

Glossary

- 16 mm – a film format
35 mm – a film format
à la carte – individual dishes on a menu individually priced
Acceptance – signature on a contract
Access – type of entrance to an area or room
Acoustics – the characteristics of an auditorium, theatre or other enclosure in respect of sound
Accrual accounting – income is entered when it is earned, and expenses are entered when they are incurred, not necessarily when they are paid
Acknowledgement – written notice sent to a guest that their room reservation request has been received and is being processed
Ct curtain – a curtain used at the beginning of, during and at the end of a show
Act of God clause – part of a contract that releases both parties from liability in the event that something happens which is out of their control (hurricane, tornado, war, etc.)
Acting area – the stage area in which a performance takes place. See Stage areas and Staging area
Action – movement within a scene for filming or live video broadcast and recording
Actual budget – the current budget that exists in fact or reality
Adjoining rooms – two or more rooms side by side without a connecting door between them.
Advance coordination – the process of setting up the production schedules and production requirements needed by the event production to produce the event at a facility before the actual production load-in at the venue can begin
Advance deposit – amount of money paid to secure a room, facility, or service in advance
Advance registration – allows attendees to register for an event before it actually takes place, done through mail, phones, Internet or fax
Affiliate reservation system – hotel reservation system in which all hotels within the same hotel chain participate
Agenda – a written and established schedule giving time and sequence of topics and sessions at a meeting; often includes room or location and names of speakers, moderators and other programme participants
Agent – a person who is acting on the authority of another (the principal)
Airline rate – a reduced rate offered to airline crew and personnel
Airport hotel – hotel located near a major airport; usually does not have a lot or any recreational facilities
Aisle – passageway between seats or exhibit booths in an event, exhibit or performance venue
Alternate media – alternatives to print materials (such as Braille, large print, etc.) provided to assist people with disabilities in achieving full participation
Ambush marketing – a promotional strategy whereby a non-sponsor attempts to capitalise on the popularity/prestige of a property by giving the false impression that it is a sponsor; often employed by the competitors of a property's official sponsors
Amenities – things that are conducive to material comfort or convenience
American plan – all meals are included with the accommodation, i.e. breakfast, lunch, dinner and sometimes afternoon tea; also known as en pension or full board.
American service – food is preplated in the kitchen and served by an attendant
Amphitheatre – a half oval area, often tiered, containing seats or a lawn rising above the level of the acting area or stage
Analogue – the variation of an electrical signal over a continuous range to represent the original image or sound which is being processed and reproduced
Ancillary activities – all the meeting support services within a facility that generate revenue
Ancillary centre – meeting facility that is typically part of a larger hospitality complex

- Announcer** – a person who introduces TV or radio programmes, makes commercial announcements, reads news summaries and gives station identification
- Anteroom** – a room before, or leading to, another room. In a theatre an anteroom is often positioned between dressing rooms and a stage to block interference from backstage sound and light, or between a lobby and an auditorium to eliminate noise coming from the lobby during a performance
- Anterpro (anteproscaenium)** – position where lighting instruments are hung in the FOH
- Apron** – the part of a stage downstage of the main curtain or plasterline; also called forestage
- Arbour** – a metal frame used to support counterweights in a stage house rigging system for flying equipment, props or scenery. Also referred to as cradle or counterweight carriage. See Counterweight system
- Arc spotlight** – a spotlight with a medium to very long throw normally mounted on a swivel and used as a follow spotlight. The arc lamp can be from 2 500–10 000 watts
- Arena multi-purpose** – arena facility that is used for different types of events. Commonly called by its abbreviation
- Arena stage** – a stage configuration in the venue that places the audience on all four sides. See Theatre-in-the-round
- Arranged environment** – a learning environment with planned physical set-up and seating arrangements
- Arrival and departure list** – list of expected arrivals and departures for a particular day, normally prepared and distributed the evening before to all relevant departments
- Arrival pattern** – specific days and time blocks that attendees are expected to arrive
- Art director** – the person responsible for establishing the overall visual ‘look’ of a production, including set, costume and prop design for film, video and live productions. Also called scene designer
- Artist** – a skilled performer
- Arts marketing** – promotional strategy linking a company to the visual or performing arts (sponsorship of a symphony concert series, museum exhibit, etc.). See Sponsorship
- Asset** – something of value that is owned
- Assistant director (AD)** – in film, a first AD assists the director in staging scenes and maintaining order and discipline on a set. A second AD handles paperwork. In live video production, the AD usually times the show
- Association software** – a software package which addresses membership, finances and a number of the tasks involved in running an association
- Attendee** – individual attending the meeting sessions
- Attendee data** – demographic information of each attendee
- Attrition** – reduction of the room block reserved for a meeting
- Audio feedback** – high-pitched squeal resulting from a microphone that is too close to a loudspeaker, causing instantaneous over-amplification
- Audio booth** – the room where audio signals are mixed and then sent on to a master control room for broadcast or video
- Audio recording truck** – a mobile recording studio
- Audio** – see Mix
- Audio-conferencing** – live conference communication using telephone lines; an audio signal can be played into a meeting room
- Audio-visual (A/V)** – of or relating to both hearing and sight; items and equipment used to transmit messages for hearing and/or sight
- Auditorium** – the part of a public venue where an audience sits
- Author’s alterations** – changes made by the author after a proof has been prepared by the printer; the organisation may have to pay for these
- Authorised signature** – signature from a person with the legal power and influence to make a decision; required on all valid contracts. Signature of person with authority to charge for an organisation
- Automatic gain control** – a device that automatically increases and decreases the strength of incoming audio or video signals in order to maintain optimum signal strength for recording, playback, editing and other video production purposes
- Auxiliary aids and services** – the use of adaptive equipment or assistance to ensure accessibility for people with disabilities

