SMTD SPECIAL PROJECTS & EVENTS
CRITERIA FOR EVALUATION by the Dean and Senior Administrators

RELEVANCE:
• Supports SMTD mission, values, and goals
• Supports interests of students and/or faculty

SCHEDULING:
• No conflicts with current calendar (both on actual dates and surrounding)
• Request received in a timely manner for consideration

STUDENTS:
• Student participation is clearly defined and within curricular scope
• If not within curriculum, students are compensated monetarily or through release time

RESOURCES: (Addresses limits and capacity)
• FUNDING:
  o Budget is clearly outlined and complete
  o Sources of funding are identified and/or suggested (allocated from STMD account, donor, grant, or partnership dollars)
  o Any in-kind services requested (staffing/space/equipment/publicity) have a budget value identified.
• STAFFING:
  o Faculty or department can staff event if appropriate (students identified to work are not unreasonably expected to do so)
  o If additional producing assistance is necessary, workload/hours required do not overly tax human resources and scheduling allows availability in proximity to other events
  o Circumstances are identified that would affect staffing (private/public or ticketed/non-ticketed, etc.)
• SPACE:
  o An appropriate space to hold the event is identified and secured
  o No access issues (keys) if facilities staff are unavailable
  o Parking has been addressed if necessary
  o Any custodial costs or challenges are identified and addressed
• EQUIPMENT USAGE, AVAILABILITY, AND STORAGE:
  o Piano usage and tuning are covered in the budget if beyond usual and customary services
  o Use of other school-owned instruments have permission granted and rental is covered in budget if necessary
  o Sound and video support and engineer are available and cost is covered in budget if necessary
  o Moves for above equipment are appropriately scheduled and cost is covered in budget if necessary
  o Necessity of storage is determined and available
• PUBLICITY AND PROMOTION:
  o Event is appropriate to include in normal publicity efforts (printed or online calendar; e-mail blast; monthly community calendar listings) with little or no cost or additional staff effort
  o Any additional efforts requested (posters with or without design, radio spots, ads, etc.) are covered in budget if necessary
  o Materials created by the faculty or department are approved through the publicity office

COMMUNITY AND STUDENT INTEREST:
• Event supports SMTD outreach activities where appropriate
• Event supports and enhances existing partnerships and/or provides potential for building new ones
• Any development opportunities or stewardship have been identified
• Event has the potential to enhance recruitment