

Wharton Center

FACILITY USAGE POLICIES

Wharton Center for Performing Arts and the University Auditorium complex are intended primarily as cultural and educational resources for the University and the mid-Michigan community. Priority for their use will be assigned to programs sponsored by Wharton Center and University departments and organizations.

The facilities will also be made available to other non-profit organizations on an individual program usage basis for purposes that are compatible with, or enhance the mission of the University and in the interest of the community.

Business and for-profit organizations may schedule events through the Department of Performing Arts Facilities and Programs. All users will be in conformance with the rules and regulations outlined in this document. Scheduling of events is the responsibility of the Wharton Center Department of Operations, in consultation with the Executive Director. The Department will consider requests for scheduling performances and support spaces on the basis of the following use priority. Each category within this priority shall be assessed all fees and costs appropriate to that category.

PRIORITY I: WHARTON CENTER FOR PERFORMING ARTS

PRIORITY II: UNIVERSITY ACADEMIC DEPARTMENTS

Academic departments, colleges, academic divisions, and agencies of Michigan State University (those departments whose students are receiving or working for credit through the scheduled event)

PRIORITY III: UNIVERSITY NON-ACADEMIC

Registered student and University organizations, i.e. ASMSU. To qualify in this category, the organization must meet University requirements for, and be, a registered student, faculty, or staff organization.

PRIORITY IV: NON-PROFIT ORGANIZATIONS (NON-UNIVERSITY)

Non-profit/tax exempt organizations in this category must be qualified for exemption under Section 501 (c) of the Internal Revenue Code.

PRIORITY V: FOR-PROFIT BUSINESS OR ARTS PRESENTER

Any business, association, or enterprise that is not a nonprofit/ tax exempt organization as defined under Section 501 (c) of the Internal Revenue Code.

These priorities are used largely as guidelines in the assignment of calendar dates. It should be understood that consideration is given to performing arts activities, particularly those of the School of Music, Department of Theatre, and long standing utilization of Wharton Center in the community interest such as the Lansing Symphony Orchestra and like organizations.

SECTION I: SCHEDULING

The Wharton Center operates on a fiscal year ending June 30 and generally patterns its calendar on that basis. Requests for dates by University and non-profit organizations should be made to Wharton Center in December in the year preceding the year in which the dates are requested (i.e., December of the current year for dates in the period July 1 - June 30 of the next year. To the extent possible, requests should include alternative dates along with preferred dates.

WHARTON CENTER SCHEDULING PRIORITY: Wharton Center will provide all regular users a calendar of the year being considered showing significant academic dates and holidays (i.e., Spring Breaks, University Holidays, Wharton Center programs, and other pertinent dates) in December of the current year to use in planning date requests.

A preliminary calendar will be issued in January followed by an immediate resolution of any conflicts to the extent possible. Final confirmation will be effectuated by February. Once final dates have been confirmed, Wharton Center will honor those dates unless unusual and unforeseen circumstances cause cancellation. Following confirmation of dates for Wharton Center presentations, academic and non-profit utilization, the calendar will be open to all other users.

Except in special circumstances, Wharton Center will retain all Mondays for restoration and general facility maintenance, and the facilities will not be available for use. Also, Memorial Day, July Fourth, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day are not available except with special permission of the Director. Special usage rates will apply for all users on any University holiday in order to reimburse Wharton Center for labor overtime rates.

SECTION II: FACILITIES USAGE AND USAGE AGREEMENT

All events must be booked a minimum of six weeks in advance unless the user is University sponsored and has a regular operating record with Wharton Center. All organizations will complete a Facilities Usage Agreement and forward it, six weeks prior to the event, along with deposit guarantee to the General Manager or Assistant Director of Operations. The deposit guarantee is based on the total budget of the event agreed upon by the presenting organization and Wharton Center. Ticket sales and promotion of an event cannot begin without completion of the Facility Usage Agreement. Wharton Center may waive these provisions if the user is a regular academic or non-profit user whose applications and requirements are on file with Wharton Center.

Unless a reservation is released by Presenter at least three weeks prior to confirmed date(s), the presenting organization will be charged the agreed upon usage fees plus any costs incurred by Wharton Center as a result of the planned utilization or the cancellation.

COURTESY HOLD: Wharton Center will hold a date as a courtesy for two weeks, after which a non-refundable deposit of \$500 must be submitted to retain the date. Such payment will be applied to the total event charges.

CANCELLATION DUE TO EMERGENCY CONDITIONS: Should performance spaces be damaged to the extent that it would interfere with the use of facilities by Presenter, or if a strike, public emergency, riot, or other unforeseen occurrence beyond the control of Wharton Center prevents Presenter from using the facilities, either Wharton Center or Presenter shall have the right to terminate the agreement and Presenter shall be liable only for the charges due at the time of termination. At

termination, Presenter waives any claim against Wharton Center for damages and/or compensation due to cancellation.

TERMINATION FOR FINANCIAL DEFAULT: Wharton Center reserves the right to terminate a performance within twenty four hours (24) of the event if the Presenter has not met the financial responsibilities of the lease agreement.

EMERGENCIES: It is understood that final decisions causing cancellation or delay of an event, due to any emergency such as tornado warning, bomb threat, or other public emergency, is the decision of the management of Wharton Center and the Department of Police and Public Safety.

REHEARSALS: The rehearsal schedule must be included with the usage agreement. It is understood that only the cast and production crew plus authorized representatives of the Presenter and Wharton Center will be in the theatre during a rehearsal. An open rehearsal for invited patrons will constitute a performance with normal performance rates applying and a full house staff on duty.

CHANGE OF SCHEDULE: Should the Presenter wish to modify their facility usage schedule, the following minimum notices shall apply:

1. All schedule change notices must be submitted in writing to the General Manager or Assistant Director of Operations so as to assure proper billing.
2. A minimum notice of twenty-four (24) hours of a schedule change is required to give Wharton Center adequate time to prepare and adapt changes in staff schedules.
3. A minimum notice of forty-eight (48) hours is required for the addition of a rehearsal period not previously scheduled.
4. A minimum notice of twenty-four (24) hours is required when a rehearsal period is canceled, otherwise Presenter will be charged for the period as originally scheduled.

LATE CLOSING HOUR: The Facilities Usage Agreement will contain an agreed upon closing hour for the event. At this predetermined hour, Wharton Center management will determine the conditions for continuing the event, and may end the event and close the building. If the event is permitted to continue, Presenter will be responsible for payment of extra stage, usher, and security personnel, including any overtime charges, plus a fee of \$200 for every hour or portion thereof for which the building must be kept open.

SECTION III: RENT

All users of Wharton Center facilities will be charged usage fee according to their status described on page one of these usage policies and in accordance with Schedule A of this document.

SECTION IV: INDEMNIFICATION

The Presenter, at its sole expense and risk, shall defend, indemnify, and hold harmless Michigan State University, its trustees, officers, employees, and students against any and all claims, demands, causes of action, damages, costs, liabilities, judgments and decrees, in law or in equity, of every kind and nature whatsoever, direct or indirect, resulting from or caused by the Presenter's use and

occupation of the facilities under management of Wharton Center personnel, whether or not authorized by the Presenter, or from any act or omission of the Presenter or any of its officers, agents, employees, guests, patrons, or invitees.

