



Contracted Artist Guidelines

Purpose

These guidelines apply to Production Services' process for supporting all contracted artists. Production Services considers a contracted artist any speaker, demonstrator, performer, group, musical act, actor, or similar party that enters into a contractual obligation with the sponsoring organization.

For University expectations and guidelines on Major Entertainment, please refer to Virginia Tech [policy 8215](#)

Disclaimer

No organization should sign and enter into any contracts before reviewing all relevant University and department policies. Please review all of the [Additional Resources](#) below to ensure the event meets all University requirements. Additionally, major venue requirements are listed under Venue Resources.

Request Process

50 Business Day Deadlines

Organizations bringing a contracted artist to campus must fill out a [Production Services Request Form](#) and submit the following documentation in writing to production@vt.edu **no less than 60 business days prior** to the event start date.

- All AV requirements by the artist and their team
- Any venue accommodations required
- Number of AV personnel the artist is traveling with
- A list of backline, furniture, or other equipment Production Services would need to rent

If the contracted artist does not have a technical rider or similar sheet, Production Services must be put in contact with the artist and/or their team. Production Services reserves the right to deny any request made by an artist if it is beyond the scope of Production Services and its resources capabilities.

25 Business Day Deadlines

Production Services will require the following items no less than 25 business days out from the event:

- A plot or map detailing the artists desired stage layout
- Scheduled meeting with Production Services, event organizers, and artist's team

15 Business Day Deadlines

By 15 business days prior to the event, Production Services will require the following items.

- A finalized day of show schedule
- A contact list of all management personnel for day of show
- Any organization or artist supplied content for Production Services to playback

External Vendors & Sub-Rentals

Sub-Renting

In cases where artists request equipment or services that can not be fulfilled by Production Services, outside companies will be contacted to provide equipment. VT Production Services has the first right of refusal for all AV services in SECL-managed spaces and retains sole discretion over sub-renting equipment and services. Sponsoring organizations are not permitted to request outside AV support without written approval from VT Production Services.

External Vendors

All sub-rented equipment and labor prices will be passed onto the sponsoring organization. No sub-rentals will be confirmed before a signed service agreement is received by Production Services. Anytime an artist is bringing their own AV operators or partial AV equipment, a referral will be made to a 3rd party company.

Production Services will be the primary contact for all 3rd party AV and rental companies in SECL managed spaces. If events are occurring outside of SECL managed spaces, Production Services will connect the sponsoring organization with the 3rd party company directly. Organizations have the option to have quotes and invoices sent directly to them from the 3rd party company or have charges included in their overall Production Services invoice. Total charges from 3rd party companies that exceed \$2,000 will automatically be sent to the organization for direct payment with the 3rd party company.

Prohibited Items

Production Services requires a rider or technical requirement sheet be sent for review and red-lining no less than 60 business days prior to the event. The following items will be red-lined under all circumstances.

- Alcohol, cigarettes, and all illegal substances.
- Pyro, sparklers, dry ice, and other non-permitted items detailed in our [SFX Guidelines](#)
- Guest personnel in front of house or other AV control areas
- Removal of permanent venue items such as curtains and railings
- Any illegal items conflicting with governing safety agency codes

Barricading

Contracted musical performances taking place outdoors and in Commonwealth Ballroom will require rental and use of an audience barricade. Production Services will work directly with the VT Police Department who makes final decisions based on barricade shape and need. Costs associated with rental and setup of barricade will be passed to the sponsoring organization. In most cases, Production Services will require personnel from the sponsoring organization to assist in setup and strike of the barricade.

Additional Resources

Below are additional resources that may be helpful in scheduling a contracted performer.

- [SFX Guidelines](#)
- [Policy 5000](#)
- [Policy 8215](#)
- [ESO Resources](#)

Venue Resources

- Burruss Venue Guidelines
- [Haymarket Theatre Guidelines](#)