

## ALUMNI AWARD WINNER EVENT SUPPORT

### General Information

Alumni award winners are invited to campus to be recognized and engage with the School of Music, Theatre & Dance community. The timing of the visit and the activities planned are entirely up to the winner and the corresponding department. Winners are announced in the winter semester and generally visit during the subsequent school year. Alumni award winner visits vary widely according to discipline, availability, and interest. Some opt for stand-alone events (e.g. a lecture followed by the award presentation) while others design a mini residency (e.g. a recital open to the public and class visits over multiple days to interact with students).

Please note that a campus visit is strongly encouraged but not required. Winners who are unable or choose not to return to campus remain winners and are given prizes.

### What We Provide

The Office of Advancement will provide your department up to \$500 in alumni engagement funds to support the award winner's visit. These funds are intended to cover costs associated with the award winner's event(s) and/or interactions with SMTD students and faculty and are not intended to support the winner's travel. (Additional funds up to \$1,500 for domestic travel and \$3,000 for international travel are reserved for the winner's transportation and lodging.) If you intend to use all or part of your \$500 allotment, please send receipt(s) and your departmental fund name or code to Jessica Woodman ([jessall@umich.edu](mailto:jessall@umich.edu)), who will request a transfer.

The Office of Advancement will also provide a framed award certificate for your department to present to the winner. Jessica Woodman will reach out to deliver the frame.

### Your Role

The faculty point person communicates with the alumni award winner to determine the timing and content of the visit. Once dates are finalized, you are asked to do the following:

- Reserve space(s) through the proper channels established by Paul Feeny ([feenyp@umich.edu](mailto:feenyp@umich.edu)) and Concerts & Events. If the event is public, you must communicate with Paul ([smt-d-scheduling@umich.edu](mailto:smt-d-scheduling@umich.edu)) to schedule the event in the [ASIMUT scheduling system](#).
- Inform Jessica Woodman, who will reach out to the alumni award winner regarding travel booking/reimbursement.
- Make other arrangements as needed.

If the alumni award winner chooses to put on a public event, you are asked to do the following:

- Reserve space(s) through the proper channels established by Paul Feeny ([feenyp@umich.edu](mailto:feenyp@umich.edu)) and Concerts & Events. If the event is public, you must communicate with Paul ([smt-d-scheduling@umich.edu](mailto:smt-d-scheduling@umich.edu)) to schedule the event in the [ASIMUT scheduling system](#).

- Send the event title, event description, and the winner's bio and headshot to [smt-d-website@umich.edu](mailto:smt-d-website@umich.edu) for inclusion in SMTD's online event calendar.
- Submit program information to the Concerts & Events Programs Manager, Megan Fisher ([mefish@umich.edu](mailto:mefish@umich.edu)), and request printed programs, if applicable.
- Request livestreaming, if desired, from Event Support ([smt-d-streaming@umich.edu](mailto:smt-d-streaming@umich.edu)).
- Communicate staffing needs. Before the event, a representative from Concerts & Events ([smt-d-eveningoperations@umich.edu](mailto:smt-d-eveningoperations@umich.edu)) will reach out to you to inquire about stagehands, tech support, piano keys, and other needs.

Events that feature piano are flagged in the scheduling system to notify the keyboard maintenance team. Piano tuning, if needed, will be scheduled by that team before the event.

Thank you for partnering with us to recognize and engage SMTD's outstanding alumni.