

# Guidelines for Recognized Student Organization Meetings, Practices, Rehearsals, & Performances

## Weekly Meetings

1. Weekly meetings are those that mostly occur in the same time, location, and day of the week.
2. Weekly meetings are generally scheduled in classrooms unless the group size or nature of the meeting requires a difference space. \*see below
3. Please list exact time needed for the gathering. Do not build time into your reservation that will not be used. *(For example, if you need 30 minutes for your executive board to meet before the general board meeting that begins at 7pm, request your reservation start for 6:30pm.)*

## Tabling

1. Tabling is used to create awareness, sell tickets to an event, have sign-ups for events, and other passive activities. Participants should practice appropriate recruitment and/or advertising strategies and refrain from excessive “heckling”.
2. Student organizations may reserve ONE table in the Sadler Center Atrium, Campus Center Lobby, or Sadler Center Terrace, but only one location at a time. Tabling is available for up to 5 consecutive days (excluding weekends). Number of tables available vary by location:
  - a. Sadler Center: 9
  - b. Campus Center: 2
  - c. Sadler Center Terrace: 3
3. Tabling is requested in the same manner as a room reservation, through the Space Request Form; simply select Sadler Center Atrium, Sadler Center Terrace, or Campus Center Lobby as the room location.
4. Student Organizations typically “table” during the lunch hours (11am – 2pm) or dinner hours (5pm – 7pm), or both; however, additional times may be reserved

## Performances

1. Examples of performances include cultural performances, dance performances, plays, etc.
2. Student organizations are limited to a maximum of 3 performances **per show** with only one weekend (Friday or Saturday) evening performance.
3. When available, student organizations may schedule 2 DRESS/TECHNICAL rehearsal per event in the same space as the performance (when available). One rehearsal may occur from 9pm – 12am, and a second rehearsal may occur from 10pm – 12am.

## \*Practices that require large flat/uncarpeted spaces (e.g. Trinkle or Chesapeake)

1. Weekly practices and rehearsals requiring Trinkle or Chesapeake during prime hours (4pm – 10pm) will be scheduled for a maximum of **4 hours** per week.
2. Based on availability, student organizations beginning practices or rehearsals at 10pm or later may schedule for a maximum of **6 hours** per week.
3. Student organizations may request additional hours during the semester based on availability.
4. Individual dance practices and rehearsals are limited to 2 hours.
5. Weekly practices and meetings that do not require a clear floor are generally scheduled in classroom.