



Thank you for your recent inquiry regarding the rental of **Cramton Auditorium**. Howard University's Administration is committed to the use and maintenance of *Cramton Auditorium*, which will contribute to a comfortable and conducive educational, recreational, and work environment.

The demand for the use of the auditorium facilities necessitates the adoption of daily and hourly scheduling of the facilities for the entire academic year, August 15 through May 15. Priority will be assigned to departments and programs normally involved in the use of these facilities to include Student Life/Activities groups, Colleges and Programs of the University, and University Administration.

The facilities will also be made available to those organizations on an individual program rental basis for purposes that are compatible with, or enhance the mission of the University and in the interest of the community.

All users will comply with the rules and regulations outlined in this document. Cramton Auditorium will consider requests for scheduling events and support spaces on the basis of the following use priority. The University reserves the right to cancel your event and refund all allowable monies.

**Priority I Howard University Office of the President;**

**Priority II Howard University Office of the Secretary;**

**Priority III Other University activities:** Appropriate public performance and non-performance events and activities by other campus entities (student, administrative);

**Priority IV Other users**

**Please Note:**

**A. Sponsorship.** Sponsorship of an event is only with a recognized department or student organization of the University.

**B. Student Organizations.** The representative of a Student organization completing the space request form must be listed on the organizations registration form on file with the Office of Student Life and Activities.

**C. Authorized representation.** The representative of University departments and/or off-campus organizations must be authorized to commit resources and funds on behalf of their departments and/or organizations.

In order to request the use of the auditorium, formal facility reservation procedures must be followed:

1. **Scheduling.** Scheduling of events is the responsibility of the Manager, in consultation with the Director. To schedule an event, complete a space request form. The space request form must be completely filled out and indicate the title of the event, the date, as well as an alternate date, and the time of his/her event. **Your request will be taken pending availability of space, technical equipment and staff.**
2. Upon receipt of the Space Request Form, confirmation of availability will be sent to the organization within 5 – 10 business days.
3. A pre-production meeting with the Manager, Production, Box Office, and House Operations Coordinators will be scheduled in order to determine the requirements of your event.

CRAMTON AUDITORIUM  
2455 Sixth Street, NW  
Washington, DC 20059  
[www.cramtonauditorium.org](http://www.cramtonauditorium.org)  
(202) 806-7194 Tel v (202) 806-4862 Fax

4. Rental fee and appropriate charges will be determined via an Estimate of Costs Letter and invoiced on one form to the organization. The prospective client will sign the Estimate of Costs Letter and submit a 50% Non-Refundable Deposit. The organization's check should be payable to Howard University, Cramton Auditorium. All charges must be paid in full before the organization can take possession of the facility.
5. Upon the Cramton Auditorium Administrative Office receiving a 50% Non-Refundable Deposit, the prospective client will be authorized to advertise and promote his/her event and then tickets will be placed on sale for distribution. A Lease Agreement will be signed at the payment date of balance due (within 30 days prior to the event).
6. **Ticketing.** When admission for the event is charged, the Cramton Auditorium Box Office must be contracted. Additional charges will be assessed for staffing requirements, set-up, clean up and/or restoration of facility for damages from event ticket sales.

## RENTAL CHECK LIST

Give thought to the dates and time you are interested in. Know the approximate number of participants in your event, including audience, performers, speakers, etc. Know your budget. An estimate of costs, based on the needs of your event, will be provided in writing once you have met with the Manager.

- \_\_\_\_\_ **Contact the facility regarding availability of space.** This can be done via the space request form on the website or can be faxed or mailed to you.
- \_\_\_\_\_ **Complete the Space Request Form and fax to Manager at 202-806-4862.** Manager will contact you directly regarding status of your request within 5 - 10 business days.
- \_\_\_\_\_ **Complete the Ticketing Form and fax to the Ticket Office at 202-806-4862.** Contact the Ticket Coordinator by phone, 202-806-7194, to confirm receipt of your form and to discuss the Ticketing Process. Ticket may not be issued prior to contract execution.
- \_\_\_\_\_ **Pre-production meeting scheduled to discuss event logistics in detail and walkthru of space.** The Manager and staff will work with you to assess your labor and technical needs and will put together an Estimate of Costs for your event. This estimate will become part of the Facility Lease Agreement, sent to you by the Manager.
- \_\_\_\_\_ **Acquire event insurance coverage from your insurance company (non-campus users only).**
- \_\_\_\_\_ **Review and Sign the Estimate of Costs Letter and the Facility Lease Agreement.**

