

## **Instructions to Request a Spring 2021 Performance-Based Activity Westminster College of the Arts • These instructions effective 12/21/2020**

### **Introduction**

As announced on November 30, 2020, until further notice, all WCA performance-based classes will be delivered remotely. That email included an attachment listing all performance-based courses scheduled for spring 2021.

Following up on the pilot we completed in the second half of the fall 2020 semester, we again will review requests for performance-based activities. Review and action on these requests will follow the evolution of the COVID pandemic and will be in accordance with CDC, State of New Jersey, Office of the Secretary of Higher Education, and Rider University guidelines. We continue to hold the health and safety of all our community as the highest priority.

### **Preparing to Submit a Request**

On December 15, 2020, the University Scheduling and Event Operations Office offered a training session for those who schedule events. For those unable to attend, in a December 17, 2020 email, Beverly Braddock supplied this information.

For your reference, and for those who were unable to attend, you can find the recording of the Zoom presentation here:

<https://rider.zoom.us/rec/share/OKr9y3Rlvo0Z2L6lvEetQNrtQcaHcYR7UbnolteNeP471Zlwhvy8h6KEBAI2ltHm.71cPRryVxZe-EzLb?startTime=1608055169000>

The recording, along with other helpful links and downloads, can also be found on the Campus Event Planning webpage at <https://www.rider.edu/about/offices-services/auxiliary-services/campus-event-planning>

If you have any questions, please don't hesitate to contact us:

Scheduling and 25Live questions: [scheduling@rider.edu](mailto:scheduling@rider.edu)

Event planning and set up questions: [events@rider.edu](mailto:events@rider.edu)

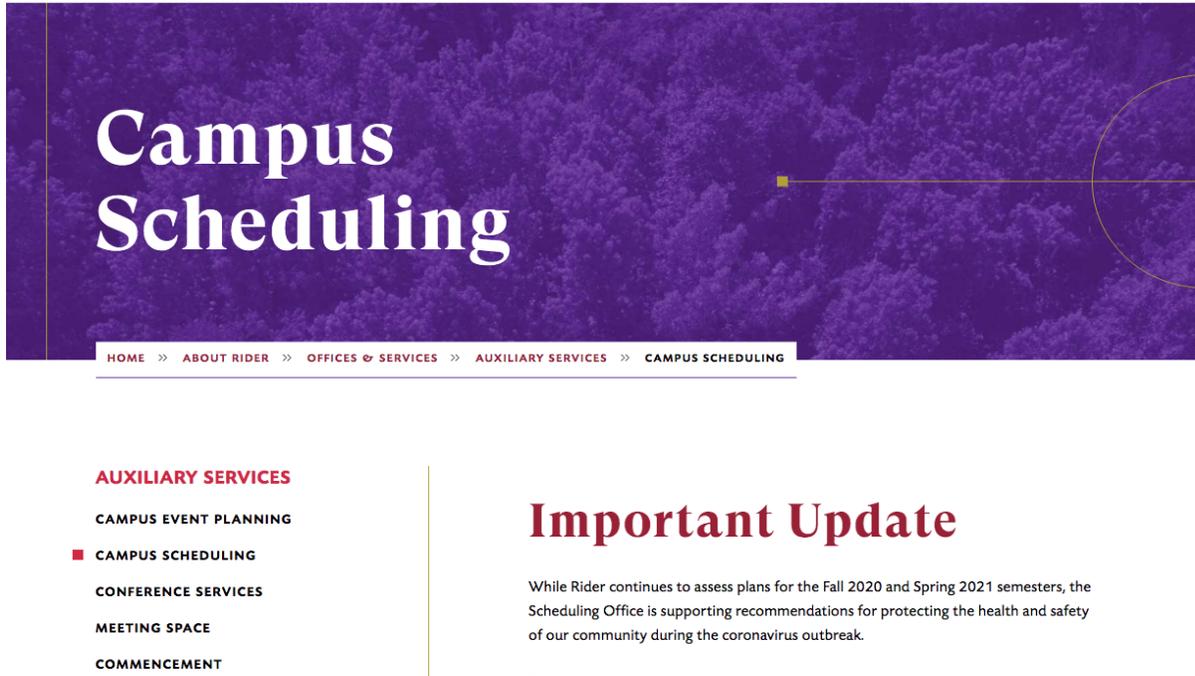
In addition to those materials, please review these WCA-specific instructions. The last page of this document contains a checklist for your use.