- Auxiliary business – business that is brought to the facility because of, or in conjunction with, a meeting
- Auxiliary services – contracted services that provide support for a meeting
- Average room rate – the average income generated from each room.
- Back light – stage lighting that projects from the rear of an object
- Back of the house – service areas in which the staff have little or no direct guest contact, e.g. personnel, accounting and purchasing departments
- Back to back – heavy check-in and check-out on the same day, relating to tours and groups; as one tour leaves another arrives
- Backdrop – a painted cloth, screen or curtain hung behind a staging area. Also called backcloth
- Back-light – to illuminate a person or object with a lighting instrument positioned above and behind them
- Backstage – the portion of the theatre behind the main curtain
- Backup material – actual receipts and other documents concerning charges made to the master account; these should accompany the final invoice
- Backstage – in a proscenium theatre, the area offstage behind the proscenium. In other venues, the backstage is the area behind the stage or adjacent to the staging area. Backstage includes dressing rooms, wing space and storage and loading area
- Badge – adhesive, pin or clip-on tag with identifying information that is given to each registrant
- Balance sheet – a statement of financial status at a given time (liabilities, assets, etc.)
- Balcony lights – spotlights mounted on a balcony rail or a hanger in front of the rail. Also called rail lights. The spotlights are usually 750 to 2 000-watt capacity
- Band room – the changing and storage room for musicians and their instruments
- Bandwidth – the range between the highest and lowest frequencies available for transmission over a cable or radio wave
- Banner – a horizontal or vertical rectangular sign carrying a message for a convention, meeting, etc.
- Banquet – an elaborate, and often ceremonious, meal for numerous people, often in honour of a particular person
- Banquet event order (BEO) – facility form that provides details to staff convening the meeting; manager's requirements for room set-up, food and beverage, etc.
- Bar Reading – a detailed written record of liquor consumption during an event
- Base currency – the currency in which all official business transactions will take place
- Batten – a short batten used to support curtains; usually used for wings
- Battery of lights – banks of lights, usually spotlights or aircraft landing lights (ACLs), used to obtain great intensities
- Beam clamp – clamp attached to steel I-beams and used for rigging equipment in a venue which has exposed I-beams located against the ceiling, making it impossible to rig steel cable to the beams in any other way
- Bi-amplify – a technique that uses two audio amplifiers, with each one powering different frequency bands in a multiple speaker system or cabinet whose total output bandwidth is separated in two by a crossover
- Bid – a statement of what one will give or take in return for something else (a price); proposal
- Bi-directional – a microphone that is sensitive to front and rear originating sounds and insensitive to side originating sounds
- Bill – a written or printed advertisement posted or otherwise distributed to announce an event
- Blacklist: A list authorised by the hotel management of the names of all persons not welcome in the hotel.
- Blackout – complete darkness on the stage or in the house caused by pulling the main stage light or house light switch. Used for special effects or to mark the end of a scene or musical number
- Blacks – black draperies/curtains
- Blanket license – permission granted by a performing rights society to play any music in its repertoire
- Bleachers – a covered or uncovered stand of tiered seating space for spectators of events

