Reunions Entertainment Policy

Policy Title:
Reunions Entertainment Policy

Responsible Executive(s):
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Responsible Office(s):
Office of Alumni Affairs, University Advancement

Contact(s):
Mibs Southerland, Senior Associate Director for Class Affairs and Reunions

Effective Date:
February 21, 2019

I. Policy Statement

The University strives to preserve the unique experience and spirit of Princeton Reunions, while providing a safe and enjoyable event for alumni and guests. This policy provides a framework for ensuring the safety of Reunions attendees, and provides guidelines for eligible Reunions entertainment.

II. Who Is Affected By This Policy

All alumni classes (“Classes”) and the Association of Princeton Graduate Alumni (“APGA”) planning entertainment for Reunions, especially major reunions.
III. Policy

The University will not accommodate large-scale entertainment or musical acts that impede the University from providing a safe and enjoyable event for alumni and guests and place an unreasonably strain on University resources.

All proposed entertainment and musical acts that are expected to draw guests beyond site capacity and meet two or more of the following criteria must be approved by the University:

- Tour(ed) nationally / internationally
- Require a large production, instrument setup
- Artist fees over $80,000
- Production fees over $50,000
- Sold product (LP, CD, digital content) through major recording labels
- National top 40 hit in past 20 years
- Platinum album sales
- Large social media following (30,000+ followers)

Requests for approval should be submitted by the Class or APGA to the Office of Alumni Affairs, University Advancement for consideration at least four months before Reunions.

IV. Guidelines for Eligible Entertainment

Insurance

Eligible Performers/bands must provide a certificate of insurance to the University, prior to their performance, showing evidence of Commercial General Liability insurance coverage for personal injury, bodily injury and property damage with a minimum combined single limit of $1,000,000 per occurrence/aggregate and Commercial Auto Liability Coverage with a combined single limit of $1,000,000 per occurrence/aggregate. The University will accept no liability for the performers’ equipment and/or property.

Electrical Power and Lighting Specs

The headquarters sites have 100A 3-phase, camlocks or plugs, for band, lighting and sound. The 5th and 25th headquarters sites can be supplied with a
200A 3-phase power for band and lighting plus another 100A 3-phase for sound. The sound vendor should contact the University Electric Shop prior to Reunions. Band technical riders must be provided to the University at least two months prior to Reunions. Note, all stages are under tents and lighting set-ups must stay clear of the tent fabric.

Stage Specs

The stages are wooden, located under the main tent and constructed by University carpenters. Maximum size is 24’D x 40’W x 1’H. If additional size or height (2’ maximum) is required, the major reunion will be billed by the University. Modest drum risers can also be constructed and charged at an additional cost.

Parking and Transportation

On-campus parking is not available for entertainers within or near the headquarters site. All entertainers must enter the campus from the Faculty Road entrance (bottom of campus) and unload/load and then park in a lot assigned by Princeton’s Transportation and Parking Services. Entertainers and vendors are not permitted to enter or exit the campus between 10:00 AM and 6:00 PM on P-rade Saturday. If the headquarters site is located near University Place or Nassau Street, the Office of Alumni Affairs can purchase metered spaces from the Town of Princeton to be used for entertainment vendors’ parking.

Security

Public Safety and student crew members cannot guard a green room, the band’s equipment or any audiovisual equipment.

Green Room

The Class/APGA will need to use one of its allotted dormitory rooms within its headquarters site as a green room. Private bathrooms are not always available. Grounds and Building Maintenance can construct a small tented quick-change area near the stage if required. Occasionally, a common room within a college can be utilized as a green room. Special furnishing requests may need to be provided by the Class/APGA. Performers are not permitted to reside on campus during Reunions or utilize dormitory shower facilities.
Food and Beverage

Alcohol cannot be provided by the Class/APGA to performers/bands. In addition, reunion wristbands may not be given to entertainers. Special food requests may need to be provided by the Class/APGA.

Contracts

Any engagement of performers/bands to provide entertainment during Reunions must be documented by a contract that has been reviewed and approved by the Office of Alumni Affairs prior to its signing. The contract must be based on the University’s Reunions Entertainment Agreement or, at minimum, include the terms of the University’s Reunions Entertainment Addendum. A copy of the contract signed by the entertainment representative and the Class/APGA representative must be sent to the Office of Alumni Affairs.

V. Roles and Responsibilities

All Classes and the APGA are expected to comply with this policy when planning entertainment for Reunions. Please contact the Office of Alumni Affairs if you have questions regarding the eligibility of a potential performer/band.