

Production Services Policy**Policy On: Production Services Covid-19 Equipment Sanitation****Policy**

Production Services is committed to the health and safety of all clients who utilize equipment and services. All policies must be abided by for the duration of reservation as communicated by Event Services and Production Services offices. If policy is not abided by or breached during this time frame, services can be halted and refused for the safety of all parties involved.

Production Crew Expectations

Student and full-time crew members will be limited to the amount critical to support the event. Additional crew members may not be booked for events to help with tasks not directly related to the AV operation. All other needs such as loading in client-owned gear, managing event personnel will not be permitted.

Crew members will be wearing face coverings for the duration of their shift and wear gloves when cleaning is required for equipment. Crew members will be the only permitted personnel to clean production-owned equipment.

Equipment Guidelines:

Crew members will not be assisting with putting on microphones or helping with any contact related AV procedures. All worn equipment will be sanitized and placed for client to handle with instruction from crew members. Sharing microphones or other equipment will not be permitted. Equipment will be sanitized between each use for rotating performances. If multiple presenters must be on stage at once each will be given separate equipment to use. Production Services will provide all cleaning supplies for equipment.

Any client media must be submitted via digital means at least 3 business days prior to the event. Personal playback devices or media storage devices will not be acceptable means of media transfer. Please consult your Production Services contact if you have questions on how best to send media.

Client Expectations:

It is expected that clients maintain a minimum 6ft distance to all crew members and that clients wear face coverings while in the venue. Clients are not permitted to operate any equipment owned by Production Services. Clients may remove the face coverings when performing or presenting and put back on when they are done.

Clients are expected to follow all physical distancing guidelines in place from the venue or institution. If violated, Production Services reserves the right to terminate services if the environment is unsafe for production crew.

Clients will not be permitted in AV operating areas such as sound booths, front of house areas, or camera stations. If communication is needed with AV technician, 6ft. must be maintained when working.



Production Services Policy**Virtual Options:**

Clients have access to support in creating a virtual event. If clients wish to adapt their in-person event to a virtual event, please let the Production Services office know in writing no later than 2 weeks out from the first charged day. Virtual services include live streaming, video recording, audio recording, or podcasting. Services are limited to equipment available at the time of event booking.

Damaged Equipment

Any equipment that is damaged by a client will be charged back to the organization or department. Damages include microphone misuse, water spills on equipment, or attempting to use equipment when a Production Services employee is not nearby. Damages will be assessed and replacement costs will be added to the final invoice of the client's production charges. Notice will be sent to the client before charges are assessed.

