GEORGE MASON UNIVERSITY
College of Education and Human Development
Hospitality, Tourism and Event Management

TOUR 313 01- Event Technology
3 Credit, Spring 2018
Wednesday 4:30-7:10pm, Music Theater Building 1014 – Fairfax campus

Faculty
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Prerequisites/Corequisites
TOUR 220 or permission of Instructor

University Catalog Course Description
Explores theoretical and practical considerations of event technology. Examines specifications, layout installation techniques and operation of sound systems, lighting systems and video systems for event industry sectors.

Course Overview

- Instructional techniques include lectures, readings, activities, tests, projects and a final examination.

- Students are expected to attend all class meetings. Attendance will be taken at the beginning of each class; Each student is responsible for all information presented in class. If a student is late or absent, he or she should contact a classmate for an update. Unexcused absences will result in a 1 letter grade deduction per absence. Excused absences can only be arranged with instructor on a case by case basis.

- Exams will be based on Lectures and materials handed out in class.

Course Delivery Method
This course will be delivered using a lecture format.

Learner Outcomes or Objectives
This course is designed to enable students to do the following:

1) demonstrate an understanding of sound, lighting and video technology techniques;
2) articulate event technology definitions and specifications;
3) complete applied event technology projects; and
4) develop event technology customer service performance standards

Professional Standards
    None

Required Texts
 Freelancer's Guide to Corporate Event Design by Troy Halsey (available at the University Book Store)
 Additional Reading materials will be distributed in class

Course Performance Evaluation
Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, Tk20, hard copy).

- **Assignments and/or Examinations**

This course will be graded on a percentage system, with a total of 100 possible percentage points.

Requirements	%
Attendance and Participation	10
Semester Tests	40
Semester Projects	30
Final Exam	20
TOTAL	100

- **Grading**

A+	= 97 – 100	B+	= 87 – 89	C+	= 77 – 79	D	= 60 – 69
A	= 94 – 96	B	= 84 – 86	C	= 74 – 76	F	= 0 – 59
A-	= 90 – 93	B-	= 80 – 83	C-	= 70 – 73		

Attendance Policy: Students are expected to attend all class meetings. Attendance will be taken at the beginning of each class; Each student is responsible for all information presented in class. If a student is late or absent, he or she should contact a classmate for an update. Unexcused absences will result in a 1 letter grade deduction per absence from your Attendance & Participation Grade. Excused absences can only be arranged with instructor on a case by case basis.

Professional Dispositions

 See https://cehd.gmu.edu/students/polices-procedures/

Class Schedule

WEEK	TOPIC / ACTIVITY
1	Introduction to Event Technology: Overview, Venues and Staging
2	Basics of Sound #1: Definitions, Equipment, Basic Audio Signal Flow
3	Basics of Sound #2: Microphones, Amplifiers, mixers, speakers
4	Basics of Sound #3, Signal Processing, Patch Charts, Speaker plots Assign Project #1
5	Test #1 & Project #1 Due
6	Basics of Lighting #1: Definitions, Equipment, Power
7	Basics of Lighting #2: Event Lighting, Light Plot & Paperwork Assign Project #2
8	Test #2 & Project # 2 Due Start Basics of Video
9	Basics of Video #1: Definitions & Equipment, Video Signal Flow
10	Basics of Video #2: In House Systems, Power point & Computers Assign Project #3
11	Test #3 & Project #3 Due
12	Events Production Field Trip (Fairfax)/In House System Demonstration
13	Technical Direction, Scene Design, Stage Management and Producing for Events
14	Event Equipment Scheduling, Rentals, Pricing, and Customer Service: The Client
15	Technology in Conference Centers & Hotels, The "BEO," Careers in Event Technology, Review for the Final Exam
Exam Week	Final Exam

Note: Faculty reserves the right to alter the schedule as necessary, with notification to students.

Core Values Commitment

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: http://cehd.gmu.edu/values/.

GMU Policies and Resources for Students

Policies

- Students must adhere to the guidelines of the Mason Honor Code (see http://oai.gmu.edu/the-mason-honor-code/).

- Students must follow the university policy for Responsible Use of Computing (see http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/).

- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students **solely** through their Mason email account.

- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see http://ods.gmu.edu/).

- Students must follow the university policy stating that all sound emitting devices shall be silenced during class unless otherwise authorized by the instructor.

Campus Resources

- Support for submission of assignments to Tk20 should be directed to tk20help@gmu.edu or https://cehd.gmu.edu/aero/tk20. Questions or concerns regarding use of Blackboard should be directed to http://coursessupport.gmu.edu/.
- For information on student support resources on campus, see https://ctfe.gmu.edu/teaching/student-support-resources-on-campus

For additional information on the College of Education and Human Development, please visit our website https://cehd.gmu.edu/students/ .

[Additional Program or Division content, supplemental materials, instructions, and graphics may be placed here, as appropriate.]

Martin Luther King Day (no classes)	Mon Jan 15
First day of classes; last day to submit Domicile Reclassification Application; Payment Due Date; full semester waitlists removed	Mon Jan 22
Last day to add classes—all individualized section forms due Last day to drop with no tuition penalty	Mon Jan 29
Last day to drop with a 33% tuition penalty	Mon Feb 12
Final Drop Deadline (67% tuition penalty)	Fri Feb 23
Immunization Record Deadline	Thu Mar 1

Midterm progress reporting period (100-200 level classes)—grades available via Patriot Web	Mon Feb 19 – Fri Mar 23
Selective Withdrawal Period (undergraduate students only)	Mon Feb 26 – Fri Mar 30
Spring Break	Mon Mar 12 – Sun Mar 18
Incomplete work from Fall 2017 due to Instructor	Fri Mar 23
Incomplete grade changes from Fall 2017 due to Registrar	Fri Mar 30
Dissertation/Thesis Deadline	Fri May 4
Last day of classes	Sat May 5
Reading Days Reading days provide students with additional study time for final examinations. Faculty may schedule optional study sessions, but regular classes or exams may not be held.	Mon May 7 – Tue May 8
Exam Period (beginning at 7:30 a.m.)	Wed May 9 – Wed May 16
Commencement	Fri May 18
Degree Conferral Date	Sat May 19

Assessment Rubric/Projects for THR 313/TOUR 313

Project #1: Install a sound system for an event
The student will be given a Sound Technical specifications and a Event Space. The student will submit the following: sound patch chart and basic speaker plot. A brief written description of why certain choices were made will also be included.
Purpose: to test understanding of basic signal flow and installation of sound systems for events

Project #2: Lighting the Event
The student will be given a ground plan and a venue. In addition the student will be given event lighting requirements from a hypothetical client. The student will submit the following: basic light plot and equipment list. A description of why certain choices were made will also be submitted.
Purpose: to test basic understanding of how lighting can be used for an event.

Project # 3: Video/Projection for the Event
The student will be given an equipment list and venue for an event.
The student will submit a diagram of a video/projection system complete with the proper lens ratio, and screen resolution. A description of why certain choices were made will also be included.
Purpose: to test set up and installation techniques for video and projection