



## Facilities Scheduling & Promotions

### Pre-Production Meeting Tenant's Checklist

Please review the list below prior to the Production Meeting for your event. While all of these items are not supplied by the University, the Director can direct you to an appropriate source for any of these items.

ADVERTISING/PUBLIC RELATIONS	PIANO/ORGAN (TUNER)
AUDIO-VISUAL EQUIPMENT	SECURITY
CARPETING	SET-UP LABOR
CHAIRS	SHOW OFFICE
CHART PADS	SIGNS
CLASSROOM TABLES	SIGNAGE/BANNERS
COCKTAIL TABLES	SPECIAL LIGHTING
COMPRESSED AIR	SPOTLIGHTS
CONCESSIONS SERVICE	STAGE/PLATFORMS/ RISERS/BARRICADE
COPY MACHINES	TABLES
DANCE FLOOR	TELEPHONE SERVICE
EASELS	TICKETS
ELECTRICAL SERVICE	WATER
ELECTRICIANS	
FIRST AID	
FLOWERS/TABLE DECORATIONS	
FORKLIFT	
LECTERNS/PODIUMS	
MICROPHONES-P/A SYSTEM	
PADS/PENS/PENCILS	
PHOTOGRAPH SERVICES	

THE FOLLOWING ITEMS WILL BE REQUIRED FOR THE PRODUCTION MEETING:

Please remember to bring these items with you.

1. DECORATOR'S NAME (SERVICE CONTRACTOR)
2. DRAYAGE FIRM'S NAME
3. FLOOR PLAN
4. CERTIFICATE OF INSURANCE
5. ELECTRICAL AND UTILITY REQUIREMENTS

## FLOOR PROTECTION REGULATIONS (for O'Neill Center only)

The O'Neill Center floor is a polyurethane surface made by Martin Surfacing. The following regulations are designed to protect this "rubberized" floor from damage.

1. The tenant agrees to observe the following regulations pertaining to the O'Neill Center floor:
  - a. Plywood must be kept under all tires. This plywood should be sanded to eliminate sharp edges and splinters.
  - b. No spray paint or spray chemicals (including Armor-All or related products) may be used in the O'Neill Center.
  - c. No tires, whether on vehicles or not, may be left on the floor.
  - d. Extreme caution must be used when driving vehicles on the floor, as most damage can occur during the tire-to-floor contact. No sharp turns, quick starts or stops are allowed. Do not turn the steering wheel sharply when the vehicle is not in motion.
  - e. No vehicles with studded tires may be driven or parked on the floor.
  - f. No weight-bearing object on or off a vehicle, such as a trailer hitch or equipment, may come in direct contact with the floor surface. Such objects must have a weight-bearing surface to spread the weight load.
  - g. No vehicle of more than 5,000 lbs. gross weight may be brought into the O'Neill Center without approval in writing from the General Manager.
  - h. No track-laying vehicles may be moved directly on the floor. Any such vehicles must be brought in on a trailer and positioned directly on 3/4" plywood.
  - i. The tenant agrees that all table and chair legs will have rounded tops or other suitable floor protection, subject to O'Neill Center approval.
  - j. No tape, paint, crayons, pencil, pen, or any other substance may be used to mark the floor. Chalk may be used to mark the floor.
  - k. Before a tenant brings in any equipment (including tables and chairs), the tenant must conduct an inspection of the floor with the Assistant General Manager to agree on the condition of the floor as indicated by a diagram which will be dated and signed by both parties. After moving-out, both parties will conduct another inspection with a floor diagram to determine the floor condition which again will be signed and dated by both parties.