SMTD Special Event & Project Proposal Form FAQ's:

Q: Who at the University can use this form?
A: Currently enrolled students, SMTD staff, SMTD faculty, and other University of Michigan departments. Access to the form requires a UM Kerberos login and password.

Q: Does the Events Committee have authority to approve or deny my proposal?
A: NO. SAM relies on the input and recommendations of the Events Committee in order to provide them with enough detailed information to make their decision, but ultimately SAM approves or denies all event proposals and requests for funding.

Q: What kind of special event or project requires me to submit this form?
A: If this special event or project falls outside of the “usual and customary” expectations of staff resources and their commitments to curriculum support, it must be submitted via this form. Usual and customary is defined as performances and related rehearsals that satisfy curricular objectives, as well as previously approved annual events. These are our first priorities for committing SMTD resources. Please CLICK HERE – (repeated - see link #1 above) to review “usual and customary” activity.

Q: If I have submitted an OVPR recording proposal, do I also need to fill out this form?
A: The Events Committee chair assists the Research team in reviewing all OVPR proposals for special event considerations. You may be asked to fill out this form in addition to the OVPR request if more information is necessary, but you will be contacted directly in this case.

Q: Once I submit my proposal form, when can I expect to be notified of a decision?
A: The expediency of a response is dependent on when you submit your proposal and how complete it is. The Events Committee meets on the second Thursday of each month, so you must submit your completed form for that month’s review by the FIRST BUSINESS DAY of the month. A member of the Events Committee will contact you directly following our meeting if more information or clarification is required before bringing your proposal to SAM for approval. You will be notified of the decision no later than the last business day of the submission month. If your proposal requires a quicker turnaround, please e-mail smtd-events@umich.edu directly for assistance.

Q: What is the deadline for having my event advertised in the SMTD printed calendar?
A: Printed calendars are published bi-monthly and four times per academic year (Sep/Oct, Nov/Dec, etc.). Any additional event must be approved and incorporated no later than SIX WEEKS prior to the first day of the calendar. Please note that events can be included in the online calendar immediately following approval. All additional publicity and flyers for approved events must be approved by the SMTD publicity office.

Q: What if I want to use Hill, Rackham, Power Center, Mendelssohn, or Arthur Miller?
A: Contact Shannon Rice, Facilities Manager for University Productions at sberritt@umich.edu

Q: What if I have more questions?
A: E-mail your question to smtd-events@umich.edu.