

## Process Guide for Scheduling an Event

- Request use of a venue through EMS (scheduling.usu.edu)
- All CCA events must be approved by the appropriate Department Head. If the event is approved, the status of the EMS booking will change from pending to confirmed. If necessary, the scheduling coordinator will convene a production meeting with the client, CCAPS, and Event Services staff to answer questions and determine feasibility of the event.
- Once you have received a confirmation, design work may begin, tickets may go on sale, and front of house labor, technical labor, and equipment may be assigned.
- The client may request changes through the EMS reservation portal. All changes must be approved by the Scheduling Coordinator.
- Post event, an invoice will be sent to the Department head. All charges for use of CCA venues are due and payable upon receipt of the invoice.

## Digital Media Packages:

CCAPS provides both live and post-produced video services. When planning your event please select a digital media package that best suits your needs. CCAPS does not have a photographer on staff, and will not be offering photography services at this time.

### PACKAGE 1 - DEFAULT

- Archival Audio Recording

### PACKAGE 2 - \$50

- Archival Audio Recording
- Single Camera Video Recording\*

### PACKAGE 3 - \$75

- Archival Audio Recording
- Single Camera Video Recording
- Single Camera Livestream\*

### PACKAGE 4 - \$150 + LABOR

- Archival Audio Recording
- Multi-Camera Recording\*\*
- Multi-Camera Livestream\*

### PACKAGE 5 - SPECIAL REQUESTS

- Audio/Video Recording Session
- Hybrid/Zoom Events
- Post-Produced Projects

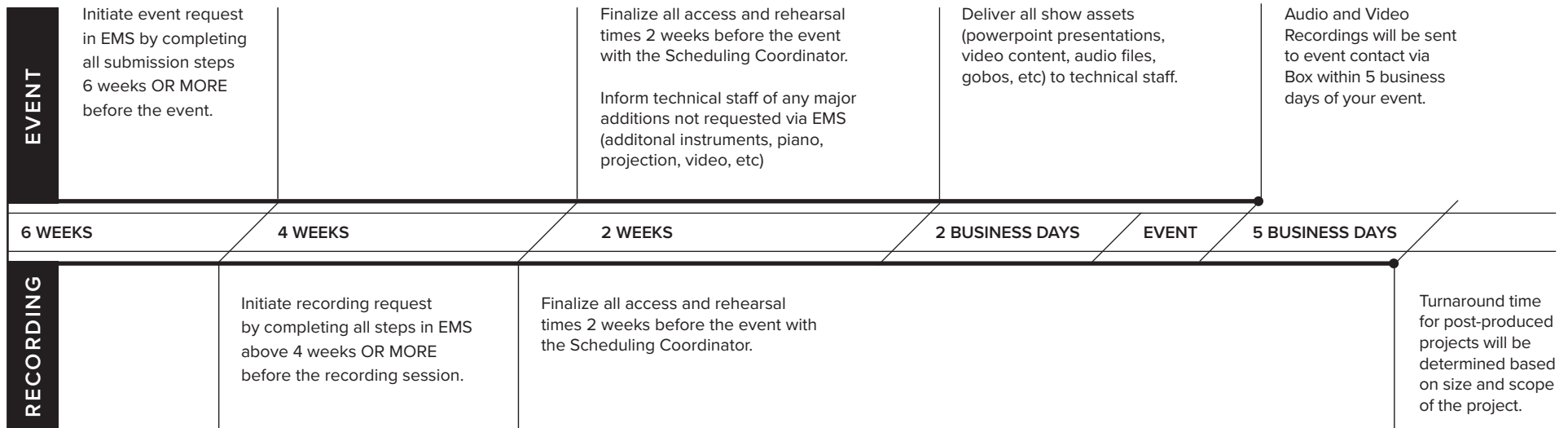
\* **Livestream** will be hosted on the CCA Youtube Channel and CCA Presents unless otherwise requested.

\*\* **Multi-cam** recording will be one video file consisting of the live cut between cameras. If you would like isolated recordings of specific angles please let us know prior to the event, each angle will be an additional \$10 fee.

## Piano Tuning

Each piano in the college is tuned on a regular schedule. If you would like to arrange a special tuning for your event outside of the regularly scheduled tunings please let us know as soon as possible.

Our piano tuners can only guarantee a tuning if booked 8 weeks in advance. If tunings are requested outside of this timeline it will be subject to staff availability and additional fees.



Any changes to your event outside of this timeline will need to be requested through the Scheduling Coordinator, and will be subject to staff/equipment availability.