INSURANCE: All Presenters sponsoring an event (except those classified as University Academic) for which payment is collected for admission or participation, shall procure and maintain in full force during the term of the contract, bodily injury and property damage liability insurance under a standard comprehensive general liability policy, including contractual liability, which shall provide a minimum limit of \$1,000,000 (one million) for anyone occurrence.

The University shall be named as Additional Insured in all required contracts of insurance pertaining to the use of Wharton Center facilities. A certificate of insurance must be filed with Wharton Center ten (10) working days prior to the scheduled event.

WORKER'S COMPENSATION :Presenter/Licensee, by executing this contract. certifies that they are aware of the provisions of the laws of the State of Michigan which require every employer to be insured against liability of Worker's Compensation or to undertake self-insurance in accordance with the provisions of this contract. The Presenter shall present adequate evidence to the General Manager or Assistant Director of Operations of the existence of Worker's Compensation insurance policy or of the presenter's ability to undertake self-insurance prior to the execution of this agreement. Limits of coverage shall be Three Hundred Thousand (\$300,000.00) Dollars for anyone person, for all of their employees under the terms of this agreement.

LIEN: Licensor shall have the first lien against ticket office receipts and all property of Licensee upon the premises of Licensor for all unpaid usage fees. reimbursable expenses and appropriate taxes due for the event covered in this agreement.

ASSIGNMENT: No assignment of this agreement shall be made by Presenter without prior written consent of the Executive Director.

COPYRIGHTS: Presenter agrees, represents and warrants that nothing contained in the program, performance, exhibition or in any other way connected with Presenter's activities under this contract shall violate or infringe upon any copyright, patent, right of privacy or other statutory or common law right of any person, firm or corporation. Further, Presenter warrants that all programs, performances, concerts, etc, to be performed under this agreement involving works protected by statutory or common-law copyrights or other proprietary law have been duly licensed or otherwise authorized by the owners of such works or legal representatives thereof. Presenter further agrees to indemnify and hold harmless Michigan State University, its agents and employees, from any and all claims, fees, expenses or costs including legal fees asserted or incurred with regard to such warranty.

TAXES: Presenter/user is responsible for any taxes (sales. income, unemployment compensation) which may be levied by the State of Michigan, United States of America, or any local governmental agency.

DAMAGE PAYMENTS: Presenter will be held liable for any loss or damage to the facilities used, real or personal (including without limitation loss or damage caused by theft or by negligently caused fire or flood), done, caused, or permitted by Presenter, its officers, agents, employees, guests, patrons, and invitees, or to equipment belonging to Wharton Center, to equipment belonging to professional talent hosted by Presenter, or to equipment rented or leased by Whar ton Center on behalf of the Presenter.

SECTION V: GENERAL CONDITIONS

NON-EXCLUSIVE USE: Presenter acknowledges that other areas of Wharton

Center may be open to staff and the public while the building is open. Presenter further understands that use of other sections of the facilities may take place before, during or after their scheduled event(s).

DATE HOLDS: No blind dates will be held. A date hold request must include the name of the act to be presented. Final date confirmation and the usage contract will be withheld until the Presenter has provided Wharton Center administration with a signed contract or letter of intent, sans financial information, of the act to be presented and the technical rider for same.

STAFFING: Staff required for the operation of Wharton Center facilities will be determined by Wharton Center management.

ARTIST CONTRACT: A copy of the artist's contract and rider must be provided to the General Manager or Assistant Director of Operations at the time the final agreement is approved to insure that requirements are not contrary to University policies. The contract must include any technical riders to the contract. Presenter may excise, delete, or strike out any portion of the contract dealing with artist's fees or other costs that are confidential between Presenter and artist.

CONTRACT PROGRAM PERIODS: Performing arts events, including concerts, recitals, films, speakers, or theatre, not exceeding three and one-half (3 1/2) hours in length, and having a single audience, will be considered an individual program event. However, when there is a change in audience, and/or the event is repeated, it will be assumed to be a separate program and will be billed accordingly.

For the purpose of computing program periods for conferences, the first six (6) hours will be billed at the appropriate performance day rate, and additional time in the facility will be billed at the hourly rate.

SMOKING: Wharton Center is a smoke-free building. Smoking is permitted outside the building in areas where ash urns are located. Presenters shall be responsible for seeking adherence to smoking regulations for all performers, technicians, management personnel, and others who take part in the production of an event.

SECURITY: Final determination for security needs will be made between Wharton Center and the MSU Department of Police and Public Safety. All event security will be contracted by Wharton Center.

OBSTRUCTION OF PASSAGE: No portion of the sidewalks, entries, passages, vestibules, halls, stairways, or elevators shall be obstructed by Presenter, nor are these areas permitted to be used for any purpose other than ingress and egress to and from the building. Exit lights, emergency lights, house lights, aisle lights, stairway and hallway security lights, or any other lights necessary for the safe occupancy of the building shall not be obstructed in any way.

TRAFFIC AND PARKING: It is understood and agreed that the Presenter, its agents, employees, guests and patrons, will be subject to all University traffic and parking regulations existing as of the date of the agreement. Parking in the stage loading area is strictly regulated and limited to vehicles required for the loading and unloading of material required for the event. Parking in the stage loading area must be authorized

by Wharton Center management. Please refer to Addendum A at the end of this document.

ANIMALS: Except for service animals and animals required as part of a performance, animals are not allowed in Wharton Center facilities. Wharton Center management must be notified in advance if the production requires the use of animals so that necessary arrangements and precautions may be taken.

BICYCLES, SKATEBOARDS AND IN-LINE SKATES: Are not allowed inside Wharton Center facilities. Bicycles found in the building will be removed from the premises by the Department of Police and Public Safety under the direction of Wharton Center management, and retrieval of the bicycle will be the responsibility of the owner. Bicycle storage racks are provided on the exterior of Wharton Center facilities.

PROMOTIONAL MATERIAL: Wharton Center reserves the right to distribute promotional material concerning Wharton Center programs or any general University program at any event held in Wharton Center facilities. Any material other than here noted must be related to the event in progress or a future event of the Presenter and must be approved in advance by Wharton Center management. It is understood that during the period after the opening of the exterior doors of any hall, through the closing of these doors after any program, only Wharton Center and Presenter have the right to distribute material within the building and in and around its entrances. Wharton Center's Department of Communications will review all Presenter's promotional material. Promotion of any event is the sole responsibility of the Presenter.

EVENT ADVERTISING: All advertising for events at Wharton Center must include the tag line, "Michigan State University". Audio advertising must read, "Wharton Center, on the campus of Michigan State University". Print advertising must include the official Michigan State University logo. Television advertising which displays "Wharton Center" must also include Michigan State University.

Failure to include "Michigan State University" in all advertising will result in cancellation of the usage contract and forfeiture of privileges to use the facilities under the management of Wharton Center Administration.

The name of the presenter/promoter must be included in all advertising copy in a manner that makes it clear that Wharton Center is not the Presenter. The name of the Presenter must precede the name of the star/attraction.

Wharton Center retains the right to approve all advertising copy and the use of the name "Wharton Center" and the Michigan State University logo. All questions and approvals on advertising must be directed to the Assistant Director of Operations, Wharton Center.