- Bleed – ink that runs to edge of paper when printing
- Block – a wooden or metal case enclosing one or more pulleys and having a hook, eye or strap by which it may be attached.
- Block – number of rooms held for a group for a specified period of time
- Block and tackle – pulley blocks with rope or cable strung through them for hoisting or hauling
- Block booking: Term used for a reservation for several people at the same time, normally on the same rate, e.g. tours, groups or conference delegates.
- Blocking – the manner and time in which a director sets up the action for a production
- Blue-line – final proof of printed copy for client's approval before printing
- Blueprint – a photographic print in white on a blue ground used especially for copying maps, mechanical drawings and plans
- Board of director style – a long double-width table arrangement for conferences
- Bobbinet – see Scrim
- Bonded ticket printer – a printer supplying hard tickets who posts a bond to replace money lost to the purchaser in the event of ticket printing errors such as incorrect numbering
- Bonding – the process of permanently securing multiple ground wires together to form a single common ground
- Book – to definitely commit space or entertainment
– to reserve in advance; to enter write or register so as to engage in transportation or reserve lodging
– to sign a contract that agrees to the production of an event at a particular site on a particular date at a particular time
- Booking policy – guidelines by which a convention centre prioritises reservations; may correspond to hotel rooms the event will use in the area
- Boom – see Studio crane, Crab dolly, Fish-pole boom., Giraffe boom, Perambulator boom
- Boom lift – a mobile motorised vehicle that uses a turret with a boom attached to lift and manoeuvre people, video cameras or equipment overhead from one area to another instead of having to move the entire vehicle
- Boom microphone – a microphone attached to a long movable arm
- Booster – a carrier frequency amplifier that strengthens a signal at one fixed point so it can be retransmitted to another fixed point
- Booth – a stall or stand partitioned off for the sale or exhibition of goods
- Border – soft or framed material or scenery used to mask the area above the stage from the audience's view
- Box set – a setting which encloses the acting area, with three walls and often a ceiling, as opposed to stage interiors of wings, borders and drops
- Breakout session – small group sessions within the meeting, formed to discuss specific subjects, or small discussion groups that work together on a specific task after the whole group has received similar instruction or information
- Breaks – refreshment periods between sessions, where attendees can move from one session to another
- Bridge – a stationary or temporary hanging platform above the venue floor on which FOH lights are hung, or which is used as access to equipment rigged from the ceiling
- Bridge tap – a tap on a circuit usually made in a cross-connect block that splits the circuit into multiple destinations from a single source
- Bridle – a rigging procedure that uses tow fastening locations to distribute the weight of a single point
- Broadband – a transmission process that allows multiple signals to be simultaneously transmitted over a single cable. Each signal is assigned a specific frequency range over which to transmit a signal. Cable TV is often referred to as broadband communication
- Broadcast – the transmitting of audio or images over airwaves for radio or TV viewing
- Broadcaster – engineer or production person who operates the video switcher
- Broadcast fax – a service which transmits a fax to a large number of people, such as an entire association membership or company
- Broadcast loop – a special filtered telephone line with a 9 kHz bandwidth installed by the telephone company to allow radio stations to send a remote broadcast signal to the radio station instead of using a transmitter to send

