

Business Process for Purdue University Student Organization Sponsored Concerts and Professional Entertainment

Last Update: 02/09/2010

General Policy Statement: Approved on 1/31/83 by C.B. Wise, VPBS and Assistant Treasurer.

The Convocations and Lectures Department, the Student Concert Committee, and the Black Cultural Center are the three officially recognized University groups authorized to use University facilities for the purpose of sponsoring live concerts and performances with professional entertainers to which admissions are charged. The Purdue Student Union Board, as a department of the Purdue Memorial Union, is also recognized as a University group authorized to sponsor similar events within the facilities of the Purdue Memorial Union Building.

Recognized Purdue University Student Organizations desirous of having live concerts and performances with professional entertainers in conjunction with their major activities and programs may seek approval from one of the officially authorized groups. In such instances the officially authorized group retains supervisory responsibilities and sole discretion as to location, budgeting, admission charges, talent selection, and other normal responsibilities related to such concerts or performances. Ticket policy, security, facility use, and publicity of the event will be handled in accordance with established University policies and procedures.

Recognized Purdue University Student Organizations which manage their finances through the Business Office for Student Organizations may sponsor concerts and performances, using available University facilities, and charge admission to such events when the performing talent is comprised solely and totally of registered Purdue University students.

It is understood that this policy statement does not prohibit recognized Purdue University Student Organizations from sponsoring professional concerts and performances to which no admission fee is charged.

General Procedural Statement:

Student organizations that desire to host a concert or performance that includes professional entertainers where an admission fee is charged will seek sponsorship as outlined in the policy stated above. The Student Activities and Organization Office of the ODOS will make this determination and provide guidance to the hosting student organization on the requirements of this policy.

Student organizations that desire to host a concert or performance that includes professional entertainers where no admission fee is charged will be considered the sole sponsor and all programming, budgetary, and contractual considerations will be the responsibility of the BOSO and ODOS areas. However, depending upon the magnitude and anticipated complexity of the event, BOSO and ODOS at their discretion may require that the event be reviewed by the Convos and Lectures area prior to granting approval to the sponsoring student organization. Convos and Lectures staff will provide their expertise and consultation with regard to budgeting, contracting, technical requirements, and any other related items as Convos and Lectures determines appropriate.

BOSO: Business Office Student Organizations.

Convos & Lectures: Convocations and Lectures/Student Concert Committee.

RSO: Recognized Student Organization.

SAO: Student Activities and Organizations/Office of the Dean of Students.

UCG: University Contracting Group.

What to Do	Who	How to Do It
<p>1 Recognized Student Organization (RSO) desires to host a concert or performance that includes professional entertainers.</p>	<p>RSO Officers.</p>	<p>RSO discusses with SAO Office the planned event.</p> <ul style="list-style-type: none"> • SAO provides programming counseling to the RSO representatives along with specific requirements regarding concerts and performances. Also SAO provides concert/performance budget template. • If event includes a paid admission charge, the RSO is routed to one of the official groups authorized to sponsor such activity. If so, go to Steps #2-4. • If the event does not include a paid admission component (no charge to attendees), the RSO is considered the sole sponsor. If so, go to Steps 5-x. <p>NOTE: The RSO should consult with the SAO Office no later than 90 days prior to the event. The 90 day time frame is followed for major concerts and performances with professional entertainers. It is recognized that smaller acts and venues may require less lead time and will be determined on a case by case basis. Any of the approving departments named in this policy can recommend denial of activity if the minimum time frame needed for planning is not adequate.</p>
<p>Steps2-4 below, relate to <i>Sponsorship</i> by Convos and Lectures or other official department of a student organization’s co-sponsored Concert or Performance.</p>		
<p>2 RSO secures sponsorship from one of the official groups on campus authorized to sponsor concerts or performances with professional entertainers.</p>	<p>RSO Officers</p>	<ul style="list-style-type: none"> • RSO discusses proposal and gains sponsorship support from; Convos and Lectures, Student Concert Committee, Black Cultural Center or Student Union Board (for events held in PMU). • RSO and sponsoring University department work out budget, technical rider requirements, and proposed offer/contract details. • Preliminary Budget is prepared with assistance by the sponsoring department.
<p>3 Approval of Event and Make Offer.</p>	<p>RSO Officers and SAO Associate</p>	<ul style="list-style-type: none"> • RSO submits the EPF, Budget, and Offer terms to SAO, (Associate Dean of Students). • Upon review of above information (and any other documentation required by SAO), SAO determines if preliminary approval is appropriate and routes the RSO

		Dean of Students.	<p>and documentation to BOSO for budget/financial approval.</p> <ul style="list-style-type: none"> • If Budget is approved by BOSO, the RSO and documentation is routed to the appropriate sponsoring department; Convos and Lectures, Student Concert Committee, Black Cultural Center, or Student Union Board (PMU events). • Upon review of above information (and any other documentation required by SAO), SAO determines if approval is appropriate and if an Offer can be made. • SAO, Associate Dean of Students completes, signs, and submits the Offer Letter to the artist/agent. • Copies of the approved EPF, Budget, and Signed Offer Letter are provided to BOSO.
4	Secure Contract and finalize activity.	<p>Sponsoring Department;</p> <p><i>Convos and Lectures, Student Concert Committee, Black Cultural Center, or Student Union Board .</i></p>	<ul style="list-style-type: none"> • Sponsoring department works with RSO and follows their normal processes including contract approval. • At conclusion of event, and upon final accounting of income and expenses, funds will be either transferred to or from the RSO's BOSO account per the approved budget. <p>END</p>
Steps 5-8 below relate to a Recognized Student Organization Sponsorship of a Concert or Performances.			
5	RSO continued planning of activity and begins budget preparation.	RSO Officers	<p><i>From Step #1 above:</i></p> <p>SAO determines which administrative offices must be involved in the activity planning and budget preparation.</p> <ul style="list-style-type: none"> • RSO is routed to Hall of Music for technical rider review and cost estimates. • Purdue Police for safety and security and cost estimates. • Physical facilities for cost estimates. • Convos and Lectures for advice on budget preparation and offer/contract details. • Other areas as determined by SAO.
6	Preliminary Approval of Event.	<p>RSO Officers and</p> <p>SAO Associate Dean of Students.</p>	<p>RSO submits EPF, Budget, and Offer terms to SAO, Associate Dean of Students.</p> <ul style="list-style-type: none"> • Upon review of above information (and any other documentation required by SAO), SAO determines if preliminary approval is appropriate and if an Offer can be made. • NOTE: SAO will consult with BOSO Fiscal Administrator to determine if funds are available as determined by proposed budget prior to making an Offer to the entertainers' agent. • Copies of the EPF, Budget, and Offer is provided to BOSO.

7	Contract Approval	RSO Officers, BOSO and University Contracting Group.	<p>Actual written contract must be provided to BOSO for coordination with UCG no later than 60 days prior to the Concert or Performance.</p> <ul style="list-style-type: none"> • BOSO will initially review contract and send to UCG for final review and approval. • UCG will identify and coordinate any issues, contract changes, or requirements with artist/agency. • BOSO will provide notification and copies of final approved contract as appropriate to the RSO and/or agency.
8	Final Payment	RSO Officers and BOSO	<ul style="list-style-type: none"> • Per payment terms outlined in contract, final payment will be processed by RSO through the BOSO office.