

Production Services Policy**Policy On: Production Equipment Usage****Policy**

Production Services portable and installed equipment will be checked out, installed, tested, operated, and struck solely by Production Services designated employees. All equipment booked for an event will be assigned the appropriate number of technicians for show operation. Sub-renting equipment is not available from Production Services.

No outside production company or client may plug in their own equipment to installed or portable systems. For example, a client may not bring their own lighting console to plug into a Production Services owned lighting system. Clients may bring their own devices to playback audio or video on a computer or phone but those devices must be operated by the client. Production Services employees will not operate any client owned devices. Clients will be responsible for picking up all devices. Any devices left behind will be submitted to SECL lost and found.

Student Engagement and Campus Life's Production Services will be the sole provider and has the first right of refusal for all clients that request support in Student Engagement and Campus Life scheduled and managed spaces. This includes:

- Squires Student Center
- Johnston Student Center
- Graduate Life Center
- Burruss Hall Auditorium
- War Memorial Chapel
- [Campus Common Spaces](#)

If services are required that are not able to be provided by SECL Production Services, a referral to an outside company will be made. Production Services will provide communication and coordination with the third party vendor and needs for the venue and event.

Touring/Major Talent

If outside talent or another production company is being brought in to perform or assist in the production of an event hosted within an SECL managed venue, a rider or technical requirement sheet must be provided to Production Services for review. Riders that have talent bringing their own technical operators will be referred to an outside company for equipment rental. Additional charges will be the clients responsibility in accordance with the rider provided by the talent.

SECL Managed Venues*Haymarket Theatre*

All events held in Haymarket Theatre must have technicians provided for the event. This is in accordance with safety guidelines with the counterweight fly system present in the venue. A minimum of 2 technicians must be provided for a minimum of an hour before, during the event, and an hour after in venue. Times are subject to change based on how much support is needed from Production Services. The only events that will have exemptions to the 2 technician rule are movie night events and clients who need no support from Production Services but will still need access to the stage. In the case of these events 1 technician must be provided.

Failure to have a signed contract back to the Production Services office more than 7 business days will result in services being cancelled as well as the reservation cancelled with Event Services.



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Burruss Auditorium

All events held in Burruss Auditorium that need access to the stage must have technicians provided for the event. This is in accordance with safety guidelines with the counterweight fly system present in the venue. A minimum of 2 technicians must be provided for an hour before, during the event, and an hour after in the venue. Times are subject to change based on how much support is needed from Production Services. There are no exemptions to the 2 technician policy for Burruss Auditorium. Due to the distance from Squires Student Center and size of the venue, 2 technicians will be necessary for all events.

Failure to have a signed contract back to the Production Services office more than 7 business days will result in services being cancelled as well as the reservation cancelled with Event Services.

Campus Common Spaces

All events taking place on any campus common space will require a minimum of 2 technicians. Henderson Lawn and GLC Plaza can be exempted from this rule if only power services are required. Minimum 2 technicians are required during vehicle usage with production services employees.

Colonial Hall

If any production services support is needed for Colonial Hall a production services student must be provided. Colonial Hall can be reserved without production support but use of projection, lighting, and amplification requires at least 1 Production Services employee.

Commonwealth Ballroom

Projection and audio reinforcement can be arranged through Event Services. If use of the stage lights are needed, this must be reserved through Production Services.

Damaged Equipment

Any equipment that is damaged by a client will be charged back to the organization. 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.