

Scheduling Process

Promoting the process and timeline of scheduling West Performing Arts Center, providing a secure facility, state-of-the-art quality environment and superb customer service for events.

TIMELINE: The timeline for scheduling use of West Performing Arts Center provides the district the opportunity to schedule events prior to the public allowing WestPAC to secure financial support in a timely manner.

- NBW's Facility Management and WestPAC Staff convene to schedule events impacting the Performing Arts Center starting July 1 through 14 months.
- By March, **district-wide schools and affiliated organizations** are encouraged to schedule events in WestPAC (see process below).
- By April, WestPAC Management offers the schedule opportunity to **partners - New Berlin Recreation and Anita's Dance Center**.
- By May, WestPAC Management offers scheduling to the **first tier of rental clients** (clients who have rented within the year and consistently). Availability is given on a first-come, first-serve basis.
- By June 1, the WestPAC calendar is open to new clients to schedule events.

Scheduling West Performing Arts Center

1. Check the o-line working calendar for WestPAC which is updated regularly. Be sure to choose **ALL EVENTS** under search.
2. Send an email to judith.smith@nbexcellence.org with event details (see checklist) to inquiry availability in terms of dates and timing. Both are imperative to ascertain availability.
3. WestPAC will hold the event on the calendar as "courtesy hold".
4. WestPAC will submit a Business Usage Form to the client for signature, an estimate for renters and change the event to "tentative" for 30 days.
5. The form is edited, signed and returned to WestPAC for final signature.
6. WestPAC disseminates form to NBW's facility manager, custodian and others (cafe, IT) as required.
7. **All clients must follow WestPAC's Policy document located on the website.**
8. **Any changes to the event must be communicated to WestPAC staff immediately as it impacts the staff's ability to plan and prepare for the events.**
9. The WestPAC's Cue Sheet will be emailed to all involved (representative, custodial, facility and WestPAC staff) one week prior to the event.
10. Clients are liable for equipment and damages. Repairs to equipment or facility will be billed to the clients (or school).
11. **NOTE: PAC Property will now be secured in areas that only WestPAC AUTHORIZED PERSONNEL can access. Any property destroyed, broken or missing will be replaced or repaired by the responsible party. Unless authorized, entry into the booth, catwalk, on the stage in rigging and sound areas is strictly prohibited. Equipment, properties and costumes cannot be rented or removed from WestPAC.**