



Technical & Staffing Services Provided by The Doudna

Technical Event Form:

To improve communication between designers, directors and the Doudna staff the Technical Requirements Form (TRF) will be sent to the requestor or the director no later than one (1) month prior to the performance date. This form will need to be completed no later than two (2) weeks prior to the performance date. If the form is not completed the Doudna cannot guarantee any technical help other than the standard technical assistance for that specific type of event. The TRF will also be needed for any student recital that needs anything other than a piano, stand, and/or chair. This needs to be completed by the student's faculty advisor. No changes to the technical needs of an event can be made unless approved by the Doudna Fine Arts Center staff.

Doudna's Student Crews:

Through the TRF, all technical needs for any concert or event once finalized will be communicated back to the requestor and Doudna staff days prior to the event. This will allow the event organizers to focus on their role with the knowledge that the event is set up and being run according to pre-approved specifications. No changes should be made and discussed with the student crews the day of the event. If at any time these policies are violated the department will be charged all student staff costs that are typically waived for the event.

Please note the House Manager can hold the start of a performance or the start of the second half for up to five minutes if they determine it is needed for public safety or patron need. Reasons could include box office issues, parking issues especially with multiple events going on or festivals, weather issues, etc. The Stage Manager or Director can also hold the house or postpone the start of the second half if needed for technical/performance issues.

It should also be communicated to all faculty that from time-to-time Doudna Crew will need to get equipment out of venues and rehearsal spaces while rehearsals or other non-public activities are going on. Please note that we will never disrupt a performance, however, at times the crew will have no choice but to go into a space being used for rehearsal to get equipment for a more urgent event/production need. They should never be admonished or asked to leave. They are always informed to be quiet, discrete, and respectful. If they are not, please discuss this with their supervisor.

Audio/ Recording Services:

Standard Audio/Recording Services provided by Doudna staff include:

- Providing a set of stereo recording mics and solo mics as needed and indicated on the TRF.
- Standard sound reinforcement for jazz performances.
 - When a recording involves solo or additional microphones a multi-track recording can be made and stored for future use. This must be requested on the TRF.
- A recording will be provided to the requestor no later than 4 weeks after the performance
 - This service only includes leveling audio and cutting dead space.

Audio/Recording services not provided by Doudna staff:

- Recording a rehearsal.
- Recording sessions outside of a performance.
- Doudna support to record sophomore, junior, senior and graduate recitals. These can be recorded via the backstage recorder in the Recital Hall.
 - Jazz student recitals involving an ensemble can receive a stereo recording setup since these events are not suitable for the Recital Hall. Supervising faculty must complete the TRF.
- Mixing and mastering a professional or commercially ready CD or track.
 - You must separately contract with the Doudna Audio Engineer or an outside vendor for the above-mentioned services.

Video Services:

Video recording services can be provided if requested via the TRF and only if the system is available during the requested time. The requestor must provide an approved blank SD card for the video recording, or the service cannot be provided. The requestor must then pick up the recording after the event has finished. These recordings also include audio. The Doudna staff can no longer store send video recordings.

*Please note that the Doudna will not record any guest artist without their written consent in advance. Also, the live streaming of any monetized event is strictly prohibited.