



## Event Policies

To fulfill the Doudna Fine Arts Center's mission, "...to join with our community in a celebration of human creativity and artistic inspiration," we have set forth the following policies and priorities. All policies not set below will be at the discretion of the Doudna staff. The following also outlines existing unwritten and new policies to ensure that each event can be adequately equipped and staffed, and to not schedule beyond our current staffing limits.

### Scheduling Priorities:

The list below prioritizes event scheduling to best reflect the Doudna Fine Arts Center's mission. In planning for upcoming seasons, events in categories 1-3 will be scheduled first. After February 1<sup>st</sup>, events that fall into categories 4-9 will be scheduled. Within these categories, events will be scheduled on a first come first serve basis. In the case of two conflicting events the priority listing below will determine which event is approved.

1. \*Academic performances/events for the departments of Art, Music, and Theatre.
2. Doudna's Premier Performances.
3. EIU and School of the Arts (SOA) admission/ recruitment events.
4. N&EA Funds Guest Performers.
5. Arts related community events, camps, and performances.
6. College of Liberal Arts & Sciences events.
7. All other EIU entity events.
8. Student RSOs.
9. All other events.

\*Two events from the same academic departments cannot be scheduled for the same date and time.

### Scheduling Requirements:

All events that need staff or crew assistance (technical, box office, or usher crews) will need an approved Doudna Use Form. These requests must be made two (2) weeks prior to the event date. If not, the event will be denied. We suggest that you contact the Doudna Fine Arts Center at [doudnatix@eiu.edu](mailto:doudnatix@eiu.edu) to check if a date is available or to find an available date prior to making a request. The Doudna Use Form is a contract between the requestor and the Doudna. Once approved, no changes or adjustments can be made without the approval of the Doudna.