3. How Do I Plan an Arts Event?

Planning an arts event can be one of the most rewarding – and challenging – experiences you will have as a student at Emory. The reward of seeing your hard work pay off in a well-organized production or event is special, and you will learn more about yourself and your capabilities than you ever dreamed possible. In this section, you will find everything you need to know to organize and plan a successful event (from Broadway musicals to small, intimate galleries), including scheduling, funding, promotion, and preparation. Don’t hesitate to contact Emma Yarbrough or Andrea Lentz if you have any questions or concerns, and good luck!

vi. Checklist for Theater, to Direct a Play (through an existing organization)

The school year before:
✓ Fill out a form through SAP, AHANA, or Ad Hoc to apply to direct with a play in mind. This entails writing an essay and having a stage manager and technical director already lined up. There are only a handful of technical directors out there, so this step is an important one.
✓ The boards will meet and decide the plays and directors for the following year (they might be the same, and they might not).
✓ The groups submit the dates and desired space to Theater Studies, and Theater Studies (under Robert Schultz) creates the schedule for move in and out dates and space.

Semester before:
✓ Find a productions staff:
  o Set designer
  o Build team (usually found by technical director)
  o Costume designer (and assistant costume designer(s), if necessary)
  o Props designer/manager
  o Lighting designer
  o Sound designer
  o Assistant stage manager or assistant director
  o Technical director
  o Run crew (runs the sound the night of the show in the booth)
  o Stage manager (runs lights during show)
- House manager (must be available for every performance and trained by Theater Emory)
- At least two additional ushers for each performance
- Someone to manage publicity and programs

✓ Ad Hoc (additional needs)
  - Musical director (often same as rehearsal pianist)
  - Performance pianist
  - Musicians
  - Choreographer

✓ Where can I get supplies? Suggestions: thrift stores, Wal-Mart (fabric), Target, lumber yard, Binder’s, departments, friends

✓ Tickets: For Ad Hoc: visit the online box office at www.adhocproductions.org. For SAP: reserve through advertised contact person, who will put patrons’ names on a list and write them an email confirmation.