PLAYCUBE EVENT

DARTMOUTH COLLEGE PROCEDURE

Got an idea?

When choosing a location, date and time, consider the following:

What challenges do you foresee with your chosen location?

Will FO&M be available to move the CUBE before and at the conclusion of your event?

Will you need to get permission to keep the CUBE in its location longer than the duration of the event so as to ensure that FO&M can move the CUBE?

Will you need to block off parking spaces in order to move the CUBE?

Will your chosen location be able to support the number of attendees that you expect?

Is your event "weather permitting"? Do you have a backup plan if your event is outdoors and it rains?

And many other questions…

PERMIT:

Obtain an Outdoor Activities Permit from the town of Hanover through conferences and special events, Contacts: Laura Minichiello, Randy Brown

- If you have amplified sound during your event, you will need a sound permit

- Do you plan to have an event with many people or an exhibition for passerbys to stop and observe? Let Conferences and Special Events know, it may expedite the permit process. Note: in the Town of Hanover,

a permit is required for any event that draws a crowd of more than 25 people. Road blockage also requires a permit, even if fewer than 25 people attend: many walkways around campus are also fire lanes (ex. Mass Row). Ask Conferences and Special events if your desired location is also a fire lane.

- The Town of Hanover website (http://www.hanover.org). "Please allow at least 7 days prior to the date of your event, otherwise it will be your responsibility to obtain the appropriate approval for you event by going to the various offices and obtaining the signature approval yourself. Outdoor Activities Permit applications can be obtained at the Town Manager's Office and at the Dartmouth College Conference & Special Events Office." Obtaining a last minute permit may require you to visit the fire department, the police department…etc. for signatures of approval.

- Permit Contact in the town office: Penny Hoisington, 643-0701 (penny.hoisington@hanovernh.org)

Ordinances for different areas around campus vary. For example, equipment rentals, food catering and the other services must be obtained from select vendors. Ask Conferences and Special Events about regulations concerning your location. In general, sound equipment rentals must first be requested through Classroom and Tech Services, then FO&M if equipment is not available from CTS. Approved local vendors (usually Hanover Strings) can be used only if both FO&M and CTS cannot provide adequate equipment.

Electricity:

The PLAYCUBE can receive electricity from 3 sources: Gasoline powered generator, 50 Amp shore power outlet, standard outlet with extension cord.

Gasoline Powered Generator:

Pros: Highly mobile; can run for 8 hours with no refill; can be operated with no external help
Cons: Noisy; emits fumes; storage after use cannot be indoors

50 Amp Shore Power:

Locations around campus with a 50 amp output:

- BEMA

- Alumni Gym (East Lawn)

- Gile (Gold Coast Lawn)

- Mass Row (Powered from Parkhurst)[1]

- Wheeler (South Side Lawn)

Pros: Entirely silent; no time restrictions for power usage; fulfills all power needs, including air conditioning
Cons: FO&M usually must be involved to connect the shore extension cord to a source and to flip a circuit breaker (usually locked); shore power usage occasionally shuts down circuit breaker (i.e. not always reliable); locations are limited

Standard Outlet with extension cord:

Pros: Versatile in location; entirely silent; no time restrictions; no external help needed (except to flip the circuit breaker in some locations)

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[1] This is not an ideal source for power. The trailer must be parked directly behind the president's office and the majority of the trailer must be parked on the tar access road. CS&E usually gives permission to use mass row with the understanding that we cannot block any portion of the access road.

Cons: Does not fulfill all power needs (No AC or overhead lighting); one must be cautious not to overload the circuit with too much electricity output

The trailer is also equipped with battery operated "emergency" lighting, which can be used sparingly.

Event Lighting:

Keep in mind that many places around campus are lit by streetlamps or external lighting (on dorms and other buildings). When considering the aesthetic of your event, consider external lighting as well as lighting inside the CUBE. The florescent lights on the ceiling of the CUBE can be fitted with black lights but a glowing effect from inside the cube with any lighting scheme will by limited by external lighting. To turn off external lights for select events, contact Safety and Security (646-4000).

Volunteers:

Enlist volunteers to help with both the set up and the closing down of any event. If an event is understaffed and the location is left in a mess (perhaps due to lack of hands to help clean), we may not be able to use the location in the future. Depending on the event, you may want to enlist extra volunteers to host and document (video/photo).

Publicity:

Get creative with publicity. Blitzing out to campus is easy and effective. The PLAYCUBE blitz account can be used for this. Other resources:

Gnomon Copy prints 8.5 x 11 posters as well as 11 x 17 but they can become very costly.

D2U, Dartmouth Daily Updates is one of the easiest and most effective methods of publicity. Contact Isabel Weatherdon (blitz the Humanities Center) in order to put an event in D2U. Contact Isabel to get admission in the events calendar and the Dartmouth Homepage as well.

Documentation:

Both video and photo documentation can be useful for planning future events. The PLAYCUBE's website links to various resources for posting documentation:

Video: PLAYCUBE videos are usually uploaded to the "tiltfactorlab" youtube channel and can be uploaded onto facebook as well.
Photo: Facebook and Flickr both host PLAYCUBE photos.