

Event Categories

for Music-related Rehearsals, Performances, and Events

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Lewis & Clark hosts a significant number of meetings and events annually with limited space and resources. The institution must cover the cost of AV systems, set-up, cleaning, repairs and event staffing. Event categories help to ensure that space and equipment primarily benefit faculty, staff and students of Lewis & Clark. They also help identify event collaborations that may require insurance and event contracts to manage liability and risk.

The framework below is to classify events and determine when fees apply for venues, resources or staffing. Please contact the Office of Conferences and Events if you have questions about the rate or need assistance evaluating a meeting or performance event to determine if fees apply.

FIRST PRIORITY | Internal Lewis & Clark Music Department Events

Event Type <i>(examples)</i>	Event Target Audience	Owner Responsible for Program Content	Owner Responsible for Marketing Event	Owner Responsible for Attaining Goals and Objectives of Event	Owner Responsible for Financially Covering <u>ALL</u> Costs of Event	Venue Use Fee <i>(only includes venue scheduling, set-up, break-down, housekeeping services during normal business hours)</i>	Event Audio/Visual Services Fee	Type of L&C Contract Required	Certificate of Insurance (COI) Required?
Criteria for Event Classification						Applicable Fees		L&C Paperwork Required	
Junior or Senior Student Recital	Primarily L&C Community and Student's Friends and Family	L&C Enrolled Student and the L&C Teacher	L&C Enrolled Student and the PEC	L&C Enrolled Student and the L&C Teacher	L&C Music Department will provide Stage Crew free-of-charge. Student pays for reception costs.	The event is supported by L&C funds. <i>All event-related costs are paid via institutional budget number</i>	Basic A/V equipment in venue provided for free <i>(Cost for select AV tech services will be passed to the department)</i>	None	No

Event Type <i>(examples)</i>	Event Target Audience	Owner Responsible for Program Content	Owner Responsible for Marketing Event	Owner Responsible for Attaining Goals and Objectives of Event	Owner Responsible for Financially Covering ALL Costs of Event	Venue Use Fee <i>(only includes venue scheduling, set-up/ break-down, housekeeping services during normal business hours)</i>	Event Audio/Visual Services Fee	Type of L&C Contract Required	Certificate of Insurance (COI) Required?
Criteria for Event Classification						Applicable Fees		Paperwork Required	
Faculty Solo or Group Recital <i>(performed to meet terms of employment with L&C)</i>	Primarily L&C Community <i>(at least 51% of audience comprised by L&C faculty, staff, students, alumni)</i>	L&C Music Department Area Coordinator and the L&C Faculty Member Performing	L&C Faculty Member Performing and the PEC	L&C Music Department	L&C Music Department will charge admission. All ticket sales proceeds will be collected by Music Department to reimburse for event costs	The event is supported by L&C funds. <i>All event-related costs are paid via institutional budget number</i>	Basic A/V equipment in venue provided at reduced rate or free <i>Cost for contracted AV tech services available at the Standard Rate</i>	None	No
Master Class Taught by Invited Musician or Musical Group	L&C Music Department Course(s) for enrolled L&C students	L&C Music Faculty inviting the musician into the classroom(s)	L&C Music Faculty inviting the musician into the classroom(s) and the PEC	L&C Music Faculty inviting the musician into the classroom(s)	L&C Music Department Area Coordinator	The event is supported by L&C funds. <i>All event-related costs are paid via institutional budget number</i>	Basic A/V equipment in venue provided at reduced rate or free <i>Cost for contracted AV tech services available at the Standard Rate</i>	W9	No
Performance Given by Invited Musician or Musical Group	Primarily L&C Community <i>(at least 51% of audience comprised by L&C faculty, staff, students, alumni)</i>	L&C Music Faculty inviting the musician	L&C Music Faculty inviting the musician and the PEC	L&C Music Faculty inviting the musician	L&C Music Department will charge admission. All ticket sales proceeds will be collected by Music Department to reimburse for event costs	The event is supported by L&C funds. <i>All event-related costs are paid via institutional budget number</i>	Basic A/V equipment in venue provided at reduced rate or free <i>Cost for contracted AV tech services available at the Standard Rate</i>	Performance Agreement with Tax ID for Artist(s). TBD if Facilities, Equipment, and Services Agreement Required	TBD by Andrea Dooley, Interim VP for Business and Finance, or designate

