator	x72784	David.O_Brien@tufts.edu https://it.tufts.edu/qs-audvis
Office of Student Activities	x73212	
Student Services office (EMS and room scheduling questions.)	x75828	
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UGL – Janitorial Services	x73973	