ANNOUNCEMENT OF PROGRAM: Announcement of forthcoming programs will be coordinated with Wharton Center management in an effort to protect all Presenters from competition by similar events and in no case shall such an announcement precede the signing of the Facilities Usage Agreement by Wharton Center management. **On sale dates - see Ticket Office Section #6.**

DISPLAYS: Displays may be located in the lobbies only with the advance approval of Wharton Center management. Such displays may not be fastened to any part of the building. Wharton Center management will make available any easels, standards, or display equipment available. Any additional equipment is the responsibility of the

Presenter. Displays may be limited by Wharton Center management and must be located to avoid interfering with audience movement or covering Wharton Center signs and posters. Any unauthorized advertising matter will be removed.

SECTION VI: TICKET OFFICE

Ticket sales to, or announcement of, an event is strictly prohibited until the Facility Usage Agreement is signed and any required deposit is received by Wharton Center.

TICKETING FEE STRUCTURE: Theatre restoration Fee	\$3.50 per ticket
Added to every ticket sold and retained by the venue.	
Per ticket printing Fee	15¢
Ticket office commission	greater of 5% or \$100
University Administrative Fee Applicable to non-university users only.	2%
Credit Card Sales Fee	4%
Return processing Fee (if applicable)	5%

The following rules, regulations and charges pertain to the use of Wharton Center ticket selling and handling facilities and personnel.

1. The Presenter and Ticket Office management will consult on ticket design and distribution procedures.
2. For events in Wharton Center facilities the Ticket Office may provide the tickets, reserving the right to sell all or some portion of tickets.
 - a. General admission tickets placed on sale with the Ticket Office must be numbered sequentially.
 - b. Presenter may utilize other ticket outlets for sales to their event. However, a minimum of fifty (50) tickets must be allocated to the Wharton Center Ticket Office for public sale to all events taking place within Wharton Center operated facilities.
 - c. Wharton Center will work with the Presenter on the allocation of tickets to third party ticket sellers such as Ticketmaster.
 - d. Tickets placed on sale with other outlets must be returned to Wharton Center Ticket Office by 12:00pm (noon) one business (Monday-Friday) day prior to the actual event.
 - e. If the event is a conference or convention, Presenter will handle all reservations, whether in advance or at the time of the conference.
3. On sale dates must be approved by the Director of Ticketing Services who may modify or change on sale date requests based on Wharton Center's plans and assessment of ticket office capability. On sale date requests must accompany the request for a date hold. The date hold will not be approved without consideration and approval of the on sale date. On sale dates must be arranged a minimum of fourteen (14) days before advertising begins.
4. On all ticketed programs, Presenter will furnish Wharton Center management up to twelve (12) tickets of management's choice for each event. They may be used at the discretion of Wharton Center management on a complimentary

basis.

5. In all promotional material listing ticket purchase locations, the Wharton Center Ticket Office will be named including telephone numbers and website of the same listed along with other ticket outlets. Telephone numbers are (517)432-2000 and 1-800-WHARTON. Wharton Center can facilitate online ticket sales through our website www.whartoncenter.com.

6. The Ticket Office will accept the following forms of payment at the discretion of the Presenter: cash, personal check (excepting MSU student productions), American Express, MasterCard, VISA, and Discover. Returned checks and credit card fraud are the liability of the Presenter.

7. Should there be a cancellation, postponement, or any circumstance which would require refunding of ticket income, refunds will be the responsibility of the Presenter. If Ticket Office is requested by Presenter to process refunds the return processing fee would apply.

8. The Ticket Office reserves the right to handle all ticket sales on the day of Presenter's event for all events occurring in Wharton Center facilities.

9. Access to the Wharton Center Ticket Office is strictly limited to Wharton Center personnel. The Presenter, its agents or employees are not permitted entry into the Ticket Office. All communications between the Ticket Office and the Presenter will take place external to the Ticket Office in an office or facility location directed by Wharton Center management.

10. House policy requires that all persons entering the theatre for a ticketed event, regardless of age have a valid entrance ticket. Attendance by toddlers and infants is not to be encouraged for most performances (see Wharton Center's Policy on Children in the Theatre on page 15). Presenter has the option to set the policy for their event.

11. Upon request, the Ticket Office will provide Presenter with a listing of names and addresses of all patrons who purchased tickets to Presenter's event prior to the day of the event. This list will be available following the close of the performance.

12. Presenter may request automated Performance Sales Report to be emailed at regular intervals. Arrangements must be made in advance and will only be sent to authorized Presenter representatives.

TICKET OFFICE HOURS: The Ticket Office at Wharton Center is open 10:00a.m. to 6:00p.m., Monday through Friday and 12:00p.m. to 6:00p.m. Saturday. Sunday the lobby is open two (2) hours prior to a performance on event days only. Hours vary over the summer months from Memorial Day weekend through Labor Day weekend. On performance nights, the Ticket Office will remain open one-half (1/2) hour past curtain time. By advance arrangement Present may request that the Ticket Office remain open through the first intermission of an event. The Presenter will, however, be responsible for all Ticket Office personnel costs for the additional time at a rate of \$50 per hour.

FINAL TICKET STATEMENT: As soon as possible following an event, and not later than thirty (30) days thereafter, Wharton Center/University management will forward an itemized and audited ticket statement, together with payment of ticket revenues, less any balance owed or balance due by Presenter to Wharton Center.

SECTION VII: PRODUCTION REQUIREMENTS

The following rules and regulations pertain to the use of the stages managed by Wharton Center.
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Wharton Center is a "union" house and all stagehands are members of the International Alliance of Theatrical Stage Employees (IATSE) Local 274, except as permitted in conjunction with academic department productions.

STAGE REQUIREMENTS: At least thirty (30) days in advance of Presenter's program, all stage requirements will be presented to the appropriate management of Wharton Center. Unless special requests for additional equipment are made at the time of presentation of technical requirements, the existing house equipment will be used and operated by Wharton Center personnel. The amount of stage labor necessary will be determined by the "Yellow Card" whenever it applies. If the Yellow Card does not apply, Wharton Center management will make the determination on the number of stage personnel required.

SAFETY REGULATIONS: Safety regulations shall be in accordance with University, city, and state codes, and shall be enforced by Wharton Center management and the Department of Police and Public Safety as they shall interpret them. Outriggers must be in place whenever the Wharton Center personnel lift is used. The flying of performers by amateur companies is not allowed in any of our facilities. User groups who wish to incorporate flying type scenes/stunts in their performance must obtain the services of a professional, licensed, insured flying effects company.

Specifically, no combustible scenery may be placed downstage of the valance (fire) curtain in the Great Hall. The valance curtain on the Great Hall stage and the front curtain on the Pasant Stage are part of the deluge fire protection system. No scenery, lights, or other equipment or stage property may be attached to or from these curtains nor placed so as to prevent their deployment (closing). Contact the Technical Facilities Manager (517)355- 1907 for interpretations of these rules or if additional information is required.

PYROTECHNICS/FIREWORKS: Any event requiring fireworks, pyrotechnics, flash pots, etc. must obtain an application and permit for usage. Applications and requirements are on file with the General Manager.

SOUND LEVELS: Wharton Center requires an established time for artist sound check. Wharton Center's technical staff will work with artists to attain the highest possible quality sound for the venue. The MSU Auditorium is a classroom building, Monday through Friday soundchecks may not take place prior to 4pm without special arrangement.

Michigan Law (Section 24 of Act # 154 of the Public Acts of 1974) limits electronic sound pressure levels to a maximum of 205 decibels. The following maximum sound levels are to be established at sound check and maintained throughout the performance.

