

PRODUCTIONS

Please read below before submitting your request:

1. UB Productions primary function is to support Union Board with sound and lighting for their events. When Union Board does not require UB Productions, we are able to offer our services to the rest of the campus community. All Union Board events will take priority over any other event, therefore services cannot be guaranteed until 2 weeks prior to the event. It is in your best interest to have a contingency plan in place in the event Union Board plans an event at the same time your event is taking place and needs our support and we have to cancel. We do make every effort to avoid this situation.
2. UB Productions is not free. We charge an equipment rental fee and labor for all events. [Click here for our current rates](#). If price is an issue, please ask for an estimate. We will do our best to estimate accurately but many factors can change between the time the estimate is given and the end of your event.
3. All requests must be submitted at least two weeks prior to the event. Two weeks is necessary to properly schedule both equipment and personnel. Because of the strain caused by last minute requests, any request received within two weeks of the event will be charged a Late Request Fee of \$25 or 10% of the total bill, whichever is greater.
4. Fill out your request, being as complete and providing as much information as possible.
5. Once you submit your request, it will be emailed to the email address you provided in the form. Please look over that request and make sure you have included the most complete information possible. If you need to make any necessary changes or make additional comments, you may do so before you send it to to UB.Productions@valpo.edu.
6. A member of the UB Productions staff will contact you via email within 48 hours to confirm your request. If you have not heard back within 48 hours, please email UB.Productions@valpo.edu directly with an inquiry to your request.

Please keep in mind that this is only a REQUEST for UB Productions Services. SUBMITTING THIS FORM IN NO WAY GUARENTEES SERVICES OR EQUIPMENT AVAILABILITY.

Thank you for considering UB Productions.

[CLICK HERE TO FILL OUT YOUR PRODUCTIONS REQUEST](#)

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