- 1) **Only faculty, staff and student leaders of a SGA recognized student club or organization may submit requests via 25Live, Rider's online scheduling program. Please see the section below titled "Who may submit a scheduling request" for more details.**
- 2) You should submit requests for Performance-Based Activities a **minimum of (3) three weeks ahead of the event date.**
- 3) Both the WCA Events Committee and the University Special Events Committee must review all WCA event requests.
- 4) If your event involves off-campus organizations or is a festival, colloquium, workshop, etc., please contact the Scheduling Office early in the planning process, as many other details likely will apply.
- 5) If you are requesting a space on behalf of an external organization and the event will not have University sponsorship, please contact Rider Conference Services at [conferences@rider.edu](mailto:conferences@rider.edu)

## Submitting a Request

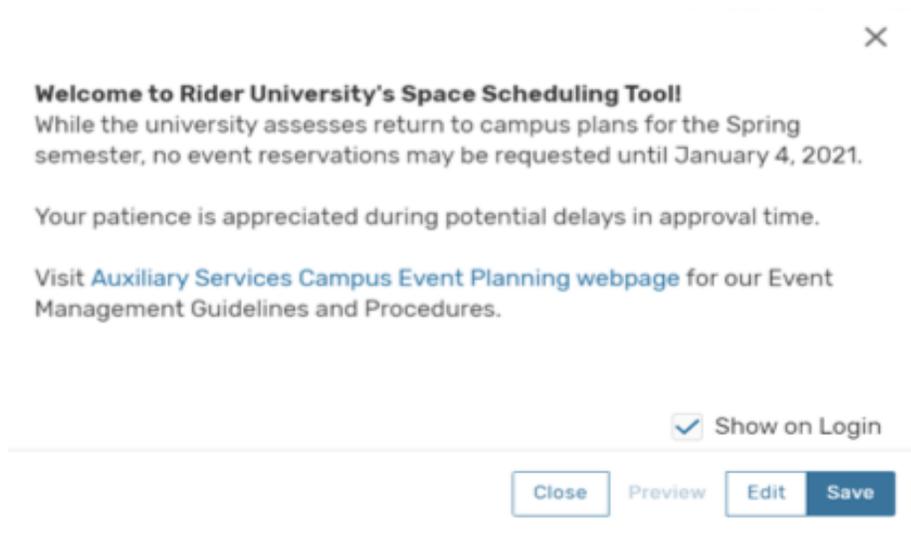
- 1) All requests and reservations are processed through the Scheduling Office.
- 2) To initiate a request, please click this link (or paste it into your browser):  
<https://www.rider.edu/about/offices-services/auxiliary-services/scheduling>

You will see this homepage:

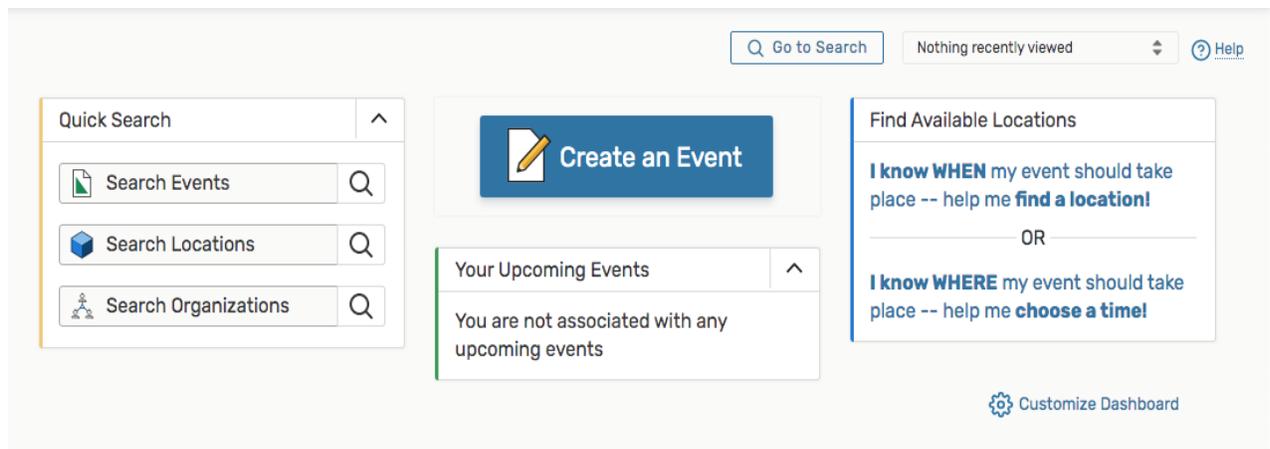


- 3) After reading the updates that are on that homepage, scroll down to “25Live” and click on the “Submit Your Request in 25Live” link, which will take you to the sign in page for 25Live. It is through this portal that you will enter your request for a space reservation.
- 4) Enter your Rider Key username and password, then click “Sign In.” There is a welcome window that provides any updates.