Event Type <i>(examples)</i>	Event Target Audience	Owner Responsible for Program Content	Owner Responsible for Marketing Event	Owner Responsible for Attaining Goals and Objectives of Event	Owner Responsible for Financially Covering <u>ALL</u> Costs of Event	Venue Use Fee <i>(only includes venue scheduling, set-up/ break-down, housekeeping services during normal business hours)</i>	Event Audio/Visual Services Fee	Type of L&C Contract Required	Certificate of Insurance (COI) Required?
Criteria for Event Classification						Applicable Fees		Paperwork Required	
Personal Solo/Group Practice for L&C Faculty <i>(personal practice for maintaining skills required to meet terms of employment with L&C)</i>	N/A	L&C Faculty Member Rehearsing	N/A	L&C Faculty Member Rehearsing	L&C Music Department Area Coordinator <i>(in the unlikely event there are costs)</i>	The event is supported by L&C funds. <i>All event-related costs are paid via institutional budget number</i>	Basic A/V equipment in venue provided at reduced rate or free <i>Cost for contracted AV tech services available at the Standard Rate</i>	None	No
Visiting School Group	N/A	L&C Music Faculty Member leading workshop / class	N/A	L&C Faculty Member inviting the school group	L&C Music Department Area Coordinator <i>(in the unlikely event there are costs)</i>	The event is supported by L&C funds. <i>All event-related costs are paid via institutional budget number</i>	Basic A/V equipment in venue provided for free <i>(Cost for select AV tech services will be passed to department)</i>	Agreement for Visiting Schools	Yes, with sexual and molestation (SAM) coverage included

Event Proposal Form **Approval Required** for the Following Types of Events

SECOND PRIORITY | Events Produced in Collaboration with Lewis & Clark

Event Type <i>(examples)</i>	Event Target Audience	Owner Responsible for Program Content	Owner Responsible for Marketing Event	Owner Responsible for Attaining Goals and Objectives of Event	Owner Responsible for Financially Covering <u>ALL</u> Costs of Event	Venue Use Fee <i>(only includes venue scheduling, set-up, break-down, housekeeping services during normal business hours)</i>	Event Audio/Visual Services Fee	Type of L&C Contract Required	Certificate of Insurance (COI) Required?
Criteria for Event Classification						Applicable Fees		L&C Paperwork Required	
<p>Performance by an External Musical Group</p> <p><i>(with L&C Faculty member(s))</i></p>	<p>External Musical Group's Patrons</p> <p><i>(less than 50% of audience is L&C faculty, staff, students, alumni)</i></p>	<p>External Musical Group</p>	<p>External Musical Group <u>with acknowledgement of Lewis & Clark for its event support</u></p>	<p>External Musical Group, Lewis & Clark Music Department, <u>and</u> Admissions / Inst. Advancement</p>	<p>The event is supported in-part or in-whole by outside sponsorship, admission fees, registration charges, fundraising, ticket sales, etc.</p> <p>Music Department may pay a portion of costs, or pass full costs on to the External Musical Group</p>	<p>The Lewis & Clark Rate applies for venue, equipment, and event support services</p> <p><i>All event-related costs are paid via institutional budget number</i></p>	<p>Basic AVV equipment in venue provided at reduced rate or free</p> <p><i>Cost for contracted AV tech services available at the Standard Rate</i></p>	<p>MoU, Facilities, Equipment, and Services Agreement</p> <p><i>(the L&C standard contract prepared by the Conferences and Events office)</i></p>	<p>Yes</p>

