

Student Centers - Production Planning Cheat Sheet

Greek Life

Do you need Production Services for your event?

You'll need Production Services if your event involves any one of the following aspects:

- Microphones in a performance venue such as Sarratt Cinema.
- Any instruments that require amplification.
- Lighting beyond the presets on the wall panel.
- Videos or audio played from the booth by technicians (you can still play music or project from the lectern in the cinema without a technician.)
- You want to livestream or record the event on something other than a phone.

I need Production Services, What category does my event fall into?

- **A Cappella:** Your performance is based around a single or multiple a cappella groups performing. There may be a dance group as a guest performance, but the majority of the performances are vocal groups.
- **Dance:** Your performance is based around a single or multiple dance groups performing. There may be an a cappella group as a guest performance, but the majority of the performance is dance groups.
- **Theatrical Performance:** A play or musical with multiple microphones, a pit band, and a script. May also be a collection of skits or scenes that follow a script.
- **Variety Show:** An event with multiple types of performances. If your event is a talent show, showcase, or pageant with a talent portion, please select this option.
- **Other:** If your event does not fit into the categories above, please select this option. This can cover charity auctions, screenings, ceremonies, or any other event that needs production support but isn't outlined above.

The Reservation Process

- 1) Make your reservation through Virtual EMS. Please include as much detail as you can for the questions asked during the reservation process (estimated microphones needed, if you need to project or play music, if there is live music, etc.). **Note: Both Sarratt Cinema and Rothschild Blackbox Theater must be booked a minimum of 8 weeks out from your event.**
- 2) You'll receive a Performance Questionnaire specific to the venue you've reserved. The form will only ask you questions relevant to your event type, and should take less than 10 minutes to complete. They are an outline of your event, which helps us make sure we can support it in the time and venue you've requested. They also serve as a jumping off point for preproduction meetings. We're aware that some performances hold space far in advance, but please fill out the form to the best of your ability. When in doubt, plan for the largest version of your production. It's much easier to remove items than it is to make last minute additions.
- 3) You'll receive an email to schedule preproduction meetings for your event. Each event will have three meetings before the first rehearsal/performance. Please schedule these meetings as close to the 8/4/2 week out dates as possible, but we understand dates may not line up perfectly. However, the 2 Week meeting may not be scheduled later than the two week mark. All documents and media **must** be submitted by the 4 week mark, regardless of when the meeting falls.

The meetings consist of the following:

- a. **8 Weeks Out:** Review the Tech Sheet with Sr. Coordinator. Discuss event, any challenges, and make modifications if needed.
 - b. **4 Weeks Out:** Review ROS (Run of Show), Lighting Cues, Tech Schedule, and any media with the technicians assigned to your event. Equipment must be finalized to avoid extra charges.
 - c. **2 Weeks Out:** Final check in with Technicians and/or Sr. Coordinator to review finalized ROS, Lighting Cues, or Tech Schedule and any media (tracks or projections), and follow up on any questions/concerns from the 4 week meeting.
- 4) Depending on the complexity of your event, we may be able to waive the 4 and 2 week meetings.

Events vs. Performances

Events must be booked a minimum of 8 weeks out in performance spaces (such as Sarratt Cinema and Rothschild Blackbox Theater). Events are bookings with simple tech needs such as projection from clients laptop at lectern, lectern mic, and 1-3 wireless mics for presenters or Q&A. Movie screenings, simple philanthropy events, and presentations usually fall under “events”.

“Performances” must be booked 16 weeks out. Performances are events that include at least one of the following:

- Lighting Cues
- More than 3 microphones for the purpose of a live performance
- A rehearsal for sound and lights to be set
- Instruments that require amplification
- Multiple acts

If your event will run smoothly with the lights turned on and a couple microphones, it is likely an event. If you need more than this for your event to be successful, it is likely a performance.

Reservation vs. Event Time

When you make a reservation through EMS, you specify your “**event time**”. This is the time we expect your group to be in the space and beginning your rehearsal, or what time we expect your show to start on a performance day.

Two hours of “**reserved time**” are automatically added before and after your event time. This ensures another group does not book the space abutting your event, and gives our technicians time to set up for your event. This time is also used for pre-programming the lighting and sound for your event when applicable. When you schedule an extra technician, we charge their hourly rate based on the reserved time, not just the event time, due to the setup and breakdown required for your event. Your group is still welcome in the space during the reserved time, but we do not expect to have tech ready until the start of your event time.

Rehearsals

If your event is performance oriented (dance, a cappella, or live music), it is recommended that you book at least one tech rehearsal before your performance. This allows our technicians to check levels, write lighting cues, and make adjustments. Please understand that some production elements may not be available without prior rehearsal.

This does not include events like lip syncing competitions, Greek orgs doing choreography, or pageants that have talent portions in which contestants do basic performances. This is applicable if your event is centered around outside organizations putting on a performance for a greater audience.

Pricing

- Room reservation, default equipment (lectern w/ mic if applicable, and projection), and first technician are all free of charge.
- Additional equipment above default package is charged individually, unless totaling more than \$350 per day. If equipment charges exceed more than \$350 per day, a production fee of \$350 per day is implemented. This covers all production equipment used in the reservation, but NOT additional technicians. Equipment needs to be requested in advance and is locked in. Additions past 4 weeks from your event may be charged for or denied when using the student performance fee.

Example:

- One wireless mic for one day is \$60.
 - If only two are needed, group will be billed \$120 per day.
 - If sixteen are needed, group will be charged \$350 per day instead of \$960 per day.
- Additional technicians are charged at \$60 per hour reserved. Two hours of reserved time is scheduled before and after an event in the Cinema or Black box. A single technician can not fill multiple roles (such as doing sound and lights for the same event).
- Events with multiple musical acts or live bands coming on and off the stage may require an A2 (backstage audio tech).
- Production services has a live streaming package including a camera and audio feed that can connect to a laptop, but we do not handle management of the stream or setup on streaming platforms.