The screenshot shows the 25Live Sign In page. At the top left is the text "Sign In" and at the top right is a close button "X". The main content area contains the following text: "Access 25Live with your Easypass username and password." followed by "Need help with 25Live?" and "Please contact the OIT Help Desk at 609-219-3000" and "http://www.rider.edu/helpdesk Email: helpdesk@rider.edu". Below this is the heading "Event Scheduling Inquiries" followed by "(Lawrenceville Campus) - Please contact the Auxiliary Services Office at 609-896-7700" and "(Westminster Campus) - Please contact Performance Management at 609-921-7100 x8308". There are two input fields: "Username" and "Password". Below the "Password" field is a link "Forgot your Password?". At the bottom right are two buttons: "Cancel" and "Sign In".



- 5) After reading, please click the “X” or “Close.” You will see the home dashboard for 25Live, and your name will appear in the top menu bar, next to Tasks.



- 6) On this homepage, you will see several choices and prompts. Most of you will need to follow the “Create an Event” link. However, the other choices may be useful if you need help or a reminder of your already scheduled events. If you are in another window and wish to return to the dashboard, click “25Live Pro” in the top menu bar.
- 7) At this point, it is very helpful if you know when and where you wish to schedule an event. If you have that information, click “Create and Event,” and you will see this page

Nothing recently viewed
[Help](#)

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Add New Untitled X

- Event Name
- Event Type
- Department or Organization for this Event
- Additional Organization(s) for this Event
- Anticipated Attendance
- Event Description (for public calendar use)
- Event Date and Time
- Locations
- Attached Files
- Comments
- Event State
- Affirmation

This reservation wizard is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information.

**\* All requests are subject to approval \***

***The event can't be saved until all of the required fields are completed. Hitting the save button before all required fields are complete will result in the event wizard jumping to the next required field.***

***Do not use the web browser's navigation buttons, rather use the 25Live internal navigation buttons***

**Event Name - Required** ⓘ

**Event Type - Required** ⓘ

Select an item ▼

**Department or Organization for this Event - Required** ⓘ

Search organizations ▼

Remove

**Additional Organization(s) for this Event** ⓘ

Please note these instructions on the first page:

***The event can't be saved until all of the required fields are completed. Hitting the save button before all required fields are complete will result in the event wizard jumping to the next required field.***

***Do not use the web browser's navigation buttons, rather use the 25Live internal navigation buttons.***

- 8) Enter the requested information for each prompt. The “Event Date and Time” is the actual time of the event, not including the setup or breakdown time. Enter those associated details under “Additional time.”
- 9) Under “Locations,” enter your preferred location in the “Search Locations” box. For most music performances, enter *Gill Chapel Sanctuary.* For most productions, you will enter “Yvonne Theater” or “BLC Theater,” etc. For classrooms, enter the name of the building and you will see a list of all rooms available for scheduling in that building, in numerical order. For each room, you will see the normal capacity and the social distancing capacity.
- 10) Please note these conditions for the Spring 2021 semester at this time:
  - A) No audiences are permitted for any event.
  - B) Actual capacity for spaces is much less, in order to ensure social distancing of 6’ for activities that do not include dancing, singing, or theatrical speaking. For those activities, we require 12-15’ separation.
  - C) You may not change the social distancing requirements, setups, or labeling. For example, 12’ squares are taped out for dance, chairs in all rooms are marked to use or skip, and there are markings on the floor for ensemble rehearsals.
- 11) If your event will have multiple occurrences or if there are two events associated with each other, such as a dress rehearsal and a performance, you may submit 1 request, even if the time and locations are different. Under “Event Name” title your request, e.g., Jane Smith Dress Rehearsal & Recital.

- 12) Toward the bottom of the form, you will see additional information regarding Rider Dining Catering, Media Service and Audiovisual needs or Setup Required. Select “Yes” for each service needed however, please note that you must also contact those departments separately.
- 13) If there are additional contacts for this request add their name under “Additional Contact” or “Requested on behalf of”. Click on “Save,” which will send your tentative request into the system for review.

