

VPAC Production Cheat Sheet

[Updated Spring '26]

What is the Senior Coordinator of Production Services in relation to VPAC?

I'm here to help you plan for the technical elements of your performance. I function as the main point of contact with Production Services for all student performances, so you always know who to reach out to should you have a question.

The Reservation Process

- 1) Make your reservation through Virtual EMS (Or during VPAC's performance scheduling window in the Spring semester).
- 2) Once your request makes it through intake, 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 place 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 dates as possible, but we understand dates may not line up perfectly. All documents and media must be finalized and submitted by the 4-week out mark (regardless of where the meeting falls) to allow technicians proper preproduction time with your materials.

The meetings consist of the following:

- a. **Meeting 1 - 8 Weeks Out:** Review the Tech Sheet with Sr. Coordinator. Discuss event, any challenges, and make modifications if needed.
- b. **Meeting 2 - 4 Weeks Out:** ROS, Lighting Cues, Tech Schedule (If applicable) and all media due. Review documents and media with the technicians assigned to your event.
- c. **Meeting 3 - 2 Weeks Out:** Meeting with Technicians and/or Sr. Coordinator to review finalized ROS, Lighting Cues, or Tech Schedule and any media.

Performance Spaces

Sarratt Cinema and Rothschild Blackbox Theater are both Performance Spaces. Events in Performance Spaces must be booked a minimum of 8 weeks before your first time in the space, regardless of event.

Events vs. Performances

Events must be booked a minimum of 8 weeks out in performance spaces. Events are bookings with simple tech needs such as projection from client's 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.

Preproduction Time (Langford Auditorium Only)

Technically complex productions, especially those with a high volume of lighting cues, require technicians to spend time setting up/programming in the space before the group arrives.

We do not have access to Langford Auditorium outside of your reservation, and will need additional time reserved to program light cues. **All performance based events will be required to have 4 hours of programming time, one tech rehearsal, and a show date scheduled before Production Services will approve the reservation request.** Large performances involving more than one organization or performance group (such as cultural showcases) must reserve 8 hours of programming time, one tech rehearsal, and their performances. Theatrical performances are excluded, as these are all built into "tech week."

Programming time necessitates the stage be clear of all performers due to the lighting technician dropping to blackout frequently without warning. It cannot be used as rehearsal or spacing time while the technicians are programming.

We limit our technicians to an 8 hour day in this setting. If your rehearsal is 6 hours, you cannot book programming time that morning. If your rehearsal is 4 hours, you can book programming time the same morning as long as there is a minimum of 30 minutes between programming and rehearsal to allow a break for the technicians. Events with 8 hour programming times should ALWAYS book programming time on its own day prior to tech rehearsal.

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 must be requested in advance and locked in by the 4-week-out date from the first rehearsal. Additional equipment added after finalization will be charged for individually, but may also be denied if it is unavailable at that time.

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.
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- Additional technicians are charged at \$65 per hour reserved. Technicians can not fill multiple roles at the same time (such as doing sound and lights for an acapella group.)
 - Labor is charged per hour reserved. Sarratt Cinema and RBB bookings have four hours of reserved time added by default (2 hours before your event, and 2 hours after). This time includes setup, preprogramming, breakdown, and restoration of the room by the technicians. Groups may be in the space during their reserved time, but should not impede the technicians setup/breakdown nor expect technical elements (mics, lights, music) to be available at this time.
 - For RBB and Sarratt Cinema: If a performance group books their tech and show in the same day, we will only charge for one hour of labor after tech ends, and one hour of labor before the show for the gap between. This varies from the default 2 hour reserved time before and after each individual booking. The time between the start of the first reserved block for rehearsal (2 hours before event time) and the ending time of the reserved block for the performance (2 hours after event time) must be no more than 12 hours.
 - Langford Auditorium reservations **do not** include technicians. By default two technicians are assigned to all Langford performances (Lights and Audio Mixing) and charged at the standard rate.
 - The Blackbox Theater requires a TD be staffed for all productions with performance elements. This is included in the price, and does not count as your first free technician. It is the same in pricing as Sarratt Cinema.
 - Large productions may be required to have an A2 (wireless microphone and instrument technician) in the case of large quantities of wireless mics, headset microphones, or instruments. An A2 may also be required in instances where multiple acts are coming on and off requiring audio support.
 - Stage Managers are required for all Langford shows and may be required for some Blackbox and Cinema shows depending on the complexity of the event. If the group is unable to secure a stage manager, Production Services may staff an extra technician to facilitate backstage communication and bill them at the standard rate.
 - Groups may opt to supply one of their own technicians. This technician should be competent in their area and able to operate without the assistance of Production Services. Production Services may require a staff liaison charged at standard rate for high volume spaces to ensure proper use, setup, and breakdown of Student Centers equipment. This is required for external audio technicians in Sarratt Cinema by default.