Event Type <i>(examples)</i>	Event Target Audience	Owner Responsible for Program Content	Owner Responsible for Marketing Event	Owner Responsible for Attaining Goals and Objectives of Event	Owner Responsible for Financially Covering <u>ALL</u> Costs of Event	Venue Use Fee	Event Audio/Visual Services Fee	Type of L&C Contract Required	Certificate of Insurance (COI) Required?
Criteria for Event Classification						Applicable Fees		L&C Paperwork Required	
<p>Performance by an External Musical Group</p> <p><i>(non-L&C Faculty performers)</i></p>	<p>External Musical Group's Patrons</p> <p><i>(less than 50% of audience is L&C faculty, staff, students, alumni)</i></p>	<p>External Musical Group</p>	<p>External Musical Group <u>with acknowledgement of Lewis & Clark for its event support</u></p>	<p>External Musical Group, Lewis & Clark Music Department, <u>and</u> Admissions / Inst. Advancement</p>	<p>The event is supported in-part or in-whole by outside sponsorship, admission fees, registration charges, fundraising, ticket sales, etc.</p> <p>Music Department may pay a portion of costs, or pass full costs on to the External Musical Group</p>	<p>The Lewis & Clark Rate applies for venue, equipment, and event support services</p> <p><i>All event-related costs are paid via institutional budget number</i></p>	<p>Basic A/V equipment in venue provided at reduced rate or free</p> <p><i>Cost for contracted AV tech services available at the Standard Rate</i></p>	<p>Facilities, Equipment, and Services Agreement</p> <p><i>(the L&C standard contract prepared by the Conferences and Events office)</i></p>	<p>Yes</p>

Event Type <i>(examples)</i>	Event Target Audience	Owner Responsible for Program Content	Owner Responsible for Marketing Event	Owner Responsible for Attaining Goals and Objectives of Event	Owner Responsible for Financially Covering <u>ALL</u> Costs of Event	Venue Use Fee	Event Audio/Visual Services Fee	Type of L&C Contract Required	Certificate of Insurance (COI) Required?
Criteria for Event Classification						Applicable Fees		L&C Paperwork Required	
<p>Recital by Music Student Taking Lessons at Private Studio</p> <p><i>(L&C faculty-owned studio)</i></p>	Student's friends and family	Owner of the Private Studio	Owner of the Private Studio <u>with acknowledgement of Lewis & Clark for its event support</u>	Owner of the Private Studio	<p>The event is supported in-part or in-whole by outside sponsorship, admission fees, registration charges, fundraising, ticket sales, etc.</p> <p>Music Department may pay a portion of costs, or pass full costs on to the External Musical Group</p>	<p>The Lewis & Clark Rate applies for venue, equipment, and event support services</p> <p><i>All event-related costs are paid via institutional budget number</i></p>	<p>Basic A/V equipment in venue provided at reduced rate or free</p> <p><i>Cost for contracted AV tech services available at the Standard Rate</i></p>	<p>Facilities, Equipment, and Services Agreement</p> <p><i>(the L&C standard contract prepared by the Conferences and Events office)</i></p>	Yes

Types of Events Booked Directly by Conferences and Events Office

THIRD PRIORITY | External Music Events

Event Type <i>(examples)</i>	Event Target Audience	Owner Responsible for Program Content	Owner Responsible for Marketing Event	Owner Responsible for Attaining Goals and Objectives of Event	Owner Responsible for Financially Covering <u>ALL</u> Costs of Event	Venue Use Fee	Event Audio/Visual Services Fee	Type of L&C Contract Required	Certificate of Insurance (COI) Required?
Criteria for Event Classification						Applicable Fees		L&C Paperwork Required	
Performance by an External Musical Group	External Musical Group's Patrons	External Musical Group	External Musical Group	External Musical Group	External Musical Group	The Standard Rate applies for venue, equipment, and event support services	Basic A/V equipment in venue provided in venue rental Cost for contracted AV tech services available at the Standard Rate	Facilities, Equipment, and Services Agreement <i>(the L&C standard contract prepared by the Conferences and Events office)</i>	Yes
Recital by Music Student Taking Lessons at Private Studio <i>(not a faculty-owned studio)</i>	Student's friends and family	Owner of the Private Studio	Owner of the Private Studio	Owner of the Private Studio	Owner of the Private Studio	The Standard Rate applies for venue, equipment, and event support services	Basic A/V equipment in venue provided in venue rental Cost for contracted AV tech services available at the Standard Rate	Facilities, Equipment, and Services Agreement	Yes