**Please submit requests for Performance-Based Activities a minimum of (3) three weeks ahead of the event date, in order that all review steps are completed in time to approve and plan for the event.**

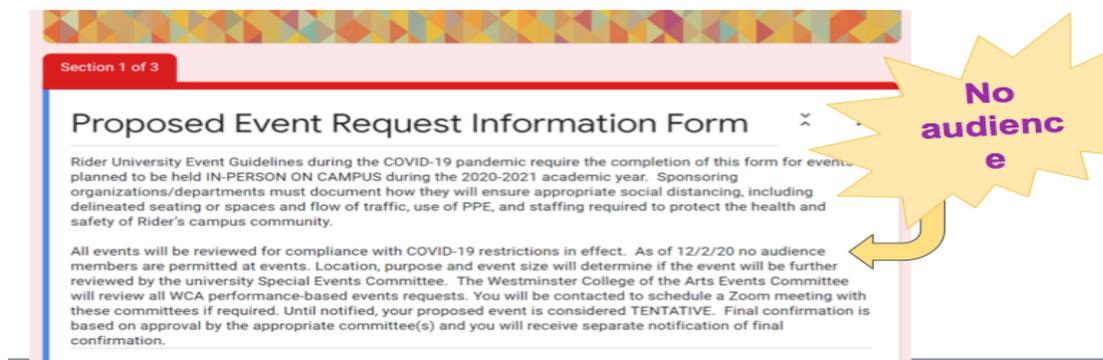
- 1) The Scheduling Office reviews requests on a daily (weekday) basis, in the order in which complete requests are received.
- 2) If there are no conflicts, the Scheduling Office will inform you that the event has been scheduled TENTATIVELY, until all approvals are confirmed. If there are conflicts, the Scheduling Office will notify you to that effect and ask how you would like to proceed: keep the date/time but seek another venue, or keep the venue and seek another time.
- 3) Remember that your request is tentative until you receive FINAL CONFIRMATION from the Scheduling Office.

#### **Additional Required Information**

- 1) Once the space has been reserved on hold in 25Live, your event is scheduled TENTATIVELY.
- 2) You will receive an email informing you of the TENTATIVE schedule and providing a link to complete the required Proposed Event Request Information Form. Please see the attached PDF document, which provides all the questions that you must answer on that form.

## **Event Approval Process**

- Google form must be submitted for all in-person events
- Additional information required for performance-based events



- 3) After filling out this form completely, submit the form.
- 4) After the WCA and University events committees review this form, the Scheduling Office will inform you of the status of the event. If approved by both committees, your reservation will be confirmed and you may continue with your event planning.

- 5) If your event includes other services (Rider Dining Catering, Media Service and Audiovisual needs, etc.), you must contact those offices separately.
- 6) If the event will involve a change in room setup, contact Events Operations in Auxiliary Services at [events@rider.edu](mailto:events@rider.edu). If you need equipment moved, please work with your department secretary to submit the appropriate Facilities Work Order.

### **Who may submit a scheduling request**

- 1) Students may request a practice room or classroom in order to participate in a remotely delivered lesson, class, or rehearsal. To do so, email [wcevents@rider.edu](mailto:wcevents@rider.edu). Do not submit requests for these spaces through 25Live.
- 2) For all other space/event requests, please use 25Live.
- 3) All faculty and staff may submit a 25Live scheduling request.
- 4) Student leaders of a Student Government Association recognized organization may submit a 25Live scheduling request for organization-related events or meetings. Such requests should be copied to the organization advisor and must also go through the Campus Life Office approval process through BroncNation.
- 5) Students may not submit 25Live requests for class related or personal events.
- 6) The faculty, graduate assistant or staff member overseeing the activity should submit a 25Live request for student events such as recitals, rehearsals, or student-directed productions. That individual will be responsible for ensuring compliance with health and safety protocols.
- 7) The 25Live request should include the student name and activity in the Event Title and identifying course information in the Comments section. Example:
  - Event Title: Jane Doe Rehearsal
  - Comments: Jane Doe Rehearsal
  - Course: MUS 128 N1
  - INSTRUCTOR NAME
- 8) Graduate Assistants assigned to an ensemble or production may submit 25Live requests on behalf of that ensemble or production, but not on behalf of individual student events such as recitals. In the “Comments” section, the GA must indicate that they are the assigned GA for that ensemble or production, and enter the full course ID information. In the “Requested on Behalf of” section, the GA should list the name of the faculty member directing the ensemble or production. Both the GA and the faculty member will receive the confirmation email.