Sound from stage without frontal PA is not to exceed a maximum (perk) level of 85 db as measured at house mix position.

Sound from the stage with frontal PA is not to exceed a maximum (peak) level of 105 db as measured at house mix position.

Wharton Center reserves the right to require the lowering of sound levels deemed unacceptable by the house and technical staff monitoring the performance. The artist(s) staff will honor any such request.

Conversely, if house and technical staff find that sound levels are not sufficient for the entire audience to hear stage activity, the artist(s) staff will honor requests to increase sound levels.

LOADING: All scenery, displays, exhibits, or other material shall be brought into and taken out of the building only at entrances designated by Wharton Center management.

Regular stage loading areas are available at all Wharton Center facilities. Vehicles carrying equipment or material to be used by Presenter in the presentation of their event may be loaded and unloaded at the appropriate loading dock, but will not be permitted to remain at the dock after loading or unloading. Under special circumstances, arrangements may be made with Wharton Center management for vehicles to remain at the loading dock other than when loading or unloading.

STAGE ENTRANCES: All performers, technicians, and other personnel involved with Presenter's event are to use the appropriate stage entrance doors when entering or leaving the building, unless other prearranged plans have been made with Wharton Center management. For security and safety, it is strictly forbidden to prop or hold open any door entering into the building.

STORAGE OF MATERIALS: Following completion of the final event, all scenery, special staging, and other property or equipment brought into Wharton Center facilities must be removed within twenty-four (24) hours. Any property or equipment not removed within 24 hours of the completion of the usage period will be disposed of at the discretion of Wharton Center management. Such time and equipment required to dispose of said property or equipment will be billed to Presenter in addition to all other charges.

SCENERY CONSTRUCTION: The building of scenery, displays, or exhibits which involve the use of any equipment or tools which discharge dust, chips, or particles into the air shall not be permitted on stage. Painting and staining on stage is not permitted except for limited, small-scale touch-up as approved in advance by Wharton Center management. Absolutely no spraying, spattering, or any other painting method which propels paint or stain through the air will be permitted.

Fireproofing of scenery and props must be verified with the Technical Facilities Manager and, if required, must be accomplished before materials are loaded into any Wharton Center facility.

BACKSTAGE GUESTS: Guests are not permitted backstage before or during a performance or during intermission, unless arrangements have been made in advance. Guests may be admitted backstage after the performance in accordance with the wishes of the artist(s) and/or company manager, in coordination with Wharton Center management. At no time are guests permitted to walk through or around the main curtain or across the stage. Backstage access for guests should be arranged in advance of the performance with Wharton Center management.

AUDIENCE SEATING AREAS: During rehearsal, set-up, and strike periods, Presenter's personnel shall restrict their activities to the stage, backstage, and production areas. When it is necessary for a director, designer, or stage manager to view a rehearsal or set-up from the audience area, use of the seating areas are restricted to directorial and technical personnel. When the audience seating areas are used for directorial activity in connection with the rehearsal or production of an event, the Presenter will be responsible for the clean-up of the area so used. Should the audience seating area be left in a condition requiring maintenance and clean-up prior to the performance, the Presenter will be charged for those services.

The audience seating areas are not to be used for the storage of coats, personal belongings, musical instrument cases, or other paraphernalia associated

with the pre- performance production of an event. Food and drink are strictly prohibited from seating and performance areas of the stage.

RADIO, TELEVISION AND FILM: Presenter must obtain permission, in advance, from the artist(s) or artist(s) management to record any part of an event. Furthermore, Presenter should be aware that permission to broadcast or film any part of an event will result in additional set-up costs. The procedure for obtaining Wharton Center management permission to broadcast, record, or film an event is as follows:

1. Wharton Center management must concur that the technical requirements for broadcast or filming a production can be accomplished in the time available following notification.
2. Management must be notified in advance of any recording, and will work with Presenter in set-up locations. Including the removal of any blocked seats from the manifest.
3. A recording or broadcast release must be signed in advance by the artist(s) or artist(s) management.

SECTION VIII: FRONT OF HOUSE

The following rules and regulations pertain to the use of the audience chamber, house management personnel, and sales in connection with an event.

HOUSE MANAGEMENT: Wharton Center personnel acting in the capacity of House Manager are included in the use of the facility and shall be in charge of front-of-house areas at all times. Wharton Center supervisors and office personnel will be provided at an additional cost to the Presenter. Essential personnel is determined by Wharton Center management. Supervisors, other attendants, and ushers are required per Schedule B. For security refer to page 6. Security is a separate issue from house staff.

USHER REQUIREMENTS: Usher requirements will be determined by Wharton Center management based on the known or estimated size of the audience. Estimated usher requirements and costs are shown on Schedule B of this document. A ten percent (10%) service charge is included on all house management staffing costs.

Presenter has the option to provide some volunteer ushers, use Wharton Center ushers at a charge, or a combination of these options. When using volunteer ushers, they must meet the following requirements:

1. Ushers must arrive one and one-half (1 1/2) hours prior to reserved seating performances, and two (2) hours prior to general admission. They must attend an usher orientation session at that time.
2. Ushers must be provided to work the entire event, and may be asked to work outside the performance hall. Ushers must have no other responsibilities during the event.
3. Ushers must be 16 years of age.
4. Presenter must provide a list of usher names and contact information to Wharton Center management one week prior to event.

Wharton Center management reserves the right to use Wharton Center ushers, at presenter's cost, if the Presenter has not met the above usher requirements.

CONCESSIONS/ARTIST SALES: The rights and privileges of sales of souvenir items

remain under the control of Wharton Center management. Souvenir sales may be handled by the Presenter or touring artist. but approval for sales activity must be made in advance. Sales will be confined to areas designated by Wharton Center management. Wharton Center will collect twenty percent (20%) commission on gross sales when the Presenter or artist is the seller, and thirty percent (30%) commission on gross sales when Wharton Center personnel are the sellers. The artist(s) must claim 6% Michigan sales tax. Wharton Center will not be responsible for sales tax. Wharton Center will provide one (1) vendor table: additional tables are available upon request. additional per table charges may apply. For certain events when a large number of tables are required due to multiple vendors, Wharton Center reserves the right to charge a flat fee per table in lieu of commission from each vendor. This fee will be direct billed to the Presenter.

Michigan State University student organizations may retain the sales commission if they are 1) a registered student organization, and 2) have an approved student activities form in conjunction with their event on file with Wharton Center. Also, Wharton Center management must be present when the commission is collected, and appropriate Student Activities Office forms must be completed and filed with the collection of the commission. Sales commissions will be collected at the close of the event. Failure of student organizations to collect commission will result in Wharton Center billing a one hundred dollar (\$100) fee per vendor to the student organization.

FOOD AND BEVERAGE: Food and beverage service is under the direction of Wharton Center House Management. All food service provided in Wharton Center facilities must be coordinated with House Management. Food service can be provided under the following conditions:

1. Food or beverage consumed on stage as required by a script.
2. For an approved reception/dinner in a designated space in Wharton Center facilities.
3. In staff lounges or areas set up for cast and crew meals.
4. In lobbies and lounge areas only when dispensed from Wharton Center operated refreshment areas.

Receptions and/or dinners must be scheduled at least two (2) weeks in advance of an event with Wharton Center General Manager or Assistant Director of Operations.

