

**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 2023  
CRN: TOUR 10554 & THR 17749  
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>
<b>TOTAL</b>	<b>100</b>

- **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	<b>Final Exam: Wednesday May 5<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**

- 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](mailto: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](mailto:titleix@gmu.edu).

## 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.

Description	Full Semester	7.5 Week: Session I	7.5 Week: Session II
Consortium Registration Deadline	TBD	N/A	N/A
<b>Degree Conferral Date</b>	Fri. May 19	Fri. May 19	Fri. May 19
<b>Dissertation/Thesis Deadline</b>	Fri. May 5	N/A	N/A
<b>Examination Period</b>	Wed. May 10 - Wed. May 17	Wed. Mar 8 - Thu. Mar 9	Mon. May 8 - Tue. May 9
<b>First Day of Spring Classes:</b>	Mon. Jan 23	Tue. Jan 17	Mon. Mar 20
<b>Incomplete Grade Changes</b> from Fall 2022 Due to Registrar	Fri. Apr 7	N/A	N/A
<b>Incomplete Work</b> from Fall 2022 Due to Instructor	Fri. Mar 31	N/A	N/A
<b>Last Day of Class</b>	Sat. May 6	Tue. Mar 7	Fri. May 5
<b>Last Day to Add: All Individual Sections Forms Due</b>	Mon. Jan 30	Thur. Jan 19	Wed. Mar 22
<b>Last Day to Drop: With 100% Tuition Refund</b>	Mon. Feb 6	Mon. Jan 23 (Final Drop)	Fri. Mar 24 (Final Drop)
<b>Last Day to Drop: With 50% Tuition Refund</b>	Mon. Feb 13	N/A	N/A
Last Day to Submit Domicile Reclassification Application	Mon. Jan 23	Mon. Jan 23	Mon. Jan 23
<b>Mid-term Evaluation Period:</b> 100-200 level classes - Grades Available via PatriotWeb	Mon. Feb 20 - Fri. Mar 24	N/A	N/A
Priority Dates Begin	Tue. Nov 1	Tue. Nov 1	Tue. Nov 1
<b>Reading Day(s):</b> Reading days provide students with additional study time for final examinations. Faculty may schedule optional	Mon. May 8 - Tue. May 9	N/A	N/A

Description	Full Semester	7.5 Week: Session I	7.5 Week: Session II
study sessions, but regular classes or exams may not be held.			
Schedule of Classes Available in PatriotWeb	Tues. Oct 4	Tues. Oct 4	Tues. Oct 4
<u>Selective Withdrawal Period</u> - Undergraduate Students Only (100% Tuition Liability)	Tue. Feb 28 - Mon. Apr 3	Mon. Feb 6 - Sun. Feb 12	Fri. Apr 7 - Thu. Apr 13
Spring Commencement	Thu. May 18	Thu. May 18	Thu. May 18
Spring Recess (no classes)	Mon. Mar 13 - Sun. Mar 19	N/A	N/A
Unrestricted Withdrawal Period: 100% Tuition Liability	Tue. Feb 14 - Mon. Feb 27	Tue. Jan 24 - Sun. Feb 5	Sat. Mar 25 - Thu. Apr 6



School of Sport, Recreation,  
and Tourism Management



School of Theater



