

**GEORGE MASON UNIVERSITY**  
**College of Education and Human Development**  
**College of Visual and Performing Arts**  
**School of Sport, Recreation, and Tourism & School of Theater**

TOUR 313.001/THR 313.001—Event Technical  
Production 3 Credit, Fall 2021  
Mondays 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
- 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                        | %         |
|-------------------------------------|-----------|
| <i>Attendance and Participation</i> | 10        |
| <i>Semester Tests</i>               | 40        |
| <i>Semester Projects</i>            | 30        |
| <i>Final Exam</i>                   | <u>20</u> |
| 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<br>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<br>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<br>Assign Project #3                                 |
| 11        | Test #3 & Project #3 Due   |
| 12        | Events Production Field Trip (Fairfax)/In House System<br>Demonstration  |
| 13        | Technical Direction, Scene Design, Stage Management and<br>Producing for Events                                    |
| 14        | Event Equipment Scheduling, Rentals, Pricing, and Customer<br>Service: The Client                                  |
| 15        | Technology in Conference Centers & Hotels, The “BEO,” Careers in<br>Event<br>Technology, Review for the Final Exam |
| Exam Week | <b>Final Exam: Monday December 13<sup>th</sup> at 4:30pm</b>   |

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

## **Assessment Rubric/Projects for THR 313/TOUR 313**

### **Project #1: Install a sound system for an event**

The student will be given Sound Technical specifications and an 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\

## **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](mailto:tk20help@gmu.edu) or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <http://coursesupport.gmu.edu/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

### **Honor Code**

The integrity of the University community is affected by the individual choices made by each of us. Mason has an Honor Code with clear guidelines regarding academic integrity. Three fundamental and rather simple principles to follow at all times are that: (1) all work submitted be your own; (2) when using the work or ideas of others, including fellow students, give full credit through accurate citations; and (3) if you are uncertain about the ground rules on a particular assignment, ask for clarification. No grade is important enough to justify academic misconduct. Plagiarism means using the exact words, opinions, or factual information from another person without giving the person credit. Writers give credit through accepted documentation styles, such as parenthetical citation, footnotes, or endnotes. Paraphrased material must also be cited, using MLA or APA format. A simple listing of books or articles is not sufficient. Plagiarism is the equivalent of intellectual robbery and cannot be tolerated in the academic setting. If you have any doubts about what constitutes plagiarism, please see me.

### **Learning Disabilities**

If you have a documented learning disability or other condition that may affect academic performance you should: 1) make sure this documentation is on file with Disability Services (SUB I, Rm. 4205; 993-2474; <http://ds.gmu.edu>) to determine the accommodations you need; and 2) talk with me to discuss your accommodation needs.

### **Mason Diversity Statement**

George Mason University promotes a living and learning environment for outstanding growth and productivity among its students, faculty and staff. Through its curriculum, programs, policies, procedures, services and resources, Mason strives to maintain a quality environment for work, study and personal growth.

An emphasis upon diversity and inclusion throughout the campus community is essential to achieve these goals. Diversity is broadly defined to include such characteristics as, but not limited to, race, ethnicity, gender, religion, age, disability, and sexual orientation. Diversity also entails different viewpoints, philosophies, and perspectives. Attention to these aspects of diversity will help promote a culture of inclusion and belonging, and an environment where diverse opinions, backgrounds and practices have the opportunity to be voiced, heard and respected.

The reflection of Mason’s commitment to diversity and inclusion goes beyond policies and procedures to focus on behavior at the individual, group and organizational level. The implementation of this commitment to diversity and inclusion is found in all settings, including individual work units and groups, student organizations and groups, and classroom settings; it is also found with the delivery of services and activities, including, but not limited to, curriculum, teaching, events, advising, research, service, and community outreach.

Acknowledging that the attainment of diversity and inclusion are dynamic and continuous processes, and that the larger societal setting has an evolving socio-cultural understanding of diversity and inclusion, Mason seeks to continuously improve its environment. To this end, the University promotes continuous monitoring and self-assessment regarding diversity. The aim is to incorporate diversity and inclusion within the philosophies and actions of the individual, group and organization, and to make improvements as needed.

**Classroom Participation and Attendance Policy:**

Due to the importance of lecture and classroom participation to your total learning experience, I encourage you to both attend and participate in class regularly. Attendance, punctuality, preparation, and active contribution to small and large group efforts are essential. These elements of your behavior will reflect the professional attitude implied in the course goals and will account for 10 % of your course grade. (Please see the rubric in the grading section of this syllabus.) If you must miss a class, notify the instructor (preferably in advance); you are still responsible for completing all assignments and readings for the next class.

Dates listed on this page are for full semester courses only.  
 For graduation deadlines, please go to the [Graduation Timelines](#) page.

| <b>Description</b>  | <b>Full Semester</b>        |
|---|-----------------------------|
| <b>First Day of Fall Classes:</b>                             | Mon. Aug 23                 |
| Last Day to Submit Domicile Reclassification Application      | Mon. Aug 23                 |
| <b>Last Day to Add: All Individual Sections Forms Due</b>     | Mon. Aug 30                 |
| Labor Day: University Closed                                  | Mon. Sept 6                 |
| <b>Last Day to Drop: With 100% Tuition Refund</b>             | Tues. Sept 7                |
| <b>Last Day to Drop: With 50% Tuition Refund</b>              | Tue. Sept 14                |
| <b>Unrestricted Withdrawal Period: 100% Tuition Liability</b> | Wed. Sept 15 - Mon. Sept 27 |
| Fall Break (Classes Do Not Meet)                              | Mon. Oct                    |

|   |                                     |
|---|-------------------------------------|
| Monday Classes/Labs Meet<br>(Tuesday Classes Do Not Meet This Week)   | 11<br>Tue. Oct<br>12                |
| <b>Mid-term Evaluation Period:</b> 100-200 level classes - Grades Available via Patriot Web   | Mon.<br>Sept 20 -<br>Fri. Oct<br>15 |
| <b><u>Selective Withdrawal Period</u></b> - Undergraduate Students Only (100% Tuition Liability)  | Tue. Sept<br>28 - Wed.<br>Oct 27    |
| <b>Incomplete Work</b> from Spring/Summer 2021 Due to Instructor  | Friday,<br>October<br>22            |
| <b>Incomplete Grade Changes</b> from Spring/Summer 2021 Due to Registrar  | Friday,<br>October<br>29            |
| <b>Thanksgiving Recess: No Classes (University Closed Nov. 24-28)</b>   | Wed. Nov<br>24 - Sun.<br>Nov 28     |
| <b>Dissertation/Thesis Deadline</b>   | Fri. Dec<br>3                       |
| <b>Last Day of Class</b>  | Sat. Dec<br>4                       |
| <b>Reading Day(s):</b> 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. Dec<br>6 -Tue.<br>Dec 7        |
| <b>Examination Period</b>   | Wed. Dec<br>8 -Wed.<br>Dec 15       |
| <b>Winter Graduation</b>  | Thu. Dec<br>16                      |
| <b>Degree Conferral Date</b>  | Sat. Dec<br>18                      |

Dates listed on this page are for full semester courses only. For add/drop deadlines for courses that meet less than a full semester, see [Non-standard Sections Dates](#).

For graduation deadlines, please go to the [Graduation Timelines](#) page.

**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.]



School of Sport, Recreation,  
and Tourism Management



School of Theater