



**Important Dance Performance Policies 2017-2018**  
**PLEASE READ**

- Absolutely **no body glitter** may be used in this facility
- Any performance changes must be made in writing and discussed with the Director.
- Please respect the schedule prepared by the Production Services Coordinator. Delays in the schedule lead to longer hours for our union employees, effectively costing you more money
- The use of a videographer must be authorized by the Production Services Coordinator and must arrive **one hour** prior to start time in order for our staff to meet their needs.
- All post- & pre-performance receptions must be contracted by The O'Shaughnessy and organized by our Events Manager, Nora Bengel (651-690-6743).
- The President's Box is always reserved for the President of St. Catherine University and currently is not available for clients.

Thank you, and best wishes for a great event!  
*The O'Shaughnessy at St. Catherine University*