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

TOUR 313.001/THR 313.001—Event Technology
3 Credit, Fall 2019
Monday 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	%
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: Monday 12/16/2019 4:30-7:15pm**

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

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.]

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

Important Dates

Dates and deadlines listed on this page include full semester and 7.5 Week Sessions only. Students enrolled in courses in the 8 Week Modular Calendar need to refer to that calendar for their add/drop dates. *Students in the modular calendar cannot also take courses in the full semester academic calendar. Academic calendar dates are subject to change.*

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.

	Full Semester	7.5 Week: Session I	7.5 Week: Session II
Schedule of Classes Available in PatriotWeb	March 11	March 11	March 11
Priority Dates Begins	April 2	April 2	April 2
Consortium Registration Deadline	TBD	N/A	N/A
Tuition Payment Due Date	**August 26**	**August 26**	**August 26**
First day of classes	**August 26**	**August 26**	**October 21**
Last Day to Submit: Domicile Reclassification Application	**August 26**	**August 26**	**August 26**
Labor Day: University Closed	September 2	September 2	N/A
Last day to add classes: All individualized section forms due	**September 3**	**August 28**	**October 23**
Last Day to Drop: With 100% Tuition Refund	September 9	August 30 (Final Drop Deadline)	October 25 (Final Drop Deadline)
Drop period begins: 50% Tuition Refund Period Begins	September 10	**N/A**	**N/A**
Final Drop Deadline: Last Day with 50 % Tuition Refund	September 17	**N/A**	**N/A**
Student Self-Withdrawal Period: **(100% Tuition Liability)**	September 18 – September 30	August 31 – September 13	October 26 – November 7
Midterm progress reporting period (100-200 level classes)—grades available via Patriot Web	September 23 – October 18	N/A	N/A
Selective Withdrawal Period: (undergraduate	**October 1 – October 29**	September 14 – September 20	**November 8 – November 14**

	Full Semester	7.5 Week: Session I	7.5 Week: Session II
students only) **(100% tuition liability)**			
Fall Break(Monday classes/labs meet Tuesday. Tuesday classes do not meet this week)	October 14	N/A	N/A
Incomplete work from spring/summer 2019 due to instructor	October 25	N/A	N/A
Incomplete grade changes from spring/summer 2019 due to Registrar	November 1	N/A	N/A
Thanksgiving recess(No Classes)	November 27- December 1	N/A	November 27 – December 1
Dissertation/Thesis Deadline	December 6	N/A	N/A
Last day of classes	**December 7**	**October 14**	**December 11**
Reading Day(s) 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.	December 9 – December 10	N/A	N/A
Exam Period	December 11 –December 18	October 15 – October 16	December 12 – December 13
Winter Graduation Ceremony	**Thursday, December 19**		
Degree Conferral Date	**Saturday, December 21**		

Part of Term and Tuition Liability Dates

There are standard Part-of-Term codes designated for courses that meet for the full semester **(1)**,the first half of the semester **(1F),** or the last half of the semester **(1L).** Some courses meet for less than the full semester and have modified add, drop, and tuition liability dates. The part-of term code for non-standard courses will be listed in the section notes on Patriot Web. *Please refer to the chart below for specific add/drop deadline dates. These dates are subject to change.*

Please note: Courses may be assigned to a Part-of-Term code that doesn't necessarily match the exact start and end date for the section. Students should consult Patriot Web for the exact start and end dates for these non-standard courses.

Refer to the Student Accounts website for more payment policies information and important tuition deadlines.

Part of Term Code	Dates	Last Day to Add	Last Day to Drop (100% tuition refund)	Class Drop with 50% Tuition Refund Period	Final Drop Deadline (Last Day for 50% Tuition Refund)	Self-Withdraw Period (100% tuition liability)	Selective Withdraw Period* (100% tuition liability)
1 (Full Semester)	8/26 – 12/18	9/3	9/9	9/10-9/17	9/17	9/18 – 9/30	10/1-10/29
751 (7.5 Week: Session I)	8/26 – 10/16	8/28	8/30	N/A	N/A	8/31 – 9/13	9/14 – 9/20
752 (7.5 Week: Session II)	10/21 – 12/13	10/23	10/25	N/A	N/A	10/26 – 11/7	11/8 – 11/14
1F (First Half)	8/26 – 10/13	9/3	9/6	TBD	TBD	9/8 – 9/10	9/11-9/18
1M (Middle Half)	9/9 – 10/27	9/16	9/19	TBD	TBD	9/21 – 9/23	9/24 – 10/01
1L (Last Half)	10/14 – 12/18	10/21	10/24	TBD	TBD	10/26 – 10/28	10/29 – 11/05
1I (Independent Study)	8/26 – 12/18	9/3	9/9	9/10-9/17	9/17	9/18 – 9/30	10/1 – 10/29

*The Selective Withdrawal Period applies to undergraduate degree-seeking students only.
See the University Catalog for further details.