

## Venue and Technical Management

**Acoustic treatment:** The use of materials and designs to improve the sound quality in a performance venue by reducing echo and background noise.

**Advance:** The process of preparing for a concert or tour by communicating with the venue, production team, and other stakeholders to ensure a smooth event.

**Backline:** The equipment provided by the artist or tour, including drums, amplifiers, and keyboards, that is set up on stage for the performers to use.

**Box office:** The location where tickets are sold for an event, either in-person or online.

**CAD (Computer-Aided Design):** Software used to create detailed technical drawings and 3D models of stage designs, lighting, and other production elements.

**Catering:** The provision of food and drink for the performers, crew, and staff during a concert or tour.

**Ceremony production:** The planning and execution of ceremonial events, such as graduations, awards shows, and product launches.

**Concert promotion:** The marketing and promotion of live music events, including concerts, festivals, and tours.

**Contingency plan:** A plan for handling unexpected events or emergencies during a concert or tour, such as power outages, equipment failures, or medical emergencies.

**Crew:** The team of technicians and support staff who work behind the scenes to set up, operate, and strike the equipment and production elements for a concert or tour.

**Decibel (dB):** A unit of measurement for sound level, with 0 dB representing the quietest sound that the average human ear can hear.

**Décor:** The visual elements used to enhance the atmosphere and aesthetic of a performance venue or event, including lighting, props, and stage design.

**Dressing room:** The private space provided for performers to prepare and relax before and after a performance.

**Duty of care:** The legal and ethical responsibility of venue and technical managers to ensure the safety and well-being of performers, crew, and audience members.

**Event design:** The process of creating the overall concept and visual identity for a performance or event, including the stage design, lighting, and décor.

**Event management:** The planning, coordination, and execution of live events, including concerts, festivals, and corporate functions.

**Event planning:** The process of researching, organizing, and coordinating the details of a live event, including venue selection, budgeting, and scheduling.

**Festival production:** The planning and execution of music festivals, including site selection, stage design, and production management.

**Front-of-house (FOH):** The area of a performance venue that is accessible to the audience, including the seating area, lobby, and restrooms.

**Front-of-house engineer:** The audio engineer responsible for mixing the sound for the audience in a live performance setting.

**Health and safety:** The policies and procedures in place to ensure the safety and well-being of performers, crew, and audience members during a concert or tour.

**HO (House of Worship):** A venue used for religious services and events, such as churches, synagogues, and mosques.

**Hospitality:** The provision of accommodations, transportation, and other services for performers and crew during a concert or tour.

**In-ear monitors:** Custom-molded earplugs that allow performers to hear a personalized mix of their own instruments and vocals, as well as the overall sound of the performance.

**Lighting design:** The process of creating a lighting plan for a performance or event, including the selection of lighting fixtures, colors, and cues.

**Load-in:** The process of bringing equipment, production elements, and supplies into a performance venue and setting them up for a concert or tour.

**Load-out:** The process of breaking down and removing equipment, production elements, and supplies from a performance venue after a concert or tour.

**Merchandising:** The sale of branded merchandise, such as t-shirts, posters, and CDs, at a concert or tour.

**Monitor engineer:** The audio engineer responsible for mixing the sound for the performers on stage during a live performance.

**Monitor mix:** The personalized mix of instruments and vocals that performers hear through their in-ear monitors or stage wedges during a live performance.

**Power distribution:** The system for providing power to equipment and production elements in a performance venue, including generators, power cables, and outlets.

- Production manager:** The person responsible for overseeing all aspects of the technical production for a concert or tour, including scheduling, budgeting, and coordination with the venue and other stakeholders.
- Production meeting:** A meeting between the production manager, technical crew, and other stakeholders to review the details and logistics of a concert or tour.
- Professional audio equipment:** High-quality sound equipment, such as microphones, amplifiers, and speakers, used in live performance settings.
- Pyrotechnics:** The use of special effects, such as flames, fireworks, and smoke, in a live performance setting.
- Rider:** A document outlining the technical and hospitality requirements of an artist or performer for a concert or tour.
- Run of show:** The detailed schedule and script of a live performance, including the order of songs, stage cues, and lighting changes.
- Safety officer:** The person responsible for ensuring the safety and compliance with health and safety regulations during a concert or tour.
- Scale model:** A small, detailed model of a stage design, lighting plan, or production element used for planning and visualization purposes.
- Site plan:** A detailed map or diagram of a performance venue or event site, including the location of stage, seating, production elements, and other features.
- Stage design:** The visual and structural elements used to create the performance space for a concert or tour, including the stage, set pieces, and lighting.
- Stage manager:** The person responsible for coordinating the activities of the performers, crew, and other stakeholders during a live performance, including cues, timing, and safety.
- Stage plot:** A diagram showing the placement and configuration of equipment, instruments, and performers on stage for a concert or tour.
- Stage right:** The right side of the stage from the perspective of the performers, facing the audience.
- Stage set:** The physical elements used to create the performance space, including the stage, set pieces, and lighting.
- Stage sound:** The sound system used to amplify the voices and instruments of the performers on stage during a live performance.
- Stage wedge:** A speaker placed on the stage to provide sound for the performers during a live performance.

**\*\*Staging:\*\*** The physical structure used to support the performers and production elements during a live performance, including the stage, risers, and platforms.

**\*\*Strike:\*\*** The process of dismantling and removing equipment, production elements, and supplies from a performance venue after a concert or tour.

**\*\*Technical rider:\*\*** A document outlining the technical requirements of an artist or performer for a concert or tour, including equipment, power, and staging.

**\*\*Ticket sales:\*\*** The process of selling tickets for a concert or tour, either online or in-person at the box office.

**\*\*Time code:\*\*** A digital signal used to synchronize the lighting, sound, and video elements of a live performance.

**\*\*Venue:\*\*** A location used for live performances, events, and other gatherings, including theaters, arenas, and clubs.

**\*\*Venue manager:\*\*** The person responsible for overseeing the operations and management of a performance venue, including scheduling, maintenance, and security.

**\*\*Video production:\*\*** The planning, filming, and editing of video content for a concert or tour, including live feeds, projections, and promotional materials.

**\*\*Wardrobe:\*\*** The clothing and costumes worn by performers during a concert or tour, including the design, fitting, and maintenance.

**\*\*Wireless microphone:\*\*** A microphone that transmits the sound wirelessly to a receiver, allowing the performer to move freely on stage during a live performance.

**\*\*Work order:\*\*** A document outlining the tasks and responsibilities of the technical crew for a concert or tour, including equipment setup, maintenance, and strike.

This glossary includes terms and concepts related to venue and technical management in the context of the Global Certificate in Music Tour Management. It covers a wide range of topics, from production and staging to ticketing and hospitality, and provides a comprehensive resource for students and professionals in the field. The terms are organized in alphabetical order for easy navigation, and include definitions, related terms, and practical applications. Examples and challenges are provided to help illustrate the concepts and encourage further learning.