

# *YJAB/TAP Live at the Hive: Drag Brunch*

*Saturday, November 18th, 2023*

*11 AM-1 PM, Student Activity Center (SAC)*

## *Drag Artists:*

Cleveland/Studio West

- Pineapple Honeydew-Delight (Camilla Keener)
- Troian Butler (Bowie Prime)(BW student, hosting and performing)
- Joliee Blak
- Monica Lexin (hosting and performing)
- Dakota Cox

## *Day-Of Itinerary/Schedule of Events*

- 10:15 AM - YJAB/TAP arrive
- 10:40 AM - Food is delivered
- 11:00 AM - Audience arrive
- 11:15 AM - Start of first 30 min set
  - Monica and Bowie open
  - Joliee Blak
  - Pineapple Honeydew
  - Dakota Cox
  - Bowie Prime
- 11:45 AM - break for artists, audience get food
- 12:00 PM - Start of second 30-min set
  - Monica and Bowie open
  - Joliee Blak
  - Pineapple Honeydew
  - Dakota Cox
  - Monica Lexin
- 12:30 PM - Talk back/Q&A/Meet & Greet
- 1:00 PM - event end

## *Collaborators:*

YJAB Exec and General Members

Theatre Arts & Performance (TAP)

### ***Budget:***

\$3187

YJAB pays for artist fees, catering

TAP pays for decorations, artist hospitality

### ***Catering:*** Sips and Such Social House, Middleburg Heights

- Chicken and waffle skewers - \$60 for small pan for 10-15 people - x5 = \$300
- Wrap platter - \$130 for 20-30 people - x2 = \$260
- Pancakes - \$65 for half pan for 10-15 people = x5 = \$325

Total food = \$300+\$260+\$325 = \$885

Delivery fee: \$20

**TOTAL CATERING: \$905.00**

### ***Decorations/Shopping list***

YJAB

- [36 Pcs Satin Sash Blank Pageants Sash 2023 Sashes to Decorate for Beauty Pageant Wedding Birthday Homecoming Prom Party Decor \(White\) at Amazon Women's Clothing store](#)
- [Amazon.com: Winorda 12 Sheets Glitter Alphabet Letter Stickers Glitter Self Adhesive Alphabet Stickers for Grad Cap and Arts Craft\(12 Color\)](#)

TAP

- Table cloths
- Centerpieces
- Bee bucks
- Streamers/ribbons/etc.
- Orange juice
- Water
- Ice
- Drink dispensers (borrow from groundlings?)

### ***Additional Event Elements:***

- Audience Choice award voting
- Pre-lobby experience (performer profiles/what does drag mean to me)

### ***YJAB Pre-Event Checklist:***

EVENT DETAILS: What is the vision for this event? And how will it be executed?

What are some learning outcomes or goals you have for your event? (Ex. the “why” behind your programming & things you hope students leave with post-event)

1. Increased acceptance and awareness of drag and queer artists.
2. Education on what drag is and why is it significant in queer culture.
3. To have a good time!

How is this event different than something that can be done by another student group?

1. TAP has unique connections to the drag scene in Cleveland, therefore giving us access to local artists who have never been to BW before.
2. YJAB has the financial capacity to compensate performers fairly and bring local catering to campus free of charge to students.
3. YJAB and TAP combined have a significant campus presence and platform to reach a diverse group of students who may not traditionally attend campus events.

### ***To Do/Planning Timeline:***

#### CONTRACT:

- ~~Ensure a contract has been requested (including rider & w-9 form)~~
- ~~Meet with President and advisor(s) to review contract~~
- ~~Work with advisor to send contract to Karen Stenger to sign~~
- Ensure advisor sent signed contract to agent/entertainer
- ~~Contract Rider is fulfilled (Food; Beverages; Dressing Room; Tech)~~
- ~~Arrival time and transportation for performer arranged~~
- ~~Talk to agent 3-4 days before event to ensure everything is ready for performance~~

#### VENUE:

- ~~Reserve venue (in as far in advance as possible)~~
- ~~Know policies of using the venue~~
- ~~Venue set up arranged~~
- ~~Venue meets target seating capacity~~
- ~~Understand accessibility of venue for all guests~~
- ~~Lighting/staging/sound available~~
- ~~Decorations!~~

#### BUDGET:

- ~~Provide VP of Finance with copy of contract indicating the cost~~
- ~~Ensure the VP of Finance has enough time to have a check prepared (2 weeks)~~

- Pay entertainer AFTER performance (unless contract states otherwise)
- Provide VP of Finance with all receipts when needing to be reimbursed
- Provide VP of Finance with all invoices (i.e., hotel invoice) so they can complete a check request

#### PUBLICITY:

- All publicity includes Who, What, Where, When, YJAB logo, contact information for questions, and other information
- Information/event description is sent to Marketing Coordinator(s) as soon as possible
- Any publicity requirements/photos allowed by artist are expressed to Marketing Coordinator(s)
- Publicity is hung up around campus at least 7 days before event
- Get TAP logo and add them as co-post on Instagram
- Signage for dressing rooms and Agora door
- Announce on Jacket Connect
- Send to FYE, Allies, and StingerBot/Weekends at BW

#### FOOD:

- Complete and submit dining services waiver at least 14 days before event
- Purchase beverages and ice
- Obtain permission from Groundlings to borrow drink dispensers
- Clean and return drink dispensers to Groundlings after event
- Obtain food/beverages required by performer
- Staff arranged to pick up ordered food/products from Sips and Such/arrange drop off
- Call agent and arrange food/meal options for entertainer (i.e., we pick up food, they pick up their own food or we take them out after event)
- Label food options with dietary restrictions

#### ADDITIONAL HOSPITALITY:

- Contact Kim about reserving Agora for YJAB/TAP/artists exclusively
- Ensure there is a green room/space for performer
- All rider requests are met (ex. food, drink, etc.)
- Performer thank you note & basket are purchased
- Basket is placed in performer green room
- Food & drink are available for any tech workers & YJAB staff for the day
- Table cloths?

## YJAB STAFF:

- ~~Enough staff is available, for set-up, as requested in contract (always add 2 more people) — call time is 10ish AM~~
- ~~Everyone is informed about locations, time to meet, dress, etc.~~
- ~~Day-of schedule is created & shared with all staff~~
- ~~Arrive at facilities before performer is scheduled to arrive to ensure set-up is completed~~
- ~~Identify locations for staffing and direct staff (Event Chairs are floaters and will not have an identified job)~~
- ~~Gather staff for set-up, assisting the performer, and tear-down~~