Procedure for scheduling SMTD events in Aycock
Approved by AAC 11-18-12

Context:
Although SMTD has responsibility for Aycock, it is a University-owned facility and some University-wide events have to be accommodated, in addition to SMTD events, such as the Chancellor’s State of Campus address, Freshman Convocation, Destination UNCG, and Office of Multicultural Affairs MLK celebration and Scholar’s Recognition Ceremony.

Some SMTD events are important to hold in Aycock because of the large audience expected; others may be important for production needs or to give students experience performing in a large venue. It is recognized that some events are more flexible than others. There is no guarantee that all desired events can be accommodated every year, especially at the time most desired.

Process:

1. Requests for scheduling all SMTD-sponsored events in Aycock will go through one person designated by each Department, with all requests for events for MUE and MUS going through the MUP-designee.

   Current designees:
   Music Performance: Bill Young
   Dance: Janet Lilly
   Theatre: Chip Haas

2. The initial scheduling for Aycock will take place at a meeting with the following, to be called by the Executive Assistant to the Dean:

   Aycock Schedule planning team:
   Designees for Music, Theatre, and Dance
   UPAS Coordinator (Jessica Beamon)
   Business Officer, Aycock Auditorium (Brian Fuller)

3. Timing:
   All designees should be prepared with tentative schedule proposals by the times indicated below, but recognize that these are only requests; flexibility is needed to meet everyone’s needs:

   For 2014-15 academic year performances:
   Draft proposed schedule to Aycock Business Officer by last Friday in January 2013.
   First meeting convened in early February 2013, with goal to finalize schedule by spring break.

   For 2015-16 performances (similar timing to be followed for subsequent years):
   Draft proposed schedule to Aycock Business Officer by Sept 15, 2013
   First meeting convened in early October 2013, with goal to finalize schedule by December 1.
It is understood that UPAS will not be prepared to schedule this early as this process is first begun, but should move towards being able to operate on this timetable as soon as possible. Until that happens, a reasonable amount of open time will be maintained in the schedule for UPAS.

4. Resolution of conflicts

It is expected that schedule conflicts will be resolved by the Schedule Planning Team. The Dean should be responsible for the final decision if all parties cannot agree.

5. Once the schedule is finalized:

   a. Business Officer of Aycock Auditorium will confirm in writing to all members of the planning committee, the Dean, and Department Heads.

   b. Anyone from SMTD, the University, or the community may contact the Business Officer in Aycock to request time for an additional event during available time.