

Community Recording Sessions Guidelines

For all inquiries or to book a date for a recording session email SurreyCivicTheatresSess@surrey.ca.

Sessions will be limited to a six-hour block of time including setup and load out. Priority will be given to City of Surrey Cultural Grant recipients, but other groups may be accepted depending on availability.

Please be aware that Surrey Civic Theatres (SCT) does not provide a broadcast platform as part of this program. The SCT Digital Stage is curated content and fully booked.

SCT has an expectation that all artists will be compensated for their work.

There are two basic scenarios for these sessions, but other options may be considered. GST is not included in the fees listed below.

Scenario One (\$90 per hour):

SCT staff will run the lights and sound and run two static video cameras. SCT staff will be able to switch between the two cameras during recording and the organization/artist will receive this basic two-camera product. Some limited post recording editing will be possible to help “finish” the product. This will be included in the basic package.

SCT equipment operated by SCT staff:

- 2 - Panasonic AG-AC30 cameras - HD (1080P)
- Blackmagic Design Microconverter – HDMI / SDI
- Blackmagic Design Microconverter – SDI / HDMI
- Blackmagic Design Microconverter – Bidirectional HDMI / SDI
- Roland VR-4HD Switcher
- Blackmagic Design Ultrastudio Recorder 3G – HDMI to Thunderbolt 3
- MacBook Pro 13
- Soundcraft Performer 2 – Digital Mixing Console
- Other sound equipment as needed – microphones, monitors, etc
- Theatre lighting – basic house hang

Scenario Two (\$65 per hour plus external videographer fees):

For a more elaborate or complex product including editing services, SCT staff will run the lights and sound only. Organizations/artists will bring in their own videographer and full recording equipment. SCT can assist in connecting the organization/artist with a local, professional videographer. Professional videographer costs for recording and editing services vary depending on the complexity of the shoot.

There will be a \$45 cleaning fee added to each session. Organizations/artists are also required to provide proof of insurance with a minimum of \$2,000,000 liability. For organizations who do not have insurance, this can be purchased through the City for \$100 per session.

There may be added costs depending on the nature of the recording. Additional labour costs will need to be recovered for any auxiliary staff required. Costs such as projector rental or piano tuning will also need to be recovered. Additional charges or refunds will be accounted for after the session in a final reconciliation prepared by SCT staff.

No session will commence without a signed letter of agreement and full payment unless pre-authorized by the Manager of Performing Arts or designate.

Dressing rooms will not be available. Participants should arrive ready to record.

SOCAN and ReSound may apply. These charges are the responsibility of the organization/artist.

SCT has a comprehensive safety plan developed in accordance with BC Provincial Health, WorkSafe BC and City of Surrey Occupational Health and Safety guidelines. Organizations/artists are expected to adhere to these guidelines as well as submit their own detailed session safety plan in advance of their session. Organizations/artists will be required to sign off on a COVID-19 Assumption of Risk document and familiarize themselves with City of Surrey safety plans, policies and protocols.

Capacities are limited for safety by Workplace BC and Provincial Health Authority guidelines.

All organizations/artists will be expected to attend a pre-session meeting with SCT staff, ideally at least four weeks in advance, to ensure that the organization/artist has a clear understanding of the requirements for the recording session, and for the organization's session safety plan. There is no additional cost for this planning session.

SCT box office services can be utilized for organizations/artists that plan to monetize their broadcast. This can be discussed at the pre-session meeting.

Community organizations/artists must understand the potential that facilities could re-close and sessions may be cancelled should a resurgence in COVID-19 transmission meet the facility closure criteria:

By order of the Provincial Health Officer under the Public Health Act; or

Where a Surrey Emergency Operations Centre assessment indicates a significant risk to health and safety or where compliance with physical distancing requirements cannot be reasonably achieved; or

When direction is received from Mayor and Council.