**Party Policy and how it affects SPT performances/meetings:**

Bryn Mawr College defines a party as 30 or more people congregating in a living space. This means that any meeting that is over 30 people, and all performances, have to be registered as parties if they are held within a dorm.

It is up to the discretion of the Co-Coordinators calling the meetings as to whether or not they choose to hold meetings in dorm spaces (registering as parties or going under the radar) or in a classroom (Taylor rooms work well). Performances in dorm spaces must be registered as parties.

If you are reserving a dorm space:

Go on the student activities website and download a party form. Register the performance dates as a dry Level 1 (30-60 persons) party, noting that this is in fact an SPT performance. Turn it into Mary Beth Horvath at the Student Activities Office roughly a week before the performances. E-mail her to let her know this is the obligatory “party registration” for a theatrical performance in a dorm space.

You will probably need 2 or 3 people signed up as hosts. These individuals must be party trained. In general it is a good idea for as many Troupe members as possible, both for actual parties and for shows, to be party trained. Encourage your cast and crew to get party trained throughout the rehearsal process.

In this case, the requirement that one of the hosts live in the dorm in question is waived. The Stage Manager(s) should be party hosts. They should have their party host badges with them in a pocket in case questioned. The party form should be taped up in a prominent location (like near the house entrance) for the length of the show. If you need extra hosts, get an actor or two to sign up as they will be there. Their buttons can remain in the Green Room.

Be sure to communicate with the Dorm Presidents as to the dates of your performance. Ask them to try to keep noise to a minimum; post signs in the halls near the performance space notifying people of the performance and asking them to please keep noise levels as low as possible.

Link to Party Information page of the Student Activities Homepage. It has the Party policy, party notification forms, and party training dates:

http://www.brynmawr.edu/activities/partyinformation.shtml