



Student Production Services

Production Support Guide

*SPS Technicians are required to handle **ALL** SPS equipment. The only exception is a weeklong microphone rental for theater groups, approved by an SPS supervisor.*

If a group ever has a concern about a particular file format (such as the correct format for a slideshow or music) we have a Media Submission Guide to explain what best works with our systems at <http://bu.edu/sps/resources/media-guide/>.

Many venues have limited audio/visual equipment built into the room (mostly house projector and one or two microphones). To see what's in each room, check <http://bu.edu/classrooms/> for specifics.

All groups must request our services at least two weeks prior to their event. Events submitted within the two week deadline may be rejected due to staff availability. Thank you for observing this policy. Please call us with any questions at 617-358-3373.

Ideal Event Locations:

Lecture/Spoken Word

- CGS 129
- SED 130
- GSU Metcalf Ballroom (size-dependent)
- PHO 206, 901 (Colloquium Room)
- Morse Auditorium
- COM 101
- GSU Conference Auditorium
- CAS 522, B12, or other lecture halls in CAS

Dances/Social Events

- GSU Metcalf Ballroom
- 808 Gallery
- PHO 901 (Colloquium Room)
- GSU Backcourt
- SAC Gym

A Cappella/Musical Performances

- CGS 129
- GSU Metcalf Ballroom
- GSU Conference Auditorium
- PHO 206
- STO B50
- Morse Auditorium
- KCB 101

Dances Performance/Other Competition Events

- GSU Metcalf Ballroom
- CGS 129
- 808 Gallery
- SAC Gym

Video:

Basic Projection (\$50)

- Small projector and screen
- Suitable for small spaces (i.e. classroom or conference room, some medium size spaces such as GSU Terrace Lounge)
- Not suitable for larger spaces (i.e. ballrooms or lecture halls)

Rear Screen Projection (\$50)

- Large Screens suitable for GS Metcalf Ballroom
- Projectors are hidden behind screens for a clean presentation
- Two Available

Deluxe Video Presentation (\$250)

- Orientation style set up, meant for large events
- Two Rear Screens and accompanying projectors
- Up to two Video Monitors on stage facing presenters
- Video Switcher System run by an SPS technician for seamless transitions

Live Feed Camera (\$100)

- One camera system for live broadcasting in-house
- Note: We do not have the ability to record events. We can provide a video signal to the group in some cases if they have the proper equipment to record it themselves; they should contact us directly for assistance.

Lighting

Accent Lighting (\$50)

- Lights set up around the room against the walls or pillars, to add to atmosphere of event
- Any color can be chosen by the group (usually one color, or two alternating)
- This lighting does not light any people or space in the room

Club Lighting (\$50)

- Party-like lights, including small moving lights and flashing lights
- Moving lights have no color options, but flashing light colors can be chosen

Basic Stage Wash (\$100)

- Basic stage lighting, used to light standard performance spaces
- White lighting only; no color options

Custom Stage Wash (\$200)

- For bigger events if they want to choose multiple colors (usually two or three)
- For unique stage layouts that require extra fixtures (non-rectangle, dance floor, etc)
- For large events, SPS can rent additional equipment from 3rd party vendors, such as moving lights

Sound:

Included with all sound systems

- Any amount of **wired** microphones:
 - Vocal microphones for a presenter or a vocalist (SM58)
 - Instrument microphones for instrumentalists (SM57)
 - Area microphones for a cappella groups (AT37)
- Direct Interface Inputs for instruments
- iPod cables for multimedia devices
- Standard a cappella setup: pair of area mics, 3 vocal mics (for solos or bass), 1 instrument mic (for vocal percussion)

Portable Sound System (\$25)

- Two portable speakers on stands
- Suitable for most events and spaces on campus

Concert Sound, Playback (\$100)

- Set of large speakers used to fill the venue with a loud, full sound
- Used only in GSU Metcalf Ballroom and SAC Gym
- Playback: for use with multimedia devices, not for live productions
- Can also be used with a deejay for a loud, dance-party-style event

Concert Sound, Live (\$250)

- Set of large speakers used to fill the venue with a loud, full sound
- Used only in GSU Metcalf Ballroom and SAC Gym
- Live: for a live band or singing group, staffed with a trained SPS sound engineer to provide an even mix between all microphones and other inputs

Wireless Microphones

- Wireless 2-Rack, 6-Rack, and 8-Rack (\$100, \$200, \$250)
 - Handheld or Belt Pack (with lapel or over-the-ear) microphones available
 - Full control over volume and equalization
 - Available in combination with Portable Sound System OR Concert Sound
 - Only one of each rack is available. If a group wants 4 wireless mics, they have to select the 6-Rack option, NOT 2 Wireless 2-Racks
- In-House Microphones (free)
 - Available only when the space already has them (such as GSU Metcalf Ballroom, GSU Backcourt or some CAS Classrooms <http://bu.edu/classrooms>)
 - No volume control, only on or off
 - Amount limited to availability in room