Valdosta State University
College of the Arts
Whitehead Auditorium

Procedures for Reserving Whitehead Auditorium.

1. Fill out an Event Service Request Form for the date and time you are requesting. This form is available on the VSU Event Services Page.

2. Fill out an “In-House Use” form to insure proper set-up and equipment availability. Neither equipment nor stage set-up will be provided without the proper request forms.

3. Fill out a marquee request at least two (2) weeks in advance if you have a specific request. If no marquee request is received, a standard layout will be used.

4. Secure a stage crew for occurrences happening during a performance (i.e. set change, piano move, etc.) and events requiring risers or setup and teardowns of groups larger than five. You are responsible for rehearsal / class set-ups and strikes, but you may request assistance of the Auditorium/Building Managers if you feel that you need help. As always, please be courteous and leave the auditorium as you found it.

5. In case of a cancellation or postponement, you are required to inform Event Services so that they can inform the Dean’s office. That time may not be passed on to someone else, it must be re-assigned through Events Services. If it is not re-assigned, the time is not yours!

- Remember, during evenings and weekends, Whitehead Auditorium belongs to the entire VSU community and the general public. If these guidelines mentioned above are not met, your event might not take place and we cannot provide you with the best service possible.

These guidelines are set through the Event Services office and the Dean’s office of the College of the Arts and are required for the use of Whitehead Auditorium. An Events Services contract and/or an In-House use form are required to use Whitehead Auditorium and the equipment therein. Unscheduled use of any campus facility is strictly prohibited.