

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, Spring 2022
Wednesday 4:30-7:10pm, Music Theater Building 1014 – Fairfax
campus

Faculty

Name: Kevin Dunayer
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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

- **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 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: Wednesday 5/11/2022 from 4:30-7:10pm

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

- 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 <https://ds.gmu.edu/>).
- Support for submission of assignments to VIA should be directed to viahelp@gmu.edu or <https://cehd.gmu.edu/aero/assessments>. Questions or concerns regarding use of Blackboard should be directed to <https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/>.

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.

Course Performance Evaluation:

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

Dates listed on this page are for full semester courses only.

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

Notice of mandatory reporting of sexual assault, sexual harassment, interpersonal violence, and stalking:

As a faculty member, I am designated as a "Non-Confidential Employee," and must report all disclosures of sexual assault, sexual harassment, interpersonal violence, and stalking to Mason's Title IX Coordinator per [University Policy 1202](#). If you wish to speak with someone confidentially, please contact one of Mason's confidential resources, such as [Student Support and Advocacy Center](#) (SSAC) at 703-380-1434 or [Counseling and Psychological Services](#) (CAPS) at 703-993-2380. You may also seek assistance or support measures from Mason's Title IX Coordinator by calling 703-993-8730, or emailing titleix@gmu.edu.

Important Dates

Description	Full Semester	7.5 Week: Session I	7.5 Week: Session II
Schedule of Classes Available in PatriotWeb	Mon. Oct 4	Mon. Oct 4	Mon. Oct 4
Priority Dates Begin	TBD	TBD	TBD
Consortium Registration Deadline	TBD	N/A	N/A
First Day of Spring Classes:	Mon. Jan 24	Tues. Jan 18	Mon. Mar 21
Last Day to Submit Domicile Reclassification Application	Mon. Jan 24	Mon. Jan 24	Mon. Jan 24
Last Day to Add: All Individual Sections Forms Due	Mon. Jan 31	Thurs. Jan 20	Wed. Mar 23
Last Day to Drop: With 100% Tuition Refund	Mon. Feb 7	Mon. Jan 24 (Final Drop)	Fri. Mar 25 (Final Drop)
Last Day to Drop: With 50% Tuition Refund	Mon. Feb 14	N/A	N/A
Unrestricted Withdrawal Period: 100% Tuition Liability	Tues. Feb 15 - Tues. Mar 1	Tues. Jan 25 - Sun. Feb 6	Sat. Mar 26 - Thurs. Apr 7
Spring Recess (no classes)	Mon. Mar 14 - Sun. Mar 20	N/A	N/A
Mid-term Evaluation Period: 100-200 level classes - Grades Available via PatriotWeb	Mon. Feb 21- Fri. Mar 25	N/A	N/A
Selective Withdrawal Period - Undergraduate Students Only (100% Tuition Liability)	Wed. Mar 2 - Mon. Apr 11	Mon. Feb 7 - Sun. Feb 13	Fri. Apr 8 - Thurs. Apr 14
Incomplete Work from Fall 2021 Due to Instructor	March 25, 2022	N/A	N/A
Incomplete Grade Changes from Fall 2021 Due to Registrar	April 1, 2022	N/A	N/A
Dissertation/Thesis Deadline	Fri. May 6	N/A	N/A
Last Day of Class	Sat. May 7	Tues. Mar 8	Fri. May 6
Reading Day(s): Reading days provide students with additional study time for	Mon. May 9 - Tues. May 10	N/A	N/A

Description	Full Semester	7.5 Week: Session I	7.5 Week: Session II
final examinations. Faculty may schedule optional study sessions, but regular classes or exams may not be held.			
Examination Period	Wed. May 11 - Wed. May 18	Wed. Mar 9 - Thurs. Mar 10	Mon. May 9 - Tues. May 10
University Commencement	Fri. May 20	Fri. May 20	Fri. May 20
Degree Conferral Date	Sat. May 21	Sat. May 21	Sat. May 21

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

SAFE RETURN TO CAMPUS GUIDANCE FOR STUDENTS ENROLLED IN CEHD COURSES

Opportunities Depend on YOU.

All students are required to take the Safe Return to Campus Training prior to visiting campus: it is, however, recommended for all Mason students, even those who are enrolled in fully online classes. Training is available in [Blackboard](#).

Students are required to follow the university's public health and safety precautions and procedures outlined on the university [Safe Return to Campus](#) webpage.

All students are required to be fully vaccinated by January 5, 2022, unless they received an approved exemption. You should also have uploaded your vaccine documentation to the Health Services Patient Portal by January 5.

The deadline to receive a booster and upload your documentation is February 15, 2022.

