

Academic Year CPVA Arts Calendar Creation Process

(A separate CPVA Administrative Calendar is maintained by the Dean's Office in conjunction with the Arts calendar)

Calendar issues/common major points of discussion:

avoid over-scheduling of music ensemble students

i.e. double & triple booking of instrumentalists/voice students or creating conflicts with ensembles & opera or MT and Greeley Phil

avoid overusing theatre design/tech faculty/staff/students

avoid competing against each other for the public's attention

allow for publicity concerns and box office in-put for patron & ticketing issues

determine what events

Note: All of the following information is centralized in the Community Arts Office and is collected and distributed as follows:

- 1) Oct/Nov
 - Executive Committee of the CPVA Arts Calendar Committee* determines placement of major Theatre, Dance, Opera and Music events (all festivals, ensemble performances, tours, conferences, guest artists...)
(add Greeley Phil rehearsals & performances to accommodate faculty/student performers & UNC space usage)
 - Dates for UCCC events are determined, placed on master calendar and submitted for UCCC approval and contracting process (coordinated thru Community Arts)
 - consideration is made for Wednesday 4-6 pm standing Art receptions generally no conflicts with students & venues
 - theatre tech creates and maintains a production calendar for theatre/dance/opera
- 2) Nov
 - above information forwarded to CPVA Senior Management Team
 - 'Theme' determined & announced for following year
- 3) Jan-Apr
 - Music faculty invited to submit dates for recitals as a 1st, 2nd & 3rd choice –using recital request form - recitals then placed on calendar based on seniority by School of Music
- 4) March
 - Notification of approved dates from UCCC – negotiate or rearrange calendar as necessary
 - Events and Tech Calendars merged
 - Gallery Dates added as soon as available
- 5) April
 - Goal is to complete calendar before end of Spring Semester for final ok by all parties with a published date and by Calendar Committee & Senior Management Team

- All approved dates are entered into the campus R25 system for room reservations
- 6) May 1
 - Senior Staff & Calendar Committee vote final approval
 - NOTE:* Any changes or additions made after final approval **MUST** be communicated to full membership of the calendar committee by paper &/or email memo. Committee members have a 1-week deadline to respond with any concerns.
 - Information is then forwarded to the graphic designer to create the printed and web Arts Calendars - returns to SMT for design approval
 - 7) July 1
 - No late additions or changes allowed after 7/1
 - 8) July
 - Approved copy for the Theatre/Dance/Opera season and CPVA events through Dec. goes to press by July 15 (follow CPVA printing guidelines)
 - Public events are posted on UNC Web calendar and Greeley/Weld Community calendar
 - Fall Arts Calendar is published on CPVA web site
 - 9) August
 - Labels ordered from UNC ticket office, other databases
 - Calendars labeled by RSVP volunteers and sent out through the UNC mail room – all of which is coordinated by Community Arts & completed by 8/15
 - 10) Sept-May
 - Student recitals, one acts, added events, etc. added according to time/space availability coordinated through Schools of Music and Theatre/Dance
 - The master calendar kept in the Office of Community Arts will serve as the single source used to promote all CPVA public events
 - 11) Nov/Dec
 - Jan-May events calendar reviewed and published as print & web editions (repeat of process in item #6)

*The membership of the *CPVA Arts Calendar Committee*:

- Community Arts Director*
 - CPVA Ticketing Liason* (recording secretary)
 - Dean's Executive Assistant
 - Director of the School of Art and Design
 - Director of the School of Theatre & Dance*
 - Director of the School of Music*
 - Head of the Design and Technology Program
 - Designee from School of Music calendar committee
- *executive committee*

Meetings are held as called or information is distributed by memo.