

Outdoor Events Standard Operating Procedure (S.O.P.)

Departments: Production, Scheduling Office, and Guest Experience	Date: 4/14/21
Prepared By: Production Manager and Manager of Guest Experience	Space: Any outdoor venue or event supported by Production and/or Guest Experience

This Standard Operating Procedure for the Clarice Smith Performing Arts Center is designed to create a safe and efficient work practice for all faculty, staff, students, artists, and related personnel. Please see the Supervisor of the Standard Operating Procedure for any additional questions.

Definitions

Outdoor Event: A private or public gathering in which individuals are required to spend time outside of a permanent structure to participate.

Severe Inclement Weather: Weather events that are considered dangerous and can directly put patrons, students, staff, or vendors at risk. This includes, but is not limited to, severe heat, lightning, earthquake, or damaging winds.

Standard Procedure

Scheduling an Outdoor Event

1. Determine if the event will have an alternative indoor space in conjunction with the Scheduling Office and the producer.
2. Production and Guest Experience will determine a timeline of making weather related decisions. The timeline to make a decision must be made no less than 6 hours prior to the start of the event.
3. Production and Guest Experience will provide a risk assessment for outdoor events as necessary, depending on the complexity of the event.

Moving an Outdoor Event to a Predetermined Alternate Indoor Space

-If a predetermined alternative indoor space was selected as a back up in the event of severe inclement weather, and a decision was made to move the event:

1. Production informs The Clarice Management staff and any other related personnel.
2. Guest Experience informs any participating patrons or guests of the relocation of the event.
3. Production and/or the producers will inform any artists, vendors, etc. of the decision to move performance.
4. The Scheduling Office updates the scheduling system to reflect changes as necessary.

-Once a decision has been made to move to the alternate location it cannot be undone.

Postponing an Outdoor Event That is Underway

-In the event that outdoor conditions require participants to take shelter during an event or the University has issued a shelter in place warning:

1. Guest Experience will invite all participants of the event to a safe location.
2. Once an event has been postponed, the event management staff will review the decision every 15 minutes until it is determined to resume or cancel the event.
3. If the outdoor condition improves in a reasonable amount of time, then the Production and Guest Experience can collectively make the decision to resume the performance.

-If the University issues a shelter in place warning, all outdoor events will be immediately postponed.

Cancelling an Outdoor Event

-If event management staff and event producers decide to cancel an event:

1. Production informs The Clarice Management staff and any other related personnel of the cancellation.
2. Guest Experience informs any participating patrons of the cancellation.
3. Production and/or the producers will inform any artists, vendors, etc. of the cancellation.
4. The Scheduling Office updates the scheduling system to reflect changes as necessary.

-Once a decision has been made to cancel an event it cannot be undone.

-If the University issues a closure notice, all outdoor events will be cancelled.

Exception

The Director of Operations must approve any exception to the standard operating procedure for The Clarice Management team.