

CBCC Technical Services

Successful Production Preparation Guide



COX
BUSINESS
CONVENTION
CENTER

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All policies and rates contained in this guide are subject to changes without notice. Cox Business Convention Center's Technical Services Guide has been created to describe policies in conjunction with those in the event Use License Agreement. Any exceptions or circumstances not covered by this guide are subject to interpretation and approval by the Technical Services Manager and Cox Business Convention Center's General Management team. This guide revised **April 2020** supersedes any policies and procedures prior to this date.



CBCC Technical Services

Successful Production Preparation Guide

Cox Business Convention Center and the CBCC Technical Services team is thrilled you have chosen us to assist with the technical needs for your event! We are here to ensure that your event is a stress-free success so that you and your attendees can relax and enjoy. To help us meet this goal, it is important to make sure your Event Producer is able to collect all of the information and media needed as soon as possible. Below are further details as to what all is needed so we can ensure your event runs smoothly.

DEADLINES

All event details about what will occur and when are due to your Producer no later than ten business days prior to the first contracted day of your event to ensure we can properly staff and cover all needs. The actual media which will be used for your event, as detailed in the following sections, must be submitted to your Producer no later than three business days prior to the first contracted day of your event. This allows ample time for CBCC Technical Services to review the media to ensure everything will work properly during your event.

Please note that these timelines may change based on the needs of your event after discussing event details with your Producer. Failure to submit event media to your Producer by these deadlines may result in the assessment of a penalty on your final event invoice and/or the inability for our team to use your media.

Payment for estimated equipment and services is due ten business days prior to the first contracted day of your event. Work with your Event Manager to ensure your estimated invoice balance is paid to ensure all services can be performed for your event.

AUDIO

You will need to provide any and all songs, music, sound effects, announcements, and other audio recordings which will be played at your event to your Producer. Audio files should be submitted on a flash drive or by an online shared folder such as Dropbox or Google Drive. The following file types are acceptable for use: WAV, AIFF, or MP3.

PRESENTATIONS

If you are doing slide-style video presentation, you will need to submit the final copy of your presentation to your Producer. Below are the requirements for slide-style video presentations:

- All presentations must be submitted in 16:9 aspect ratio.
- Presentations with embedded audio and/or video files must have these files submitted to the Producer separately instead of just placing links in the presentation.
- Presentations using specialty fonts also require the font files be submitted to the Producer separately.
- If the presentation is on Microsoft PowerPoint, this can be provided on a flash drive or through an online shared folder such as Dropbox or Google Drive.
- Prezi and other online slide-style video presentations are acceptable so long as a link to the final product is provided to your Producer. Please note that a hardline internet connection will be required for the CBCC Technical Services house mix position at your expense. Please let your Producer know and then work with your Event Manager to arrange for a hardline internet connection.

If you are using the Tulsa Ballroom and would like to display slides above the doors entering the room from the Gallery space, please ensure your Producer receives a copy of the slides in Microsoft PowerPoint format with a 4:3 aspect ratio. If these slides will use specialty fonts, please also provide the font files separately.



VIDEO

If you will be displaying any videos during your event, final copies of the video must be provided to your Producer. Below are the requirements for videos:

- Video files can be accepted as either MP4 or MOV files submitted on a flash drive or by an online shared folder such as Dropbox or Google Drive.
- If you wish to play a video located online, please provide a link to the final product to your Producer. Please note that a hardline internet connection will be required for the CBCC Technical Services house mix position at your expense. Please let your Producer know and then work with your Event Manager to arrange for a hardline internet connection.

RECORDING

CBCC Technical Services is happy to offer video recording services so you can retain permanent video recordings from your event. This recording is created using the feed from the screen output of our equipment along with the audio as heard through the house sound system during your event.

You will need to supply a FAT32, NTFS, or exFAT formatted external hard drive that can connect via USB to your Producer no later than three business days prior to the first contracted day of your event for our team to use as recording storage during the actual event. The hard drive must have at least 1TB or more of available storage for us to ensure there is ample room for your event recording. This hard drive will then be returned to you ten business days after the final load out for your event containing the final event recording. No event recording will be performed or available for events which do not request recording services or fail to provide an adequate external hard drive for the recording to be saved.

For further more information and rates on what our Technical Services department can provide for your event, contact the Technical Services Sales Manager at (918) 894-4334.