HOUSE OPENING AND CAPACITY: It is customary to open the doors for patron seating thirty (30) minutes prior to a reserved-seat event and forty-five (45) minutes prior to a general admission event. Any variance requested by Presenter must be arranged with Wharton Center management in advance.

Larger numbers of persons that can safely and freely move about in the authorized areas shall not be admitted to the facilities. Determination of these capacities will be the decision of Wharton Center management, the Fire Marshall, and the Department of Police and Public Safety. Under no circumstances will Standing Room Only (SRO) be permitted in Wharton Center facilities.

LATE SEATING: Every effort is made to begin the performance at the announced hour, unless there is an unavoidable delay. Late arriving patrons will be seated only at

intervals designated by the artist(s) or company manager.

PAGING DEVICES & CELLULAR PHONES: Paging devices and cellular phones can be checked with House Management, and persons expecting emergency calls should leave their name and seat location when checking their pager.

CAMERAS AND RECORDING DEVICES: Contractual agreements with the artist(s) and as a courtesy to other members of the audience, photographic and recording equipment will not be permitted in the audience chambers during the performance. Exceptions may be made for news media or other production media when advance arrangements are made with Wharton Center management and are approved by artist(es) and artist(s) management. Wharton Center management reserves the right to confiscate equipment for the duration of the performance or evict violators when this rule is broken.

EMERGENCY MEDICAL TREATMENT: Wharton Center reserves the right to determine if Paramedics/Emergency Medical Personnel need to be on site for events. If paramedics are deemed necessary to be at the event, Presenter is to assume expenses. All personal expenses incurred from emergency services will be the responsibility of the person treated.

OBJECTIONABLE PATRONS: Wharton Center management reserves the right to eject, or cause to be ejected, from the premises any objectionable person or persons. Wharton Center management will not be liable to Presenter for any damages that might be incurred through the execution of this right.

CHILDREN (INFANTS): Wharton Center believes in exposing young people to theater at an early and appropriate age. Presenters have the option to follow the Wharton Center policy or set their own guidelines. Wharton Center children policy reads as follows.

Everyone attending must have a ticket and be able to sit in a seat. Children under 5 years of age are not permitted unless otherwise advertised. Parents will be asked to remove their child/children if they are causing disruptions or are unable to sit quietly. Infants and newborns are not permitted.

LOST AND FOUND: Found articles are retained by, and may be claimed from, the Administrative offices.

FOOD AND DRINK: Outside food and drink and open beverages are not allowed in the theatres.

2016-2017 Venue Usage Rates

Effective July 2016 through July 2017

		University Event ACADEMIC	University Event NON-ACADEMIC	NON-PROFIT	COMMERCIAL
Cobb Great Hall	(2,420)				
First Six (6) Hours	Performance Day	\$515.00	\$1,600.00	\$2,650.00	\$6,500.00
First Three (3) Hours	Non-Performance Day	\$257.50	\$800.00	\$1,325.00	\$3,250.00
standard room rental rates apply					
Pasant Theatre	(600)				
First Six (6) Hours	Performance Day	\$365.00	\$920.00	\$2,065.00	\$2,440.00
First Three (3) Hours	Non-Performance	\$182.50	\$460.00	\$1,032.50	\$1,220.00
Fairchild Theatre	(400)				
First Six (6) Hours	Performance Day	\$275.00	\$850.00	\$1,485.00	\$3,585.00
First Three (3) Hours	Non-Performance Day	\$137.50	\$425.00	\$742.50	\$1,792.50
commercial rate includes custodial charges					
MSU Auditorium	(3050)				
First Six (6) Hours	Performance Day	\$275.00	\$850.00	\$3,000.00	\$7,050.00
First Three (3) Hours	Non-Performance Day	\$137.50	\$425.00	\$1,500.00	\$3,525.00
commercial rate includes custodial charges					
Rehearsal Studio at Wharton Center		\$130.00	\$345.00	\$370.00	\$425.00
First Three (3) Hours					
Additional Hours at all venues		\$55.00	\$70.00	\$85.00	\$85.00

**\$3.00 Facility Restoration Fee Added to All Ticketed Prices; Fee Retained by Venue

Rates are subject to change

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USAGE RATES AGREEMENT INCLUSIONS

SCHEDULE A

GREAT HALL I PASANT THEATRE USAGE AGREEMENT INCLUDES:

- House Manager & Stage Manager
- Lights. heat. custodial, open and close of building, dressing rooms shower
- Front of House Sound and Lighting Systems (Additional usage fee for on stage monitor sound system)
- Podium, lectern, chairs, music stands, risers (if applicable)
- Consultation with Event Coordinator, Technical Staff and Communications Staff for promotion ideas

GREAT HALL I PASANT THEATRE USAGE AGREEMENT DOES NOT INCLUDE:

- Stage Labor
- Ushers & Ticket Takers (See Wharton Center Usher Staffing Requirements)
- Special Set-Ups for Stage, Rehearsals. Lobby Space. etc.
- Parking ramp for users. staff. performers or patrons.
- Miscellaneous equipment usage (See Equipment Usage Rates)
- Ticket Sales (Contact Director of Ticketing Services)
- Security and Medical Services (Determined by Department of Police & Public Safety and Wharton Center management)
- Reception Space (Additional Costs. refer to Room Usage Rates)

MSU CONCERT AUDITORIUM I FAIRCHILD THEATRE USAGE AGREEMENT INCLUDES:

- House Manager & Stage Manager
- Lights. heat. open & close of buildings, dressing rooms. showers
- Consultation with Event Coordinator, Technical Staff and Communication Staff
- Podium. lectern, chairs. music stands, risers (if applicable)
- Custodial Services for Commercial Users

MSU CONCERT AUDITORIUM I FAIRCHILD THEATRE USAGE AGREEMENT DOES NOT INCLUDE:

- Stage Labor
- Custodial Services
- Special set ups for stage, rehearsals. lobby spaces. etc.
- Miscellaneous equipment usage (See Equipment Usage Rates)
- Ticket Sales (Contact Director of Ticketing Services)
- Security and Medical Services (Determined by Department of Police & Public Safety and Wharton Center management)
- Reception Space (Limited Food Service capabilities must be discussed before event confirmation with Event Coordinator and General Manager or Assistant Director of Operations)
- Parking for users, staff. performers or patrons.

Wharton Center Facilities are Union houses, with IATSE Local #274 having a presence.

Wharton Center

SCHEDULE A

EQUIPMENT USAGE RATES

COST PER DAY OF UTILIZATION

COBB GREAT HALL, PASANT THEATRE, MSU CONCERT AUDITORIUM, & FAIRCHILD THEATRE

Concert Grand Piano	\$100.00
Upright Piano	\$85.00
Piano Tuning	\$150.00
Organ (Great Hall only)	\$150.00
Pearl Custom Drum Kit	\$300.00
Dance Floor (installation included)	\$150.00
Wireless Microphone	\$60.00
Overhead Projector	\$30.00
Projection Screen	\$75.00
Video Projector	\$295.00
Phone Line Installation (each)	\$100.00
5 gallon Water Cooler (per bottle)	\$6.00
Bottled Water (each)	\$2.00
Follow Spot (Performance Day)	\$100.00
Sound Monitor System	\$1,000.00

MERCHANDISE: If an artist sells any merchandise in the Wharton Center facilities, Wharton Center will collect a commission as follows:

Artist provides seller 20%, if Wharton Center provides seller(s) 30%. If sellers are requested, House Management must be notified in advance of the show. The artist must claim 6% Michigan sales tax. Wharton Center is not responsible for sales tax. Wharton Center will provide one (1) vendor table; additional tables are available upon request. Per table charges may apply. All table requests must be made prior to the day of the event. For certain events, when a large number of tables are required due to multiple vendors, Wharton Center reserves the right to charge a flat fee per table in lieu of commission from each vendor. This fee will be direct billed to the Presenter.

