



VBC Scheduling Guide

When to book your events:

Please remember: it is your responsibility to contact the Browning Center to schedule your events. Don't count on VBC staff members to know or remember that you want to rebook events based on a verbal agreement. If you need a room, book it formally through the VBC offices, using the guidelines listed in this document.

You can send your booking requests to VBCscheduling@weber.edu following the schedule outlined under the Booking Time Frame section. You may also call us at 801-626-7052.

VBC Booking guidelines for SPA events:

The VBC is focused on supporting WSU academic events. To help guide our booking decision process we will consider how best to schedule events to enhance the learning process for WSU students. We will use the Boulder, Gravel, and Sand analogy to fit events into the schedule as efficiently as possible. We will book "Boulder" events that require the most time in a venue first. These events typically need extra time to train students on the use of lights, staging, sound, etc. Next, we will book "Gravel" events. These are events that directly support classroom work and require less technical setup. Finally, we will book "Sand" events which have a small foot print on the calendar, and may or may not involve students. Keep in mind that events categorized as boulders are not more relevant than gravel or sand they are just prioritized by size so we can fill the calendar efficiently. Below is an example of which events might belong in which category. We will remain flexible and consider the impacts of different event type, so that we may make the best use of our venues. The VBC is always open to discussion, and would host a meeting with program directors during the 2nd week of September each year to resolve any conflicts. Please understand that sometimes there is not a perfect decision, we will do our best to be balanced.

- Boulders (Large scale productions that train technicians in addition to performers, 1-5 weeks in the venue).
 - Theatre productions
 - Dance productions
 - Full Opera productions
 - Conferences
- Gravel (Medium scale productions, many participants, 1-5 days in the venue).
 - Opera Scenes
 - WSSO
 - Symphonic Band
 - Percussion concerts
 - Jazz band
 - Choir concerts
 - Piano concerts
 - Browning Presents
- Sand (Smaller scale productions, fewer participants, 1-2 days in the venue)
 - Student recitals
 - Faculty recitals
 - Class room finals
 - Recording events

Booking time frame:

(we book events one full season in advance, i.e., book your 2024/25 dates by Oct 1st of 2023)

- March/April “Boulder Events”: A preliminary meeting with Theatre, Dance, and Opera should be held each spring to review and block out “Boulder” dates on the multi-year calendar.
- May-Aug “Gravel Events”: Booking requests should be submitted to VBCscheduling@weber.edu, or through this Google Form <https://forms.gle/du6XLF8LJLAVbmdA>.
- Sept “Sand Events”: Booking requests should be submitted to VBCscheduling@weber.edu, or through this Google Form <https://forms.gle/du6XLF8LJLAVbmdA>.
- 2nd week of September, VBC and SPA department directors will meet to discuss conflicts and find resolutions.
- October 1st, hard deadline for WSU & SPA entities to receive priority booking (i.e., book your 2024/25 dates by Oct 1st of 2023)
- During the 1st full week in October, we will accept requests to book events from Onstage Ogden to schedule their events.
- During the second full week in October, we will accept requests to book events from clients who have booked annually for the past 10+ years.
- During the third full week in October, we will accept requests to book events from clients who have booked annually for the past 5+ years.
- During the fourth full week in October, we will accept requests to book events from clients who have booked during the past year or more.
- All new and outside clients can request to book events starting Nov 1st.

Questionnaires:

Questionnaires need to be completed a ***minimum of 4 weeks before your event***. You can complete it months in advance if you know the details, this is the preferred method when possible. You’re welcome to ask for a form at any time, you do not need to wait to be emailed a form. We need this lead time so we can arrange for staffing and to orchestrate the technical setup of each event and how we move from one event into the next.

The School of Performing Arts has the option to provide their own volunteer ushers for some events; however, the questionnaire does NOT explicitly state that this is an option because it’s only available for SPA events, and our questionnaire is sent to other entities both off and on campus. We will schedule our VBC staff to cover the needed ushers for all events unless we have confirmation from you about the volunteer ushers you will be providing. If you would like to use your student volunteers, we need a list of who will be working and their contact information two weeks in advance of the event. All events are required to have a VBC House Manager. We can make exceptions for events with fewer than 50 attendees that will have faculty supervision in 113 and 136, but it must be approved by the VBC admin team first.

Student Recitals:

Students will need to provide their professor's contact information when booking a recital, and the professor will be sent an email when a student has scheduled their recital.

Please help us to communicate to alumni or current students that private events are not eligible for SPA rental rates. The SPA rate is extremely low because it's subsidized with state funding. The SPA space rental fee is 85% lower than our commercial rate. We cannot use state funding for private events.

We appreciate you working with us during Clytie Adams and Ballet West's Nutcracker Weeks. We have a few outside clients that can only hold their event with us when we can provide the needed support space for these more substantial productions. Please be aware that classes may be moved during these times.

Contact information:

Browning Center - MC 1901			
Name	Title	Email	Ext.
Jim Craig	Director	jamescraig@weber.edu	6961
Kelsey Call	Event Coordinator / Billing	kelseycall@weber.edu	8561
Korey Lamb	Production Stage Manager / Scheduling	koreylamb@weber.edu	7025
	Front Desk	browningcenter@weber.edu	7015

<https://forms.gle/du6XLF8LJLAVbmdA>

Scheduling Intake Form



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McAfee Browning Center for the Performing Arts

https://docs.google.com/forms/d/e/1FAIpQLSezMvJFqBpdzNH84qSS-I6j8S7nH8Ht6CfIAIcTQk1VGWVSMg/viewform?usp=sf_link

Event Questionnaire Form



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<https://docs.google.com/document/d/1RmxuDOIMO3ZfjLuUgok9Q9VDmLRxkUYFbNRtFYF40yA/edit?usp=sharing>

Recital FAQ & Paper Form



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