

## **TTU Center Stage Guidelines for the Campus Host**

The Center Stage series is generated each year from proposals made by members of the TTU campus community, and depends on the energy and initiative of those who serve as Campus Hosts. After an event is approved, the Campus Host actively collaborates with the General Education Coordinator in making necessary arrangements and performing various duties to ensure the event will be a success.

Please read the guidelines before proposing an event. Make sure you understand what the Campus Host is responsible for, and what arrangements the General Education Coordinator will either make directly or will assist you in making. Please don't assume something will be "taken care of" unless it's specifically listed among the duties of the General Education Coordinator.

### **The Campus Host**

- must be a full-time TTU faculty member or administrator.
- makes initial contact with the performer, artist, agency, etc., to discuss possible dates, technical and venue requirements, and other conditions of the performance, lecture, exhibit, etc., and to determine a tentative list of costs, such as honorarium and travel expenses.
- drafts and submits a proposal for the event (using the form online at [http://www.tntech.edu/centerstage/pdf/proposal\\_form.pdf](http://www.tntech.edu/centerstage/pdf/proposal_form.pdf)) to the General Education Coordinator by November 15 of the year prior to the event.

**If the proposal is approved, the Campus Host**, in consultation with the General Education Coordinator

- contacts the performer, artist, agency, etc., to confirm the specific terms of the event, especially date, time, and expenses to be covered.
- confirms availability of an appropriate campus space for the event, including any receptions or other related activities, making certain that the venue can accommodate the technical requirements and expected audience size.
- identifies any equipment, supplies, and/or technical resources needed for the event.
- gathers information for publicity and programs, and identifies student participants needed for duties such as ushering, distributing programs, moving equipment and properties, etc.
- arranges local transportation for the performer, and assists with other needs such as meals.

**The General Education Coordinator**, in consultation with the Campus Host

- initiates and executes contracts with the performer or agency.
- arranges local accommodations and airport transportation for performers, artists.
- reserves campus space, arranges technical assistance and necessary equipment, and initiates food requests for receptions.
- arranges publicity through TTU Public Affairs.
- prints programs.
- coordinates functions at the event such as ushering, distributing programs, and scanning student IDs.

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