Everyone, even those who are fully vaccinated, must wear a face covering when inside university property (buildings and vehicles). If you're unvaccinated, you must wear a mask outside, as well, when at an event or if physical distancing can't be maintained. [Read the full face covering policy here](#).

All students in face-to-face and hybrid courses must also complete the Mason COVID Health Check daily, seven days a week.

- You may not come to class if you receive a Yellow, Red, or Blue email response to the Mason COVID Health Check.
 - You may only come to class if you receive a Green email response to the Mason COVID Health Check.
 - You must quarantine and get tested if you receive a Blue email response, because you indicated that you recently traveled outside of the United States, are not fully vaccinated, or have not completed the required 7 to 10 day quarantine period for international travel.
 - If you suspect that you are sick or have been directed to self-isolate, quarantine, or get testing do not go to class.
 - Faculty are allowed to ask you to show them that you have received a Green email and are thereby permitted to be in class.
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Disability Services: Students unable to participate in a course in the manner presented, either due to existing disability or COVID comorbidity risk, should seek accommodations through the [Office of Disability Services](#).

Students may not, either individually or collectively, request permission to change the modality of a current course section due to COVID risks or concerns. If students are not comfortable with the modality of the course for which they are registered, they will need to register for a course offered in a different modality which better will accommodate their needs through the established drop/add process.

Campus Closure: If the campus closes or class is canceled due to weather or other concerns, students should check [Blackboard](#), Mason email, or the [Mason website](#) for updates on how to continue learning and information about any changes to events or assignments.

Participation and Make-up Work: CEHD instructors will work with students to find reasonable opportunities to make up class work or assignments missed due to documented illness. Begin by contacting your instructor for guidance. For further assistance, students may contact their program and the CEHD Office of Student and Academic Affairs (cehdsaa@gmu.edu).

Technology Requirements:

- Activities and assignments in CEHD courses regularly use the [Blackboard](#) learning system. Students are required to have regular, reliable access to a computer with an updated operating system (recommended: Windows 10 or Mac OSX 10.13 or higher) and a stable broadband Internet connection (e.g., cable modem, DSL, satellite broadband) with a consistent 1.5 Mbps [megabits per second] download speed or higher.
 - Additionally, CEHD course activities and assignments may regularly use web-conferencing software (e.g., Blackboard Collaborate or Zoom). In addition to the requirements above, students are required to have a device with a functional webcam and microphone. In an emergency, students can connect through a telephone call, but video connection is the expected norm.
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Course Materials and Student Privacy:

- All course materials posted to Blackboard or other course site are private; by federal law, any materials that identify specific students (via their name, voice, or image) must not be shared with anyone not enrolled in this class.
 - Video recordings of class meetings that include audio or visual information from other students are private and must not be shared.
 - Live Video Conference Meetings (e.g. Collaborate or Zoom) that include audio or visual information from other students must be viewed privately and not shared with others in your household.
 - Some/All of your CEHD synchronous class meetings may be recorded by your instructor to provide necessary information for students in this class. Recordings will be stored on Blackboard [or another secure site] and will only be accessible to students taking this course during this semester.
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Testing with LockDown Browser:

CEHD courses may require the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer (internal webcam) or can be the type of webcam that plugs in with a USB cable (external webcam). [Information on installing and using LockDown Browser may be found here.](#)

You will need the following system requirements for online exams:

- Windows: 10, 8, 7
- Mac: OS X 10.10 or higher
- iOS: 10.0+ (iPad only)
- Must have a compatible LMS integration
- Web camera (internal or external) & microphone
- A reliable internet connection
- Prior to your first exam, you must install LockDown Browser following the step-by-step instructions linked above.

To ensure LockDown Browser and the webcam are set up properly, do the following:

- Start LockDown Browser, log into Blackboard and select your course.
- Locate and select the Help Center button on the LockDown Browser toolbar.
- Run the Webcam Check and, if necessary, resolve any issues or permissions your computer prompts.
- Run the System & Network Check. If a problem is indicated, see if a solution is provided in the [Knowledge Base](#). Further troubleshooting is available through the [ITS Support Center](#).
- Exit the Help Center and locate the practice quiz.
- Upon completing and submitting the practice quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach.
- Clear your desk of all external materials not permitted — books, papers, phones, other devices.
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it.
- Remain at your computer for the duration of the test. Make sure that your computer is plugged into a power source, or that battery is fully-charged.
- If the computer or networking environment is different than what was used previously with the Webcam Check and System & Network Check in LockDown Browser, run the checks again prior to starting the test.

To produce a good webcam video, do the following:

- Do not wear a baseball cap or hat with a brim that obscures your face.
- Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or any other surface where the device (or you) are likely to move.
- If using a built-in (internal) webcam, avoid tilting the screen after the webcam setup is complete.
- Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.