**Wharton Center Room Usage Fees and Capacities
2016 - 2017**

ROOM	CAPACITY	PUBLIC RATE	MSU EVENT RATE	NON-PROFIT RATE
Wolfram Green Room (954 SF)	22 seated 60 standing	\$375	\$265	\$265
Grand Foyer	150 seated 800 standing	\$715	\$480	\$505
Jackson Lounge (392 SF)	160 seated 160 theatre style* 250 standing	\$715	\$480	\$505
Christman Lounge (2372 SF)	88 seated 50 theatre style* 140 standing reception	\$610	\$400	\$425
Christman Lobby (2082 SF)	Add-on space to either lounge	\$265	\$160	\$185
Entrance Plaza		\$745	\$530	\$480
Stoddard Grand Tier Lounge (2878 SF)		\$265	\$135	\$160

- Prices are based on live event time of 1 to 3 hours including one hour before and after for set-up/take down. Additional charge of \$100 per hour over maximum 5 hours total time for event/set & strike apply.
- Additional equipment charges may apply.
- \$18 per hour/person labor.
- Catering charges not included. A 20% administrative fee is added to all catering charges.
- Room fees include tables/chairs for capacities listed (some exceptions may apply).
- Decor/linen etc. not included.
- Daytime parking: \$1.40 per hour per car (discounted rate)
- Performance parking: \$7.00 per parking pass

*Optimal seating for meetings using overhead projector and built-in room screen.

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USHER STAFFING REQUIREMENTS

SCHEDULE B

Presenter has the option to either use all Wharton Center staff or to supplement a minimum amount of Wharton Center staff with volunteer ushers. Wharton Center supervisors and office personnel must be provided by Wharton Center and in most cases are mandatory for use. If Wharton Center has reason to believe that the renter is likely to provide inadequate staffing Wharton Center will supplement with necessary ushers at a cost to the user.

If volunteer ushers are to be used, a list of their names must be forwarded to House Management one

(1) week prior to the event. If such a list is not received, Wharton Center reserves the right to staff the event with Wharton Center ushers as a cost to Presenter. Volunteer ushers must be at least 16 years old.

The following page details the usher staffing requirements including the minimum number of Wharton Center staff for each venue. When budgeting for your event, please include charges as listed. These amounts include a 10% service commission which will be added to presenter's final usher charge. Please note that the following amounts are estimates only. Actual cost will vary depending on the length of the event. All ushers are paid a minimum of two (2) hours. Also, please be aware that staff will be paid time and a half on holidays and school breaks. applicable dates are listed below.

TIPS ON RECRUITING VOLUNTEERS: Volunteers should plan on working the entire event. Some will get to see the performance and some may not. They may be required to arrive up to two (2) hours prior to the event. Presenter may choose to have them dress alike so they are easily identified, black pants & white or organization shirt. Make sure that they arrive having eaten and planning on working. They will be asked to assist with a lost and found check at the end of the night. Ushers will be assigned responsibilities by the house manager on duty - please do not preassign. Ushers may not have any additional responsibilities during the event.

PLEASE NOTE: House Management staff and ushers are NOT the same as security, security staff is treated separately.

DATES QUALIFYING FOR TIME AND A HALF PAY:

2015 - 2016

August 20-31, 2015

September 5-7, 2015

November 26-29, 2015

December 19, 2010-January 10, 2016

March 5-13, 2016

March 27, 2016

May 7-15, 2016

May 28-30, 2016

July 2-4, 2016

2016 - 2017

August 19-30, 2016

August 19-30, 2016
September 3-5, 2016
November 24-27, 2016
December 17, 2016 - January 8, 2017
March 4-12, 2017
April 16, 2017
May 6-14, 2017
May 27-29, 2017
June 29-July 1, 2017
July 4, 2017
August 18-29, 2017

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SCHEDULE B

USHER STAFFING REQUIREMENTS (continued)

GREAT HALL

Full House, Reserved Seating	\$1,085.81
Half House, Orchestra Only, Reserved	\$780.86
Full House, General Seating	\$932.39
Half House, Orchestra Only, General	\$612.29

MSU CONCERT AUDITORIUM

Full House, Reserved/General	\$2,083.26
Half House, Reserved/General	\$857.18

PASANT THEATRE

Full House, Reserved/General	\$725.45
Half House, Reserved/General	\$554.95

FAIRCHILD

Full House, Reserved	\$324.31
Full House, General	\$187.55

GREAT HALL

Full House, Reserved Seating

- 20 Early Ushers
- 13 Late Ushers
- 4 Supervisors*
- 1 Office Attendant*

Half House, Orch. Level Only, Reserved Seating

- 14 Early Ushers
- 9 Late Ushers
- 3 Supervisors*
- 1 Office Attendant*

Full House, General Seating

- 11 Early Ushers
- 13 Late Ushers
- 4 Supervisors*
- 1 Office Attendant*

Half House, Orch. Level Only, General Seating

- 7 Early Ushers
- 9 Late Ushers
- 2 Supervisors*
- 1 Office Attendant*

FAIRCHILD THEATRE

Full House, Reserved Seating

- 6 Early Ushers
- 2 Late Ushers*
- 2 Late Ushers
- 1 Supervisor*

Full House, General Seating

- 2 Early Ushers
- 4 Late Ushers*

PASANT THEATRE

Full House, Reserved Seating

- 1 Early Usher*
- 12 Early Ushers
- 1 Late Usher'''
- 7 Late Ushers
- 3 Supervisors*
- 1 Office Attendant*

Half House, Reserved/General Seating

- 2 Early Usher
- 1 Late Usher
- 7 Late Ushers
- 3 Supervisors*
- 1 Office Attendant*

MSU CONCERT AUDITORIUM

Full House, Reserved/General Seating

- 6 Early Ushers*
- 32 Early Ushers
- 5 Late Ushers*
- 26 Late Ushers
- 4 Supervisors*
- 1 Office Attendant*

Half House, Main Floor Only, Res./Gen. Seating

- 3 Early Ushers*
- 10 Early Ushers
- 5 Late Ushers*
- 9 Late Ushers
- 2 Supervisors*

*MUST BE SUPPLIED BY WHARTON CENTER

All costs are estimated based on average hourly wages and estimated event length. Actual costs may vary. House Management staff will be paid 1.5 their normal wage on holidays and school breaks.

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WHARTON CENTER PARKING RAMP AND BACKSTAGE LOADING AREA

ADDENDUM A

PARKING RAMP: The adjacent parking ramp is operated by the Department of Police and Public Safety (DPPS) and they are the final adjudicators of rules and regulations governing usage. All fees collected by DPPS are for their exclusive use in the operation of campus parking facilities. Requests by Wharton Center to waive parking fees for events will not be considered. Parking is not included with the usage of spaces in Wharton Center facilities and all users must comply with campus parking regulations and all fees assessed for parking, including any fines levied for illegal parking.

