Production Coordinator  
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To: Everyone  
Date: May 5th 2015  
Subject: Scheduling Policies and Booking Guidelines

Scheduling Process for Booking Venues at UMW

How to Schedule an Event

1- Call the UMW Scheduling Coordinator to find out if the desired date is available in the desired venue. Call UMW Scheduling Coordinator at 406-683-7038.
   a. If the date is unavailable, choose a alternate date, or venue or choose not to do the event.

2- If the date is available, fill out a Preliminary Reservation Request Form to place a hold on that date. This form may be filled out over the phone with the UMW Scheduling Coordinator or the form can be emailed or found online.
   a. If the form is emailed, your date will be entered into the calendar as a temporary hold. These temporary holds on dates will be released within 7 days unless we have received a completed Preliminary Request Form from requesting party.
   b. Preliminary Reservation Request Forms will only be valid for holding dates if ALL of the required fields are COMPLETED.
   c. Events with a valid Preliminary Reservation Request Form will be held until 14 days before the date of the event.

3- Once the UMW Scheduling Coordinator has the Preliminary Reservation Request Form, a Technical Rider or complete Technical Questionnaire is required.
a. If you have an existing technical rider, you should send it to the UMW Scheduling Coordinator with your Preliminary Reservation Request instead of waiting for a technical questionnaire.

b. If you do not have an existing technical rider, a technical questionnaire can be found online or you can pick one up in the scheduling coordinator’s office, the technical questionnaire should be accurately completed and returned to the UMW Scheduling Coordinator as soon as possible.

4- Once your technical questionnaire, or technical rider, reaches the UMW Scheduling Office, the UMW Scheduling and Production Coordinator will use this information to develop a cost estimate for the event and return that cost estimate to the requesting party, if applicable.

a. The cost estimate will be what the event is going to cost the requesting party. This offers the requesting party an opportunity to discuss with the UWA Scheduling and Production Coordinators anything that may need to be added or deleted from the technical needs of the event.

b. Remember, this estimate will only be accurate if the information given to us is accurate. If things are added to the event after the initial cost estimate is developed; it will increase the cost of usage.

The UMW Production Coordinator has the authority to say “no” to any needs that were not disclosed in the initial technical questionnaire/technical rider or to any requests that violate any part of UMW operating policy.

5-Once the requesting party receives the cost estimate, it should be signed and returned to the UMW Scheduling Coordinator. If the requesting party is in disagreement with the cost estimate, they need to contact the UMW Scheduling Coordinator immediately to discuss what accommodations are possible.
a. A signature on the cost estimate is required in order to produce an event in Beier Auditorium or Small Auditorium.
b. We will try to keep the costs for the event as low as possible.
   An agreement on costs must be reached at least 14 days prior to the event.

6-Once the UMW Scheduling Coordinator has received a signed cost estimate, all the previous details will be compiled into an official usage contract. The contract will be sent to you. Once you receive the contract, sign it and send it back to us. Once we have received the contract and any deposit required, your hold on the desired date in the desired venue will become a firm booking that cannot be bumped.
   a. Remember, this all has to be accomplished 14 days before your event or your hold will be cancelled!