

Subject: RE: Lip Synch reservation, Tuesday, April 12, Pfleeeger Concert Hall
Date: Monday, April 11, 2022 at 4:22:42 PM Eastern Daylight Time
From: Ford, Deanna M.
To: Probert, Jennifer Morgan
CC: Holaday, Emmalee, Castro, Ashley B

Hey!

All sounds good. Judges can sit at tech area in main aisle of house or you can give them clipboards to seat anywhere else in the house.

There are plenty of tables for your use in the lobby.

Question:

What time is your event staff arriving?

Deanna M. Ford (she/her/hers)

Operations Manager, Theatre Arts Management
Wilson Hall 161, College of Performing Arts
fordd@rowan.edu

From: Probert, Jennifer Morgan
Sent: Wednesday, April 6, 2022 1:16 PM
To: Ford, Deanna M. <fordd@rowan.edu>
Cc: Holaday, Emmalee <holaday@rowan.edu>; Castro, Ashley B <castroa1@rowan.edu>
Subject: Re: Lip Synch reservation, Tuesday, April 12, Pfleeeger Concert Hall

Hi Deanna,

Here is the timeline for the event. We have 6 teams performing.

Timeline for event:

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- Participant report time: 7:15pm
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- Sound Check Time: 7:30pm-8:30pm
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- Event will run from: 9pm-10:30pm
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 - 9pm: Introduction of event and judges and explanation of scoring
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 - 9:15pm: Team 1 (Theta Phi Alpha, Alpha Delta Phi, Zeta Phi Beta, Tau Epsilon Phi, Omega Psi Phi)
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 - 9:25pm: Team 2 (Alpha Sigma Alpha, Kappa Sigma, Lambda Theta Phi, Lambda Tau Omega, Lambda Upsilon Lambda)
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 - 9:35pm: Team 3 (Alpha Epsilon Phi, Pi Kappa Alpha, Tau Kappa Epsilon, Alpha Phi Alpha)
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 - 9:45pm: Team 4 (Alpha Sigma Tau, Alpha Chi Rho, Phi Kappa Sigma, Iota Theta Phi, Mu Sigma Upsilon)
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- 9:55pm: Team 5 (Sigma Delta Tau, Alpha Epsilon Pi, Sigma Alpha Epsilon, Alpha Nu Omega)
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- 10:05pm: Team 6 (Delta Phi Epsilon, Theta Chi, Lambda Theta Alpha)
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- 10:15pm: Judge Deliberation
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- 10:30pm: 1st, 2nd, 3rd place winners announcement
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For technical needs, we will need two microphones for the hosts to use between acts as well as a way to play music submitted for each team. I do not have this music yet, but the music is due this Friday April 8th by 4pm. We will send you this in team order as soon as we have it all.

Is there a space in the audience that we can place the four judges so they can take notes and write on their score boards? As well is there any way we can get a table and two chairs in the atrium to use for student check in?

If you need any more info from us please reach out!

**Best,
Jenn Probert**

Strategic Communication
Greek Affairs Graduate Coordinator

Rowan University
201 Mullica Hill Rd., Student Center 217 | Glassboro, NJ 08028-1701

From: Probert, Jennifer Morgan

Sent: Tuesday, April 5, 2022 10:49 AM
To: Ford, Deanna M.; Holaday, Emmalee
Subject: Re: Lip Synch reservation, Tuesday, April 12, Pfleeeger Concert Hall

Deanna,

I have a meeting with another grad tomorrow at noon. I will have all the details for this event after that and I will send them to you.

Thank you for your patience!

**Best,
Jenn Probert**

Strategic Communication
Greek Affairs Graduate Coordinator

Rowan University
201 Mullica Hill Rd., Student Center 217 | Glassboro, NJ 08028-1701

From: Ford, Deanna M.
Sent: Sunday, April 3, 2022 1:20 PM
To: Holaday, Emmalee
Cc: Probert, Jennifer Morgan
Subject: RE: Lip Synch reservation, Tuesday, April 12, Pfleeeger Concert Hall

Hello!

Have not heard from further for this event. We are now less than two weeks out. Really need to know what you expect us to supply for your technical needs. Also, need a firm timeline for the evening.

Sincerely,

Deanna M. Ford (she/her/hers)

Operations Manager, Theatre Arts Management
Wilson Hall 161, College of Performing Arts
fordd@rowan.edu

From: Holaday, Emmalee
Sent: Friday, March 25, 2022 11:20 AM

To: Ford, Deanna M. <fordd@rowan.edu>
Cc: Probert, Jennifer Morgan <probertj9@rowan.edu>
Subject: RE: Lip Synch reservation, Tuesday, April 12, Pfleegeer Concert Hall

Hi Deanna,

Yes, we will still be using this space and the reservation can be moved to my name if necessary. I will double check with our students, and either I or Jenn who is cc'd on this email will get back to you about necessary resources.

Thanks,

Emmalee Holaday

Coordinator, Student Leadership Programs

Division of Student Affairs

Rowan University

201 Mullica Hill Rd., Chamberlain Student Center - Suite 220 | Glassboro, NJ 08028-1701

T: 856-256-4042 | holaday@rowan.edu | greeklife@rowan.edu | <http://rowan.edu/greekaffairs>

Schedule a meeting with me [HERE](#)

Pronouns: she, her, hers

From: Ford, Deanna M.

Sent: Thursday, March 24, 2022 3:57 PM

To: Fraternity and Sorority Life <greeklife@rowan.edu>

Subject: Lip Synch reservation, Tuesday, April 12, Pfleegeer Concert Hall

Hello!

I am trying to track down information for the Greek Lip Synch event scheduled for Tuesday, April 12, in Pfleegeer Concert Hall. The original request was placed by Katherine Kealey and email is no longer valid.

Could you please confirm/cancel this event with me as soon as possible? If going forward with the event, have the event coordinator(s) contact me immediately to determine the resources needed for the event.

Thank you,

Deanna M. Ford (she/her/hers)

Operations Manager, Theatre Arts Management

Wilson Hall 161, College of Performing Arts

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