GENERAL INFORMATION: The south entrance to the parking ramp, off Wilson Road, is designated as the faculty/staff entrance, is accessible by gate card only, and is in operation twenty-four (24) hours a day, seven (7) days a week.

The north entrance to the parking ramp, off Shaw Road, is designated as the public entrance and is accessible through an attended tollbooth. The hours of operation are 7:00 AM - 11:00 PM. Monday through Friday, except on those nights when a performance is scheduled. On Saturday and Sunday the Shaw Road entrance to the deck is open for free parking unless a performance is scheduled. In which case the ramp will become a paid parking facility two hours prior to the performance. The parking ramp is operated as a paid parking facility for most events taking place within Wharton Center.

On all performance days, DPPS will determine which entrances will be open and staffed based on anticipated attendance. Entrances will be staffed two (2) hours prior to the performance start time. Event parking is \$5.00 per vehicle.

Disability parking is available on all levels. Van accessible parking is available in the front entrance loop of Bogue Street. Van accessible parking is not available within the parking ramp or in the backstage loading area.

There are two (2) elevators serving the parking ramp.

BACKSTAGE LOADING AREA: *Parking in the Wharton Center backstage loading area is strictly enforced. Authorization to use the loading area will be limited to essential personnel. Unauthorized vehicles will be ticketed.*

Private vehicles may unload supplies/equipment/instruments at the loading docks, but must immediately move the vehicle to a legal parking area once the unloading is complete.

BACKSTAGE LOADING AREA PARKING PASS: Wharton Center will issue permits for parking in the backstage loading area for essential personnel. All permit parking is limited to the east side of the loading area, facing the parking ramp. The four spaces by the stage door are University reserved spaces and may not be used by permit holders unless specifically authorized in advance. The University Owned Vehicle spaces are likewise unavailable for parking unless by a University vehicle. Parking in either the University reserved spaces or the University Owned Vehicle spaces will be illegal and subject to ticketing.

A request for permit(s) must be in writing on the "Backstage Parking Permit Request" form indicating the number of permits required. This form must be returned four (4) weeks prior to event.

Permits will be issued and mailed one week prior to the event. The permits will be sent to the person signing the usage agreement or their designated person. If time does not allow for permit to be mailed the stage manager will provide on the day of the event. It is the responsibility of the designee to distribute

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ADDENDUM A

WHARTON CENTER PARKING RAMP AND BACKSTAGE LOADING AREA (continued)

the permits prior to the event. *Replacement permits or additional permits will not be issued on the day of the event.*

Permits are valid only on the date indicated on the permit. Permits must be hung on the rearview mirror of the vehicle to be valid. If a frequent user has a member(s) of their unit that is issued a yearly pass, such as directors of academic units, that yearly pass(s) must be counted in the total number of permits requested if the holder of that pass(s) is parking in the backstage area during the event.

IT IS CUSTOMARY TO HAVE A NUMBER OF DIFFERENT EVENTS SCHEDULED IN WHARTON CENTER FACILITIES AT THE SAME TIME. THEREFORE, THE NUMBER OF PERMITS WHARTON CENTER WILL ISSUE TO ANY ONE USER WILL BE DETERMINED BY THE NEEDS OF ALL USERS IN THE FACILITY AT THAT TIME.

Wharton Center is not responsible for, and assumes no liability for, damage resulting from vehicular accidents, theft from vehicles, ticketing or towing of illegally parked vehicles, of any private vehicle parked in the Backstage Loading Area.

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BACKSTAGE PARKING PERMIT REQUEST

ADDENDUM A

Event Date: _____ Event Name: _____

Authorized Event Coordinator/Designees' Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

Number of Permits Requested: _____
(Please provide names of permit users)

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |

REHEARSAL DATES AND TIMES:

DATE	TIME	NUMBER OF REHEARSAL PASSES NEEDED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

RETURN TO: Wharton Center
Steve Ouellette, Assistant Director of Operations
320 Wharton Center
Michigan State University
East Lansing, MI 48824

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ADDENDUM B

STAFF LISTING

(ALL 517 AREA CODE)
(EXCEPT AS NOTED, ALL EMAIL @whartoncenter.com)

FRONT OFFICE

	PHONE	EMAIL
Michael Brand Executive Director	884-3111	mike.brand@
Greg Weber Director of Operations and Administration	884-3103	greg.weber@
Steve Ouellette Assistant Director of Operations	884-3126	steve.ouellette@
Bryan Jao Programming and Engagement Manager	884-3102	bryan.jao@
Roslyn Riddle Receptionist	884-3101	roslyn.riddle@
Diane Baribeau Executive Director at City Opera House	353-1982	baribeau@msu.edu

MARKETING & COMMUNICATIONS

Diane Willcox Director of Marketing & Communications	884-3132	diane.willcox@
Bob Hoffman Public Relations Manager	884-3115	bob.hoffman@
Ryonn Clute Senior Marketing Manager	884-3117	ryonn.clute@
Tara Peplowski Marketing & Group Sales Manager	884-3148	tarapep@
Patricia Roost Marketing Assistant	884-3113	patricia.roost@
Kristina Moore Graphic Artist	884-3169	kristina.moore@

TICKETING SERVICES

Jarrold Bradford Director of Digital Marketing, Sales & Ticket Services	884-3104	jarrod.bradford@
Jennifer Richard Ticketing Operations Manager	884-3106	jennifer.richard@
Roslyn James Senior Ticket Office Assistant Manager	884-3105	roslyn.james@
Samantha Pond Bailey Ticket Office Assistant Manager	884-3122	samantha.pond@
Dustin Boehmer Education & Group Ticketing Coordinator	884-3130	dustin.boehmer@
Amy Haggart Digital Content Coordinator	884-3160	amy@whartoncentermanagement.com

(continued on next page)

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ADDENDUM B

STAFF LISTING (continued)

HOUSE MANAGEMENT

Nina Silbergleit Director of Patron Services	884-3119	nina@
Matt Kribs Associate House Manager	884-3199	matt.kribs@
Ana Whitman Assistant House Manager	884-3116	ana.whitman@
Nick Wujcik Operations Manager	884-2374	wujcikni@

PRODUCTION

Sandy Thomley Senior Production Manager	884-3109	sandy.thomley@
Steve Heinrich Facility Stage Manager	884-3110	steve.heinrich@
Ron Fenger Facility Stage Manager	884-3164	ron.fenger@
Maureen Murphy Facility Stage Manager	884-3163	maureen.murphy@

DEVELOPMENT

Doug Miller Director of Development	884-3112	doug.miller@
Kristen Calabrese Associate Director of Development	884-3140	kristen.calabrese@
Mayette Hicks Development Assistant	884-3114	mayette.hicks@

MSU FEDERAL CREDIT UNION INSTITUTE FOR ARTS & CREATIVITY

Bert Goldstein Director of the Institute for Arts & Creativity	884-3108	bert.goldstein@
Kris Koop Ouellette Associate Director of the Institute for Arts & Creativity	884-3166	kris.ouellette@
Laurie Briseno Education Program Coordinator	884-3141	laurie.briseno@

(continued on next page)

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STAFF LISTING (continued)

