

**ASUC SUPERB PRODUCTIONS**  
**Student Union Program, Entertainment and Recreation Board**

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**What to think about when doing a Lower Sproul show...**

\*Amplified sound (that means anything more than a boom box) is ONLY allowed between 12 pm and 1 pm and 5 pm and 7 pm. During the allowed times, it is NOT to exceed 100 dB.

\*For all of the tech stuff mentioned here, even though you may not know what it all means, the band will.

\*Although the pricing for sound rentals may seem high, they are in fact a very small fraction of what an outside company would charge and SUPERB is more than willing to work with the student groups to come up with a price that is reasonable for everyone.

\*Please read the entire thing and if you still have any questions, certainly feel free to contact SUPERB, they're here to help.

1. What sort of event do you want to have?
  - Concert
  - MC w/ music
  - Etc.

2. Is Lower Sproul the right location for you?

If it is...

1. Is it available? Reservations can be made with Campus Life and Leadership (103 Sproul Hall) or online at [cll.berkeley.edu](http://cll.berkeley.edu). You must be a signatory for your group in order to process the reservation.

2. If you need to pull power for your event (this is necessary for the full system or the smaller system w/ a dj, etc.), you will need to reserve the Senate Chambers as well. This can be done at the front desk on the second floor of Eshleman Hall. For basic power needs, there is power available outside.

3. Do you need to rent sound equipment? If so, what do you need?

4. Contact SUPERB by sending an email to [superbsoundrequests@gmail.com](mailto:superbsoundrequests@gmail.com) to see if they're available. Please include in your email all of the details pertaining to the event. This includes, date, time, artists / performers (their type, websites for them, etc.) nature of the event, which group you are with, your contact info, what sort of equipment you will need.

\*Please note SUPERB requires at least 3 weeks advance notice for all sound requests.\*

5. SUPERB will get back to you as quickly as possible about your request, but please remember that your date may not be available for a number of reasons (that date could already be booked, staff could not be available, etc.).

6. Confirm your reservation with CLL and forward your reservation confirmation sheet to SUPERB.

7. If SUPERB is available, they will work with you to determine which equipment you will need and what your pricing options are.

\* SUPERB has a variety of equipment options available, but please note that the more you require, the more expensive the rental will most likely be.

\*Your two basic options for sound rental are...

1. The small board: A six XLR input Mackie board (this means that up to 6 things can be miced) + applicable speakers, mics, etc.

-This is more than adequate for the majority of the student group events on campus. Although many bands may initially be hesitant, the small board can still accommodate them (drums will not be miced, guitars play through amps, bass plays through cab/amp).

- Monitors are still available with the small board, but the monitor mix will be the same as the house mix.

2. The full system: A 32x8 Mackie console + speakers, subs, 2 separate monitor mixes, effects, mics, etc.

-This is a full scale, professional sound system, which for the majority of the events on campus is overkill.

-This is much harder to book because it requires the majority of the SUPERB staff to be available and due to staffing and financial issues, this is rarely booked.

\*Please note: If you can provide people (the amount is to be determined by the scale and location of the event) to help move sound equipment and / or stages, that will greatly effect your cost and make it much easier for SUPERB.

\*If you do need stages, you MUST provide helpers to move them. SUPERB rarely has enough staff to move stages as well as the sound equipment.

8. Once all the details and availabilities have been discussed, SUPERB will confirm their involvement in the event.

9. If a full band is performing, a stage plot and input list from each artist must be emailed to SUPERB as soon as possible. This will allow the SUPERB staff to be fully aware of the situation the day of the event.

10. A representative of the student group MUST come to the SUPERB office to sign the necessary paperwork, no matter what the cost of the rental is. Please make an appointment with the SUPERB representative before stopping by the office.

11. A SUPERB invoice (if necessary) will be emailed to the student group representative. Payment is due 2 (two) weeks after the event and can be paid by check, cash or by ASUC account transfer if the student group is ASUC sponsored.

12. Other things to think about for the event...

-Parking: The performers / artists will need a place to park, whether paid for by the student group or not.

Options:

1. MLK Jr. Student Union Garage: Payment can be made either in cash or by purchasing a permit from the Special Events Dept. of Parking and Transportation (this is recommended for busy days, homecoming, Cal Day, etc.)

2. Sather Garage

-Unloading: Artists can unload in the MLK Jr. Student Union Garage at the loading zone next to Eshleman Hall. The outside stairs or the elevator in Eshleman may be used. The first ten minutes in the garage are free.

-Hospitality for bands: At the least, water for the stage is required.

13. Advance the show with the talent. (i.e. make sure that all the parties involved understand the details of the event)

14. Event happens!

\*Please note: If you promised SUPERB helpers to move equipment, make sure they are all there on time, or SUPERB can not be held responsible for a late set up.

15. Clean up. SUPERB will take care of the technical take down, but PLEASE make sure your helpers stick around to help take down the event. If you promised helpers that are not there, that will affect your final invoice.

\* Lighting: SUPERB does not provide lighting for any event, but these local companies are great...

-StageCraft Studios

<http://www.estagecraft.com/>

The best place to go to get very affordable lighting that is more than adequate for the majority of events on campus

-Production Logic

<http://www.productionlogic.com/>

They provide very professional, complex lighting for all types of events.