**Once the above steps have been taken, return the following to the Manager as soon as possible but no later than 4 weeks prior to your event:**

- \_\_\_\_\_ **Signed Facility Lease Agreement.**
- \_\_\_\_\_ **Final payment for use of facility.** Make check payable to Howard University, Cramton Auditorium. (50% non-refundable deposit is due as noted on the Estimate of Costs Letter).
- \_\_\_\_\_ **Insurance Form**

It is essential that 30 days or earlier before your event, all requirements have been met. The University reserves the right to cancel your event and refund all allowable monies. Please call with any questions to (202) 806-7194. *Thank you for your interest in Cramton Auditorium! We look forward to hosting your event!*

***Denise Saunders Thompson***  
***Manager***



# SPACE REQUEST FORM

Application to Rent

Cramton Auditorium, 2455 Sixth Street, NW, Washington, DC 20059

Denise Saunders Thompson, Manager

Phone: (202) 806-7194 Tel Fax: (202) 806-4862

## HOWARD UNIVERSITY

Organization and/or Sponsor \_\_\_\_\_

Name of Event \_\_\_\_\_

Address, City, State, Zip code \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Fax Number \_\_\_\_\_ Email \_\_\_\_\_

Type of Event (play, concert, musical, press conference, meeting, reception, other): \_\_\_\_\_

Headliner \_\_\_\_\_ Other acts \_\_\_\_\_

<b>Dates of request:</b> List <i>all</i> requested dates. Include prep/tear-down, dates (MM/DD/YY)	<b>Type of Activity:</b> Set-up, Tech, Rehearsal, Show, Reception, Other (MM/DD/YY)	<b>Activity/Event begins at:</b> (xx:xx a.m./p.m.)	<b>Activity/Event ends at:</b> (xx:xx a.m./p.m.)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Seating: General\_\_\_\_ Reserved\_\_\_\_ General/Reserved\_\_\_\_ Other \_\_\_\_\_

\*Usage dates and times will be confirmed and finalized in consultation with the Manager.

### Briefly Describe Your Event and/or Provide Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your event open to the public? NO/YES	Estimated audience size: _____	Will your event be recorded? NO/YES	Will your event be ticketed? NO/YES
Will there be an intermission? NO/YES	If yes, how long? _____ minutes	Will your event have programs? NO/YES	Do you plan to sell merchandise? NO/YES
Do you expect to have press attend? NO/YES	If yes, please supply a press contact info: _____		

### Please List Event Requirements and/or Special Needs or Any Other Specifics Not Covered Above

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Please Attach A Tech Rider (If Applicable)

**Rentals (Check one:)** \_\_\_\_\_Commercial \_\_\_\_\_Official Campus Organization++ \_\_\_\_\_Sponsored Organization\*\*  
 ++ The representative of a Student Org. completing the space request form must be listed on the organization's registration form on file with the Office of Student Life and Activities. Director of Student Life and Activities must sign request form.  
 \*\*Sponsoring department signature authorization required.

Authorized Signature  
Organization Representative

\_\_\_\_\_ Date

Authorized Signature  
Director of Student Life and Activities++  
(Required for Student Organizations)

Authorized Signature  
Sponsoring Department Chair/Dean/Director\*\*  
(Required for Sponsored Organizations)



**Name of Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Checklist for Event Planning**

Use this basic checklist to assist your group in planning a successful event. Remember, we may not have all the specifics that your event requires and all items are not needed for every program. So, brainstorm prior to starting your event planning to make sure everything gets covered!

**BEFORE THE EVENT:**

**Brainstorm:**

**Check the University calendar.**

**Tentatively book a couple of dates.**

**Set Budget – Identify funding sources (see sample budget sheet attached)**

**Will the event work?**

**How many people do you need to make the event happen?**

**Do you have the resources to make it happen?**

**What can you afford?**

**What measures are you taking to ensure you can pay your performer/vendors up front?**

**Prepare and sign contracts with Venue, Artist and or Talent.**

	<u>Completion date</u>	<u>Assigned to</u>	<u>Date completed</u>
<b>General:</b>			
Prepare purposed budget	_____	_____	_____
Reserve facility	_____	_____	_____
Schedule Production Meeting	_____	_____	_____
Prepare and sign contracts (With -Venue / Artist / Talent)	_____	_____	_____
Reserve equipment	_____	_____	_____
Insurance / Permit/ License	_____	_____	_____
Arrange for security	_____	_____	_____