ADDENDUM B

FINANCE & BUSINESS MANAGEMENT

Doug Mactaggart Director of Finance	884-3123	doug.mactaggart@
Elaine Sklar Finance Assistant	884-3107	elaine.sklar@
Carmen Thayer Finance Assistant	884-3133	carmen.thayer@
Carrie Pearson Finance Assistant	884-3165	carrie.glazer@
Diane Rardeen Finance Assistant	884-3131	rardeen@

WHARTON GIFTS

Nina Silbergleit Manager/Buyer	884-3128	nina@
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LANSING AREA MEDIA DIRECTORY

ADDENDUM C

DAILY NEWSPAPERS

Argus Press

Mike Kruszkowski
(989) 725-5136
argus_ads@charterinternet.com

Daily Reporters

Heather Jeffery
(517) 278-2318
editor@thedailyreporter.com

Daily Telegram

David Panian
(517) 265-5111
panian@lenconnect.com

Lansing State Journal (Features/banners)

Alexis Coxom
(517) 377-1065
acoxon@lsj.com

Lansing State Journal (Life/NOISE/ What's On)

Amanda Renkas
(517) 267-1392
arenkas@lsj.com

State News

Campus Editor
(517) 432-3070
campus@statenews.com

Vassar Pioneer Times

Megan Decker
(989) 823-8579
vptimes@sbcglobal.net

WEEKLY NEWSPAPERS

Blissfield Advance

Tran Longmoore
(517) 486-2400
news@blissfieldadvance.com

Charlotte Shopping Guide

Rachel Greco
(517) 541-2531
rgreco@gannett.com

City Pulse

James Sanford
(517) 371-5600 ext. 11
james@lansingcitypulse.com

Community News

Dawn Parker
(517) 541-2506
dlparker@lsj.com

Cooley Pillar

Cavita Sharma
(517) 371-5140
pillar.cooley@gmail.com

County Press

Jill Carr
(517) 531-4542
countypress@aol.com

Delta Waverly Community News

Barb Modrack
(517) 322-2745
bmodrack@gannett.com

Dewitt Bath Review

Tom Thelen
(517) 627-6085
tthelen@gannett.com

Eaton County News

Rachel Greco
(517) 541-2531
rgreco@gannett.com

Independent

Bill Constantine
(989) 723-1118
news@owossoindependent.com

LCC Lookout

Rich Tupica
(517) 483-1288
richtupica@hotmail.com

MI Bulletin

Marcus Jefferson
marcusj59@yahoo.com

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ADDENDUM C

LANSING AREA MEDIA DIRECTORY (continued)

(WEEKLY NEWSPAPERS continued)

New Citizen Press

Rina Risper
(517) 372-8466

Joe Walker
mrjoewalker@gmail.com

Observer Eccentric

Ken Abramczyk
kabramcz@hometownlife.com

The Chronicle

Jay Price
jaypricepublishing@yahoo.com

The Jewish News

Sy Manello
smanello@thejewishnews.com

The Meridian

News Department
news@meridianweekly.com

The Michigan Daily

Arts Section
arts@michigandaily.com

The Sun Times

Wendy Woods
(517) 851-7833
advertising@suntimes.com

RADIO - ALTERNATIVE

WCSR-AM 1340 (Hillsdale, MI)

Russ Martin
(517) 437-4444
news@radiohillsdale.com

WLEN-FM 103.9 (Adrian, MI)

Lori Sallows
(517) 263-1039
loris@wlen.com

WXLA-AM 1180 (Dimondale/Lansing, MI)

Brant Johnson
(517) 484-9600
wqhfm@comcast.net

RADIO - CLASSICAL

WKAR-FM 90.5 (East Lansing, MI)

Kevin Levrey
(517) 432-9527
newsinfo@wkar.org

RADIO - COLLEGE

KTGG-AM 1540 (Spring Arbor, MI)

Rachel Buchanan
(517) 750-6540
info@home.fm

MI Radio NPR (Ann Arbor, MI)

News Department
(734) 764-9210
newsroom@umich.edu

WDBM-FM 89 Impact (East Lansing, MI)

News Department
(517) 353-4414

WVAC-FM 107.9 (Adrian, MI)

Robert Darnton
(517) 265-5161

RADIO - COUNTRY

WITL-FM 100.7 (Lansing, MI)

Ray Marshall
(517) 394-7272

WHMI-FM 93.5 (Howell, MI)

Reed Kittredge
(517) 546-0860
rkittredge@whmi.com

RADIO - FAMILY/RELIGIOUS

WLCM-AM 1390 (Lansing, MI)

Jeff Frank
(517) 543-8200
jeff.frank@cbslradi.com

WLGH-FM 88.1 (Lansing, MI)

Jenn Czlada
jennc@smile.fm

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ADDENDUM C

LANSING AREA MEDIA DIRECTORY (continued)

(RADIO - FAMILY/RELIGIOUS continued)

WUNN-AM 1110 (Mason/Lansing, MI)

Mike Shaw
(800) 776-1070
mshaw@flc.org

RADIO - JAZZ

WLNZ-FM 89.7 (Lansing, MI)

Lyn Periano
(517) 483-1710
wlnzlyn@yahoo.com

RADIO - OLDIES

WQTX-FM 92.1 (St. Johns/Lansing, MI)

Mike Holder
(517) 699-0111
mholder@wqtx.net

RADIO-ROCK

WJXQ-FM 106 (Jackson, MI)

Aimee Sedik
(517) 699-0111
asedik@mmerglansing.com

RADIO - SOFT ROCK

WVIC-FM 94.1 (Jackson/Lansing, MI)

Michael Arney
(517) 699-0111

RADIO - TALK

WABJ-AM 1490 (Adrian, MI)

Peter Stewart
(517) 265-1500
friends@tc3nte.com

WIBM-AM 970 (Jackson, MI)

Marc Daly
(517) 787-9546
mdaly@wkhm.com

WILS-AM 1320 (Lansing, MI)

Jack Ebling
(517) 393-1320
eblingcol@aol.com

Walt Sorg
(517) 393-1320
walt@amlansing.com

WJSZ-FM 92.2 (Owosso, MI)

Rod Kro
(989) 725-1925
layney@z925.com

WVFN-AM 730 (East Lansing, MI)

Gary Austin
(517) 394-7272
wvfn@acd.net

RADIO - TOP 40

WHZZ-FM 101.7 (Lansing, MI)

Scott Loomis
(517) 393-1320
scott@1017mikefm.com

WJIM-FM 97.5 (Lansing, MI)

Gary Austin
(517) 394-7272
wvfn@acd.net

WQHH-FM 96.5 (Lansing, MI)

E.J. Grieg
(517) 484-9600
eblingcol@aol.com

TELEVISION

Current Magazine

Sue Oise
stage@sgipub.com

Home TV

Deborah Guthrie
guthrie@meridian.mi.us

MSU & U

Anson Mulville
mulville@msu.edu

whartoncenter

LANSING AREA MEDIA DIRECTORY (continued)

ADDENDUM C

(Television continued)

WILX-TV

Tim Gillette
(517) 394-9310
news@wilx.com

WKAR-TV

Kent Wieland
(517) 432-9527
kent@wkar.org

WLAJ-TV

Bill Aben
(517) 394-5300
wlajnews@wlaj.com

WLNS-TV

Don Carmichael
(517) 372-8282
wlns@wlns.com

WSYM-TV

Steve Wilcox
(517) 484-7747
fox47news@fox47news.com