

## **GUIDELINES FOR THE USE OF FLEISHMAN COMMONS FOR A SPECIAL EVENT**

### **About events in the Fleishman Commons**

The Fleishman Commons is Sanford's "living room." Located on the ground floor of the Sanford Building, the room is a meeting spot for students, faculty and staff; a dining room for the adjacent Saladelia Café; and a high-traffic thoroughfare for the students entering and exiting classrooms 03, 04 and 05. In order to become one of Duke's premiere event presentation spaces, the room must be transformed.

As an event venue, Fleishman Commons can seat between 70 and 120 people on the floor, with an additional 80 in the "pods" along the staircases. The lobby on the first floor is often used for a pre- or post-event reception. There are two Q & A mikes, one in the lobby and one on the floor. We have the capacity to record or livestream the talk and can provide an industry standard XLR audio out connection for media who may attend. Presenters in the Commons may not use Powerpoint slides or other visual media due to technical and lighting constraints.

The use of the Fleishman Commons as an event space is dependent on the class schedule in the adjacent rooms and on other events already scheduled in those spaces. The three classrooms, when available and if previously arranged with the AV staff, may also accommodate event overflow audiences with a simulcast.

The Sanford Events Office coordinates the services and resources for all events in the Commons including movers, parking passes, staffing, stage and/or equipment rentals, deli buy-out, and AV services. Event sponsors are responsible for these costs, and they will receive copies of the receipts within 30 days of the event. Event sponsors are not charged for space rental or Sanford staff time.

Co-sponsored events work with our communications office to create a media release, and a marketing plan, and acquire approval on all promotional or public relations pieces from that office before distribution. The Sanford School of Public Policy will be listed as a co-sponsor, with our name or logo in the promotional materials and on the podium.

### **The Sanford School as a co-sponsor**

We welcome opportunities to partner with groups from around the university on events in our buildings. Events in the Fleishman Commons are highly visible, require Sanford staff support, are associated with the school, and disrupt the daily use of the Commons and sometimes also of adjacent classrooms. For all of these reasons, the school has adopted the following criteria in order to ensure that events in this space are high quality and are a good match for our community.

Is there a thematic or topical connection to Sanford School of Public Policy's research expertise and/or curriculum?

Does your budget include at least \$1500 for event production expenses (e.g. stage, movers, deli-buyout, housekeeping and AV support?)

Is there sufficient funding for professional promotion, like graphic design, ad buys, and more (\$1000 or so.)

Is there a faculty member from Sanford hosting, participating or otherwise playing a role in the event program?