### **Student recitals – Spring 2021**

- 1) We will not be using a recital lottery system for spring 2021.
- 2) The applied teacher should consult with the student, any accompanying musicians, and any other participants (e.g., audio or video personnel) to select dates for the dress rehearsal and the recital.
- 3) As the supervising individual, the applied teacher should submit the 25Live request for the recital and dress rehearsal.
- 4) Please submit your request for a recital date as early as possible. Requests will be processed in the order **complete** requests are received, including the Proposed Event Request Information Form.
- 5) All distancing and cleaning protocols will remain in force.
- 6) These guidelines also are in force:
  - Because recitals are required activities that count toward graduation requirements, the student and all participants must comply with University requirements in order for the experience to count as completing the requirements.

- These requirements include the wearing of masks, no audience permitted, and prior approval of the event through the event request process.
- Requirements apply to all recitals, including residential or local students presenting on-campus or at a local venue and non-local students presenting their recital remotely.
- In all cases, the recital must be performed/streamed live OR recorded in one continuous take, thus mimicking the conditions of a non-pandemic recital.
- Supporting musicians, including and specifically collaborative pianists, cannot be required to participate in-person in any off-campus performance.
- Singers will be required to wear singers' masks if they are not alone in the performance venue. Collaborative pianists are required to wear masks if they are in the same room as the soloist. All other participants (e.g., recording personnel) must wear masks if they are in the same room as any other participant.
- We encourage use of the SoundJack technology or recorded accompaniments whenever possible and feasible.

### **Ensemble and Production Activities– Spring 2021**

- 1) We will continue to review requests for activities such as in-person rehearsals or recording sessions. Please submit a 25Live request for these activities as soon as possible. As you are able, submit these requests in early January, in order that you may include any approved activities in your spring syllabus.
- 2) We do not anticipate the possibility of outdoor activities until late March at the earliest, depending upon weather.
- 3) All distancing and cleaning protocols will remain in force.
- 4) Fine Arts 117 has been used successfully for choral rehearsals and may be effective for theatrical rehearsals and other class-related activities involving group Zoom participation.

### **Practice Room and Classroom Reservations – Spring 2021**

- 1) We will continue to review student requests for a space to take an applied lesson or participate in a remotely-delivered course.
- 2) Please submit requests for practice rooms or classrooms to [wccevents@rider.edu](mailto:wccevents@rider.edu). Do not submit requests for these spaces through 25Live.
- 3) As in the fall, Omega House adjunct offices not in use in Sp21 will be used for students to take applied lessons.
- 4) Practice rooms in Gill Chapel, Kroner Hall, and Lake House will be assigned as available. These areas have wireless connectivity. A few of the Gill Chapel practice rooms have SoundJack technology.
- 5) SRC Court 2, BLC 14, and BLC 51 will continue to be available for dance students to take remotely-delivered dance classes and/or to practice.

Thank you for your commitment to maintaining a safe and healthy environment for our community. Please see the next page for an outline checklist.

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## Checklist for WCA Performance-Based Activity Requests

### If you have questions

Scheduling and 25Live questions: [scheduling@rider.edu](mailto:scheduling@rider.edu)

Event planning and set up questions: [events@rider.edu](mailto:events@rider.edu)

### Checklist

- 1) Use 25Live for all space/event requests other than students scheduling practice room or classroom time. Students may request a practice room or classroom via an email to [wcevents@rider.edu](mailto:wcevents@rider.edu)
- 2) A recording of the event planning training session and other helpful links and downloads, can be found on the Campus Event Planning webpage <https://www.rider.edu/about/offices-services/auxiliary-services/campus-event-planning>
- 3) Faculty, staff, graduate assistants, and student leaders of a SGA recognized student club or organization may submit requests via 25Live, Rider's online scheduling program.
- 4) Submit requests for Performance-Based Activities a minimum of (3) three weeks ahead of the event date.
- 5) To initiate a request, click this link (or paste it into your browser): <https://www.rider.edu/about/offices-services/auxiliary-services/scheduling>
- 6) Before initiating a request, have this information available:
  - A) Your Rider Key ID and password
  - B) Date, time and venue for event
  - C) Information about the class to which the event is associated
  - D) Names of all participants
- 7) For student recitals, the applied teacher will serve as the supervising individual, and should submit the 25Live request for the recital and dress rehearsal. Requests will be processed in the order **complete** requests are received, including the Proposed Event Request Information Form. All health and safety requirements apply to all recitals, including residential or local students presenting on-campus or at a local venue and non-local students presenting their recital remotely.

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