

**ARTSwego Funded Events
Faculty Instructions
Assistance Manual**

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Procedures for ARTSwego Programs

The following steps are the responsibility of the hosting faculty.
Directions and details follow.

Responsibilities:

Turn in to ARTSwego for calendar deadline: (see date below)

- A short description
- A high-quality picture (if desired for promoting)

Arrange:

- Reserve the room(s) for the performance and all set-up times/rehearsals
- housing for your guest
- Promotion/Publicity

Financial:

- Complete a formal check request, including the address of the recipient
 - Identify your preference of having ARTSwego mail the check or having it sent to yourself if you would like to include it in a card
- A W9 needs to be completed (also available www.oswego.edu/arts - link to "Logos and Forms (Internal)")

Additional:

- Turn in an event Summary Report with copies of promotional materials

DEADLINES:

Summary Reports of 07-08:	May 15, 2008
Fall 2008 Calendar printing:	June 1, 2008
Spring 2009 Calendar printing:	November 15, 2008
Funding Requests for 08-09:	March 15, 2009
Summary Reports of 08-09:	May 15, 2009

Print Material

Short Descriptions

- Two to three sentences describing your event, suitable for print and online calendars.
This may include:
 - Title and type of Event
 - Name(s) of performer(s)
 - When, where
 - Style of work
 - Titles of works, if appropriate

Picture Requirements

- Unfortunately this is too complicated for cut-and-dried guidelines, but here are some basic ideas to work with:
 - Scan in at 300 DPI or more
 - Save as TIFF, PSD, or EPS file
 - When in doubt, scan/save at a larger size, as it possible to down-size a file, but not increase without losing quality
 - Do not download pictures from websites, as these are almost always too low of quality for printing
- Call Colin Nekritz at x3153 with questions
- You may bring us a picture to scan in

You may hand-write onto this document or use the PDF available at www.oswego.edu/arts - link to “Logos and Forms (Internal)”



Arts Calendar Listing

Day and Date of Event: _____

Time of Event: _____

Who is Presenting the Event: _____

Type of Event: _____
(eg. performance, talk, discussion, weekend intensive, lecture, film, workshop, master class, etc.)

Title of Program: _____

Location: _____

(Please be sure to have a confirmed location!)

Please write a 2 to 3 sentence description:

Tickets and/or Registration: _____

(Please indicate any pre-registration requirements and who to contact. Also indicate if registration is limited.)

Room Requests

All classrooms, meeting rooms and multi-purpose space (Hewitt Ballroom, Campus Center Food Concourse, and others) requested for non-class events (except Waterman Theater) must be formally reserved through Campus Life for all rehearsals, sound checks, performances, etc.

If your event is in Waterman Theater, Tyler Hall, do a specific Waterman request form.

- Please book early. In particular, the Hewitt Union Ballroom and Campus Center Auditorium are extremely busy.
 - If your event date is in processing, you may place a reservation (it will have an expiration date).
- Fill out the online request form for rooms, inserting the following details. (All spaces marked with * must be completed or the form will not submit.)
http://www.oswego.edu/student/services/campus_life/operations/event_form.html
 - first choice and second choice options
 - Title of event, contact person
 - reserve the actual time, plus additional set-up and tear-down
 - If tech/mic checks are desired, include these in your time request.
Many rooms are heavily booked, so you cannot count on just going a few minutes early.
 - An approximate head-count of those attending so that spaces may be allocated appropriately
 - All technical and a/v requests, such as additional microphones (one in each room), CD players, pianos. (See later information regarding standard set-up)
 - All tech needs must be arranged in advance.
- Print the form.
- Provide Campus Life-Event Management Office a copy of the technical rider (or a copy of the email with technical requirements).

You will receive a confirmation email from an event management staff member. The Campus Life-Event Management Office staff will give you a deadline for confirming set-up and technical needs. The staff includes Erin Best, Melissa Paestella, Barbara St. Michel and Holli Stone. They may contact you for a meeting.

To check availability of rooms, use the following link. This is sortable by room size, time frame, etc.

