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UC San Diego Department of Music
Production Equipment Policy
Updated September 2015

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Production Equipment Purpose
The use of Music Department production equipment is restricted to staff supported concert events and rehearsals in the Concert Hall (100), Experimental Theatre (122), and Recital Hall (127).

Exceptions Guideline
- Only Music Department faculty can request to be loaned production equipment for use at Calit2 facilities and must be present for the entire event including rehearsals.
- Priority of production equipment use is given to scheduled rehearsals and concerts at CPMC.
- Music Department staff must transport all production equipment.
- Please arrange for pick-ups and returns of equipment needs for your event ahead of time.

Equipment for use at CPMC only
Please make note that the following production equipment is for use by Music Department undergraduate, graduate, and faculty ONLY at staff supported concert events and rehearsals in the Concert Hall (100), Experimental Theatre (122), and Recital Hall (127):

- Apple Mac Pro Desktop Computer.
- RME Fireface 800 firewire audio interface.
- Samsung display monitor.
- Apple USB keyboard, USB mouse, and Magic Mouse.
- Send software requests to support@music.ucsd.edu

Speakers
- The **Meyer UPJ**'s are for INTERIOR, stage operations and supported programming.
- Please use the **QSC K10**'s for activity in the hallways or outside use.
- The **Mackie SRM 450**'s are available for checkout and external events.

Self-Supported Events
Any technical needs for self-supported events can be requested through Equipment Checkout at music-intranet.ucsd.edu. The checkout policy is posted on the Intranet.

Equipment Tracking
CPMC 108 has a whiteboard for tracking all equipment removed from the room.

Production Equipment Requests
Please direct any requests to:
Daniel Ross, Public Events Manager
dross@cloud.ucsd.edu
x44593