



Departmental Scheduling Policies

Season Scheduling:

Each SOA department will prepare a tentative schedule of concerts and performances ahead of the final scheduling meeting the first week of November. To ensure adequate staffing and resources only concerts and performances related to academic courses will be scheduled at the November final scheduling meeting. All other activities will be scheduled after February 1st according to the event policies listed above.

- Theatre
 - Up to 2 full productions each semester, and other academically required performances.
 - For the full productions the Department will have 5 weeks of dedicated rehearsal/construction time prior to the first week of performances and one day after the final performance for strike and resetting.
 - For instance, if a production closes on Sunday, March 8th the Theatre would not be able to load in until February 1st.
 - If no events are scheduled within two weeks of the load in date the Theatre Department may request early access.
 - During strike the stage must be repainted black, and the light plot returned to rep, unless otherwise agreed upon.
- Music
 - Only concerts and performances related to academic courses will be scheduled at the scheduling meeting.
 - All audition dates will also be scheduled at the November meeting.

All public performances, ticketed or not, will have the same starting time structure. To help eliminate public confusion and potential staffing issues. See below for the start times for productions. This does not include invited guest performances such as weekday school shows or student recitals. We understand that those will need to be flexible throughout the day.

- Evening performance Monday – Saturday: 7:30pm
- Theatre matinee performances – Saturday & Sunday: 2:00pm
- Music matinee performances – Saturday & Sunday: 4:00pm

Once the performance/concert is placed in the Doudna Planning Calendar at the final scheduling meeting, those events are locked in and dates and times will not be moved or altered except for extreme circumstances, and only if agreed to by Theatre, Music, and DFAC.