

Special Effects Guidelines & Information

For the purposes of these guidelines, Special Effects include:

- Smoke, haze, and fog machines
- Indoor Pyrotechnic effects
- Any use of a compressed gas during a performance
- Temporary electrical installations
- Any set used for a show that is comprised of items other than standard furniture
- Any performance set that is comprised of large amounts of paper, cloth, wood, foam or other combustible construction material
- Any set piece intended to bear the weight of a person
- Any stage weapons or fire arms

This policy will pertain to all events scheduled through the UUSA Event Services and Production Services Offices. Failure to follow this policy could result in disciplinary action against the sponsoring organization.

Procedure

- Any effect or set that requires approval must be submitted thirty (30) business days in advance of the event to the Production Services Office. Failure to give adequate time may result in the request being denied.
- All paperwork and forms required must be submitted together at one time. Paperwork must be complete and accurate. If changes to a request must be made during this time frame, these changes must be submitted in writing to the Production Services Office.
- Production Services, Event Planning, Environmental Health and Safety Services (EHSS), VTPD, and building code inspectors, as well as Legal Services and any other University department as needed, may review all paperwork to assure safety.
- The University may require an on site inspection of any event before final approval is given.

Specific Stipulations

- Insurance riders (certificates of insurance) will be required for all aspects of this policy.
- If approval is given for the use of a special effect or set, but it is determined by UUSA or EHSS that the original stipulations of approval are not being honored, permission may be revoked.
- EHSS, UUSA or any other University official reserves the right to conduct an onsite inspection at any time, with or without the clients' knowledge of the inspection.
- The person responsible for filing this paperwork **MUST** be present during the event.
- The sponsor must have a copy of all approvals and insurance on hand (in the venue) during the event. Failure to have this paperwork present during the event could result in cancellation of the event or the approved special effect.
- If a compressed gas cylinder is to be used during a performance, thirty (30) business days advance notice must be provided. A safety inspection will be conducted by EHSS to ensure safe use and installation.

-See Reverse-

Virginia Tech does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation. Anyone having questions concerning discrimination should contact the Office for Equal Opportunity.

Sponsor and Event Information

Sponsoring Organization: _____

Contact Name: _____

Phone: _____ Email: _____@vt.edu

Title of Event: _____

Event Date(s): _____

Venue (s): _____

Please mark all that apply and for which you are requesting approval:

- Smoke and haze machines
- Fog Machines
- Indoor Pyrotechnic effects (must complete the Application for Display of Fireworks)
- Use of a compressed gas during a performance
- Temporary electrical installations
- Set used for a show that is comprised of items other than standard furniture
- Performance set that is comprised of large amounts of paper, cloth, wood, foam or other combustible construction material
- Set piece intended to bear the weight of a person
- Stage weapons or firearms

Please attach additional information or explain details below:

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For Office Use Only

- Approved Denied 1) _____ Production Manager
- Approved Denied 2) _____ Facility Manager
- Approved Denied 3) _____ EHSS Agent
- Approved Denied 4) _____ Physical Plant
- Approved Denied 5) _____ VTPD Agent

- Approval Granted on _____ (date)
- Denied on _____ (date)
- Communicated to Sponsor Contact on _____ (date) by _____ (initials)