<http://r25-web-prod.oswego.edu>

Standard and Requested Tech Availability

- If your presenter will be using a projector, be sure to request an “Advanced Technology Classroom (ATC)” (Smart Room)
- ATC rooms are equipped with projectors, DVD/VCR combos, document cameras, auxiliary inputs, and laptop inputs. Not all ATCs have computers – only a limited ATC classrooms are equipped with desktops.
- ATC rooms are NOT equipped with CD players (except Tyler 102), slide projectors, or laptops.
- Limited Meeting Rooms come equipped with projectors, DVD/VCR combos, document cameras, auxiliary inputs, and laptop inputs.
- Use of multi-purpose space will require at least one planning meeting, as the standard set-up is an empty space with no audio-visual support.

Notes about projecting presentations:

(A more detailed version of how to use projectors and set things up is available)

- Dual imaging of projectors is only available with a laptop.
- You must bring your own equipment to connect a laptop
- If this is new to you, PLEASE plan ahead. Request a set-up and practice time and strongly encourage your guest to arrive early enough for trouble-shooting time, should it be needed.

Housing Options

Housing opportunities are as follows:

Econo Lodge Inn and Suites Riverfront

\$70 ARTSwego rate (Request), starts at

\$88 for others

70 E. 1st St

Phone: (315) 343-1600

Fax: (315) 343-1222

- Nice bar downstairs
- 2 miles from campus
- all non-smoking
- Internet access

Serendipity Bed and Breakfast

\$70 ARTSwego rate (Request)

7225 State Rte. 104

Phone: (315) 343-6406

<http://www.oswego-serendipity.com>

- Owners: Chris and Dale Bixler

- Four rooms available
- Two rooms have private bathrooms, two share one bathroom
- Excellent gourmet breakfasts
- Internet access

Best Western Captain's Quarters

Rooms start at \$127, with suites

available

26 E. 1st St

(315) 342-4040

(315)342-5454 fax

- health club, restaurant across street
- nicest hotel in town
- 2 miles from campus
- all non-smoking
- Internet access

Sheldon Hall

\$55 – 1 person; \$75- 2 people; \$110 -3 people

One or two queen bedrooms available (up to three people per room)

- Phone: 312-2246
- Contact Person: Becky Truax
- The key(s) must be picked up in advance by the host.

Potential problems:

- *Do not let your guests arrive alone; guide them to the hall. Otherwise, campus police needs to be called, and they often make Becky Truax come in from home.*
- *If there are problems with the guests, the hosting faculty member is called at home and asked to come in.*
- *There is also no internet access without special plans made in advance.*

Franklin Park Bed and Breakfast

\$109-\$

129, \$90 for Rose Room (\$129) if two or more nights (ARTSwego rate)

35 W. Seneca St.

315-532-6802 (phone)

315-532-6835 (fax)

<http://www.franklinsquarebandb.com>

- Owner: Ole Jorgensen
- Three rooms available, each with private bath
- Library/reading room

King Arthur's

rates of \$79 (2 people) -\$179 (6 people)

7 West Bridge St

(315)343-1300

- rooms can house up to six people (three beds)
- Internet access

Scottish Inn

Rates \$69-79

309 W. Seneca – Rte. 104 W

315-343-4900

315-342-2364 fax

Days Inn

standard government rate (\$70)

101 St Rte. 104

315-343-3136

315-343-6187 fax

- Only hotel with smoking allowed

Promotion of ARTSwego Supported Programs:

It is the responsibility of the department receiving support for ARTSwego programs to assure that they are adequately promoted on campus. **ALL** ARTSwego supported programs must have some portion of the total program open to the entire campus community.

