

Artifax Standards/Best Practices

Abrons Arts Center

Also, some explanations and suggestions to make your life using Artifax better!

Welcome to Artifax! This document is intended to make sure that we are all putting in information in the same formats so that entries are standard center-wide. **These are mandatory for all entry of Arrangements and Events in Artifax.** Talk to Jon if you would think that something here should be removed/changed/refined.

Whenever something is in <brackets>, it is meant to be replaced with whatever it describes. So if it says "<your name>", I would input it as "Jon Harper".

Required Formatting

Arrangements

- Arrangement Titles (Descriptions) for production spaces will follow this format: "<Artist/Company> <FY>: <Show/Meeting/Class Title>".
For example: **Target Margin Theater FY18: Mourning Becomes Electra**
- Arrangement Titles for Education classes will follow this format: "<Show/Meeting/Class Title> <Age range> <Semester>: <Teacher/Organizer>".
For example: **Ballet 1 (Ages 5-8) Spring 18: Chelsea Escher**
- Do NOT put anything in without all of these pieces of information.
- If a show is currently untitled, please add <TITLE GOES HERE> as a place holder

Events

- These fields are mostly self explanatory, but please also add in activity details where applicable if there is something else we should know about the event
- If the event is in a space that your department does not manage the general schedule and support for, please ONLY put in "pencil hold" events until you have consulted with the appropriate person
- "Other"-try not to use this unless the event truly doesn't fit anywhere else.
- Space Holds- "Space Hold-Residency" and "Space Hold-Production" are ONLY to be used with the "Space Hold Confirmed" status, NOT the "Event Confirmed" status. Otherwise, chaos will ensue. :)
 - This is because the "Event Confirmed" status checks for overlaps, while the "Space Hold Confirmed" one does not. Space holds are for reserving the space before any specific schedule is known. If the "Event Confirmed" status is used,

then all equivalent spaces will throw up warnings whenever someone tries to book an event into them during these times.

- Conversely, the “Space Hold Confirmed” status is ONLY to be used for these two types of events, NOT for other events (meetings, classes, etc.)
- For Site Visits, put the following in the “Event Details” field: “Your name: Visitors name” so that front desk knows who to contact

Cancelling/Deleting events

If you need to delete or cancel an event or set of events, there are two options.

1. Set BOTH the status AND the activity to “Cancelled” if it was something on the books for awhile and then is being removed, so people know what happened and don’t wonder about “the event that they thought was scheduled next Thursday but isn’t there now”.
2. Delete the event(s). If you want to delete an entire arrangement, let Jon know which one and he’ll do it for you. This ability is disabled for users to make sure that it doesn’t get done by accident!

Rules concerning Arrangements

How many arrangements to make?

This is a little bit more esoteric decision to make than most. In general, fewer arrangements is better, as then we know (for example) that the 14 UYT classes in spring are leading up to a show in the playhouse, all as part of ONE arrangement. The exception to this is when the number of events starts to get out of hand. If there are 150 residency/rehearsal events scheduled for an AIRspace performing artist, it makes sense then to put their tech rehearsals and shows into a separate arrangement.

Entity associated with Arrangement



Make sure there is some contact information for the entity you associate with an arrangement. At LEAST email, but also anything else you want to add. *If Abrons is the entity, make sure you select the correct staff member.*

Suggestions to make your life easier

In other words, moving on from the mandatory section...to the highly recommended section.

Calendar Settings:

Each user determines their settings to see how they view information.

- On the calendar view, click on this  tab at the top left with three small lines in it, and then click on the “Settings” tab to do these things:
 - Set “Color Control” drop-down to be “Event Activity”
 - Make sure the “Group by Color Control” box is checked
 - Set “Room Display” to “Room Name (Venue Name)”
 - Then, it’s up to you whether you want to “Display Rooms with No Events”. If you want to see all the rooms, leave it unchecked. If you want to only see things that are already booked, check it and it won’t show you empty rooms.
- Click on the  icon on the top right, and then “Settings” for:
 - You can pick your date format and time format here, if you would like to change them from the default
 - Click on the Calendar tab on the left. On the right, you can set your “Active Calendar Day” to either be Today, or Last Event Edited. I have mine set to today so that it always pulls up the calendar starting with today, and then I can navigate from there.
 - Then, you can set colors for Weekends. I have mine set like this:

Column Colors			
Screen Elements	Background	Text	Preview
Empty days	<input type="checkbox"/>	<input type="checkbox"/>	Preview
Monday	<input type="checkbox"/>	<input type="checkbox"/>	Preview
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	Preview
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	Preview
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	Preview
Friday	<input type="checkbox"/>	<input type="checkbox"/>	Preview
Saturday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Preview
Sunday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Preview
Public	<input type="checkbox"/>	<input type="checkbox"/>	Preview

That way, weekends are lightly highlighted in green, which makes reading the calendar easier as it breaks up things into weeks.

- Below the Calendar Tab is the Defaults tab. You can click through here and set it up if you want to. If you do, these are the things that will be brought up by default when you go to make an arrangement or event.

Colors

Here is an explanation of the color scheme. With events, the idea is that similar event activities are grouped by color in the following manner:

- Light Purple/Purple - Public Events
 - Performance, Panel Discussion, Extension, Gallery on View, Workshop/Open Rehearsal, and Reception/Party
- Light Blue - Private Events
 - Rehearsal, Dress Rehearsal, Residency, Meeting, and Site Visit
- Light Pink - Load ins and outs, and Tech
 - Load In, Load out, Gallery Installation, Gallery De-Installation, Equipment Booking, and Tech
- Hot Pink - Class In Session only
- Green - Production Space Hold
- Yellow - Staff Schedule
- Orange - High-Rate renters
- Red - Facilities and Other