



**Student Use of The Soraya Great Hall & Plaza del Sol Performance Hall
CHECKLIST AND TIMELINE FOR PRODUCING AN EVENT**

8-12 months before event

- **Application for Facility use**
- **Calendar Hold**
- **Facility Tour and Pre-Production meeting**
- **Facility Use Agreement and Event Cost Estimate**
- **USU and/or AS sponsorship**
- **Return Signed Docs & AS payment requisition**
- **Fully executed agreement & ticket build**

3 months before event

- **A.S ticket worksheet**
- **Promotional Materials**
- **Lobby Concessions**
- **Merchandise sales**

3 weeks before your event

- **Production advance and walk-thru**
- **Event**
- **Event settlement**

The above is an ideal timeline, each student rental will discuss an appropriate checklist with Campus Engagement Associate. For any questions regarding the above please contact

Juliana Alvarez

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[Pronouns: She/Her/Hers](#)

Younes and Soraya Nazarian Center for the Performing Arts