At a minimum, Departments are responsible for:

- Providing a press release to Public Affairs

DUE ONE MONTH BEFORE EVENT

- Include who, what, where, when
- description of event (include titles if appropriate), accreditations, awards, quotes of quality
- Providing information to the Arts and Entertainment editor of the Oswegonian.
 - Contact person: Brian Insdorf (646) 772-4337
- Posting posters and/or flyers throughout campus.
 - Bulletin boards:
 - See ARTSwego's list of open posting boards around campus

Electronic boards in Campus Center

Send four weeks in advance

- Make a powerpoint slide in a landscape 8" wide and 4.5" high
- save as a .png, known as a portable network graphic
 - only do this with your final version, as this may not be changed
- Send to signage@oswego.edu
- Call Kelly Perkins if you have any questions 312-5405

List-serves

ARTSwego - artswego-list@ls.oswego.edu

School of Communication, Medias, and the Arts - scma-list@ls.oswego.edu

For a complete listing of campus list-serves, go to: <http://ls.oswego.edu/mailman/listinfo>
You must belong to a list to be eligible to post messages.

Credit:

All printed materials for ARTSwego supported events should include: *the ARTSwego logo* and "*This program is supported in part by the Student Arts Fee*".

Handicapped Access:

Please include information about handicap access on all promotional materials. For example, "*If you have a disability and need assistance to attend this event, call _____*".

Also available:

Post Standard

WRVO

ON-CAMPUS POSTING BOARDS

Hewitt Union

lower level: two display cases

Mahar Hall

first floor: near Room 105 at main entrance, near elevator
second floor: behind/near elevator (larger board)
third floor: near elevator
fourth floor: near elevator

Lanigan Hall

ground floor: all four (4) entrances
graphic design area (2)- by Rm 34
by room 24/TV Studio
upper floor: adjacent to stairwells above ground entrances

Penfield Library

ground floor: near payphone at main entrance
Lake Effect Café
24-Hour Study room

Campus Center

Near Box Office
Outside Welcome Center
Board next to 120
All Academic Commons areas
100 Level: outside Junction
Honors (Rm. 224)
Campus Life
The Point
Flyers/Postcards: Student Assn.mailboxes (through doors) (130)

Poucher Hall

100 Level: across from Room 108
Across from P209

Snygg Hall

ground floor: near Room 8
100 Level: inside Snygg Snacks
200 Level: next to Room 220
In stairwell (tape to brick)

Park Hall

near Room 124 (Earth Sciences Dept.)
Entrance board (going to 2nd floor - mid-staircase)
2nd floor - across from painting of man

Lee Hall

across from Room 110

Rich Hall

near 230

near 238

near 322

Leave calendars on desk - 2nd floor near west stairs

Piez Hall

near B18A

Near 137 (near fountain)

Next to 131

Wilbur

Near stairs

Board B1-B20 lower level

Residence Halls

Please leave one poster at the front desk and ask them to post it for you

Seneca

Cayuga

Onondaga

Oneida

Scales

Waterbury

Johnson

Mackin

Funnelle

Hart

Financial

Check Requests:

It generally takes a week and a half to process checks (longer when the college is not in session). Check requests submitted by Wednesday will be available within 10 days.

Check requests must be submitted in writing and include a description of the event, when it is taking place, the name and address of who is being paid and the amount that has been agreed to, and receipts if applicable.

W-9 Requirements:

If payment to an individual is over \$600, a completed W-9 form needs to accompany the check request. *Checks will **NOT** be processed without a W-9 form.* A W9 is included in this packet. You may fax it to 312-4053.

Reimbursements:

Payments will only be processed for items specifically requested in the approved ARTSwego Funding Request. Owing to the very limited funds available through ARTSwego, hospitality to be covered is *only* for the host and the artist (if so requested in the application) at a cost **NOT TO EXCEED \$40**.

Payment for services provided by SUNY Oswego employees when they occur outside of regular working hours will be made through the Department only. Payment will be made upon receipt of an 'Extra Service Voucher' signed by the Department Chair.

Summary Reports:

Summary Reports are an invaluable means of assessing the value of ARTSwego programs for the campus community. It is important that they accurately reflect the strengths and weaknesses of programs so that we can continue to build the ARTSwego program.

Summary Report Forms will be made available as a .pdf document for easy completion (you must have the full version of Adobe Acrobat) and will be emailed to individuals by the Arts Program Office upon request. All Summary Reports are due by May 15 of the academic year in which the project has taken place.