**PRODUCTION MEETING:**

- Box Office / Tickets / Final Settlement
- Front House / Ushers / Concessionary Sales
- Stage / Production / Lights / Stage /Sound / Video
- Management / Contracts / House Rules and Regulations

**WHAT IS EXPECTED PRIOR TO THE EVENT?**

- 50% Non-refundable deposit is due 7-14 days after Production Meeting
- Balance is due 30 days prior to the event
- Estimate of Costs Letter
- Signed Howard University Facility Lease Agreement
- Insurance Certificate is needed 30 days prior to event

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**Comply with Howard University policies:**

Sales \_\_\_\_\_  
Fund-raising \_\_\_\_\_  
Use of HU logo & or Name \_\_\_\_\_

**Decorations Committee:**

Design \_\_\_\_\_  
Purchase materials \_\_\_\_\_  
Construct \_\_\_\_\_

**Entertainment Committee:**

Contract performer(s) \_\_\_\_\_  
Process payment(s) \_\_\_\_\_  
Schedule Travel Arrangements \_\_\_\_\_

**Promotion Committee:**

Develop strategy and schedule \_\_\_\_\_  
Design poster \_\_\_\_\_  
Write and distribute press releases \_\_\_\_\_  
Write and submit newspaper ads \_\_\_\_\_  
Write and submit radio/TV ads \_\_\_\_\_  
Contact HU News Service \_\_\_\_\_  
Hang posters \_\_\_\_\_  
(See scheduling Office in Blackburn  
Center) \_\_\_\_\_  
Confirm / Clear all Media with  
Communications Office \_\_\_\_\_

**Catering Committee:**

Set menu \_\_\_\_\_  
Sodexo / University caterer \_\_\_\_\_

**Production Committee:**

Arrange for equipment \_\_\_\_\_  
Arrange for transportation \_\_\_\_\_  
Arrange for lodging \_\_\_\_\_  
Arrange for meals \_\_\_\_\_

**Tickets Committee:**

Determine seating arrangement \_\_\_\_\_  
Order tickets \_\_\_\_\_  
Will Call (check hours) \_\_\_\_\_

**2 weeks prior to event, confirm:**

Facility rental and setup \_\_\_\_\_  
Equipment use and setup \_\_\_\_\_  
Security \_\_\_\_\_  
Caterer \_\_\_\_\_  
Transportation/lodging \_\_\_\_\_  
Ticket sales \_\_\_\_\_  
Ushers \_\_\_\_\_  
Decorations \_\_\_\_\_  
Final wave of promotion \_\_\_\_\_  
Payment for services \_\_\_\_\_

**On the day of the event:**

Check setup \_\_\_\_\_  
Transport guests \_\_\_\_\_  
Have Fun!! \_\_\_\_\_

**After the event:**

Clean up \_\_\_\_\_  
Send thank-you notes / Surveys \_\_\_\_\_  
Complete post-event evaluation \_\_\_\_\_

**\*\*\*Don't forget to keep a list of the people and the phone numbers that you are contacting throughout your planning. We suggest collecting them on the back of this list\*\*\***



## Successful Steps to Event Planning:

### Step 1—Assess resources

Know what you have to work with before planning. Faculty and staff members, students, and community groups are all resources.

### Step 2—Assess needs and interests

Who will attend? What are their interests? What are your goals? What needs are you trying to meet?

### Step 3—Brainstorm ideas

Think of every type of event that might fulfill the goals. Don't evaluate ideas at this point, just list all suggestions. Once this is done, review each idea and assess it for feasibility.

### Step 4—Develop a time line

Make a list of everything that needs to be done to plan the event. Sometimes it's easier to work backward from the date of the event to the present. Make a schedule that shows when each task needs to be completed.

### Step 5—Reserve space

Different organizations plus university departments compete for limited campus space for events. Reserve your space as early as possible.

### Step 6—Develop a budget

Most likely you have a set amount of money available to spend on the event, or ticket sales may need to cover all the costs. List all associated costs and allocate the available funds. You may have to contact various departments for cost estimates associated with their services.

### Step 7—The paper chase

Complete all the necessary paperwork including department services, room reservations, and permits.

### Step 8—The people chase

Contact all the persons necessary for a successful event; performers, speakers, volunteers, and campus departments. Campus Police and other staff members may be required to be present at your event, and must have advance notice to schedule these individuals to work.

### Step 9—Details

Complete and confirm all details pertaining to the event.

### Step 10—The Event

Have Fun!!

### Step 11—Evaluate

Write a brief synopsis of the event, including participant and planner comments, attendance, suggestions for future events, and final costs.

### Step 12—Start planning the next event!