- the signal. Three standard telephone lines of 3 kHz each linked by special equipment can do the same thing, but the standard filtering of a regular telephone line will not give the same clear signal that the broadcast loop does
- Budget hotels** – hotels that provide cheaper and more basic guest-rooms, often with limited food and beverage services
- Budget philosophy** – financial goal of the meeting (break even, profit or lose money)
- Buffet** – a meal set out on a table for ready access and informal service
- Bulletin board service (BBS)** – electronic bulletin boards system where members of a community can use their computers to dial in and connect with a variety of local information. To reach a broader audience, many BBSs now offer access via the Internet and the WWW in addition to a dial-in BBS phone number
- Bus generator** – generator installed in the bay of a bus to supply power when the vehicle is parked
- Bus staff** – personnel who remove dirty dishes and reset tables in a restaurant or hotel
- Business casual** – style of dress that is less formal than a standard office suit and tie or dress and heels
- Business centre services** – services that will allow attendees to keep in touch with their offices (phone, fax, messages, etc.)
- Business-to-business sponsorship** – programmes intended to influence corporate purchase/awareness, as opposed to individual consumers
- Butler/ed service** – a method of serving by waiters walking around passing food and drinks on trays to guests
- Buttress** – a projecting structure attached to a wall, often built from wood or masonry, used for decoration or structure
- By the bottle** – liquor served and charged for by the full bottle
- By the drink** – liquor served and charged for by the number of drinks served
- By the piece** – food priced by the individual piece
- Byte** – a string of eight bits within a computer which represents a particular element of information such as a letter or number
- Cabaret table** – a small table, forty to seventy-five centimetres in diameter
- Cable pick** – a rigging cable used to lift cables. Usually used with flown equipment such as lights to raise the power cables coming from the flown equipment so that the cables do not go directly to the floor. This allows the cables to extend to the cable pick about 10 to 20 feet away before they extend to the floor, keeping the cables out of the way of the performance and out of sight from the audience
- Cable TV** – a system whereby TV signals are received from various sources such as off-the-air broadcasts and satellite transmissions and sent along coaxial cable to TV receivers
- Cablecast** – a broadcast transmitted through cable lines
- Cafeteria service** – similar to a buffet, but food is served by attendants
- Cage** – wire enclosure used to separate lighting controls from the stage
- Call** – scheduled time for event personnel to arrive, rehearse or work
- Call board** – a display board located backstage in a venue where sign-up sheets, all schedules and information vital to artists, participants or the crew are posted. It is usually located in or near the event production office
- Call brand** – medium-priced brand of alcohol
- Camera angles** – see Canted angle, Complimentary angle, Coverage (full shots, over-shoulder shots, close-ups), Establishing shot (all-inclusive, opening – long or wide-angle shot), High shot (high angle), Long shot (wide-angle field of view), Low shot (low angle), Medium shot (angle between long and close shot), Overhead shot, Over-shoulder shot, Raking shot, Wide shot (wide-angle used primarily as an establishing shot), Zero-degree camera shot (angle exhibits a device/skill from audience's perspective), Zoom shot (angle moves from a wide to a closer view of the subject, or vice versa)
- Camera-ready** – copy or artwork that is ready for final printing
- Campus housing** – dormitory or other university sleeping accommodations

- Cancellation – a term meaning that a guest with a booking cancels the room in time for the room to be re-let
- Cancellation clause – item in a contract that specifies damages which apply if either party terminates the agreement
- Cancellation insurance – policy secured by a facility or organisation to provide compensation for income lost due to the cancellation of an event
- Cancellation policy – written statement of actions that can or will be taken in the event of a cancellation due to a specific circumstance
- Candlepower – illuminating capacity of a lighting instrument. Light produced by one candle at a distance of about a 0,33 metre, also called foot-candle
- Canted angle – angle in which a camera tilts to the side. See Camera angles
- Cantilever – a beam truss, or seating area firmly supported at one end and hanging free at the other
- Captain – the person responsible for service at banquet functions
- Carpet hoist – a stage-rigging device used to transfer counterweight from one set of lines to another during a scene change or other situation where flown scenery or equipment must be detached from its lines
- Carriage – an arbour for holding counterweights in a counterweight system
- Cart service – foods are prepared table side; an assembled plate is served by the attendant
- Cartage – short-haul moving of exhibits for trade shows
- Case study – an intensive analysis of an individual unit or situation
- Cash accounting – income and expenses are entered as they are received or paid
- Cash bar – a bar set-up that allows guests to pay for their own drinks
- Cash sale – when goods are sold for cash. Also known as chance and walk-in business
- Cashier's office – office separated from that of front office where payment of guests' accounts, foreign currency and safe deposits are made
- Cast – the entire group of performers in a production. See Company
- Category exclusivity – the right of a sponsor to be the only company within its product or series category associated with the sponsored property
- Catering manager – person in the facility who is responsible for catering events
- Catwalk – a steel structure above a stage or venue floor used by the crew to cross from one side to the other. The term is sometimes given to a fly gallery or loading platform above the stage deck. See Bridge
- Cause marketing – promotional strategy that links a company's sales campaign directly to a non-profit organisation. Generally includes an offer by the sponsor to make a donation to the cause with purchase of its product or service. Unlike philanthropy, money spent on cause marketing is a business expense, not a donation, and is expected to show a return on investment. See Sponsorship
- Centre line – a broken line indicated with a 'CL' running through the centre of a stage drawing from the apron to the back wall, dividing the stage in half. Sometimes used to indicate the centre of a venue on a ground plan
- Centre poles – the poles used to support the centre, and highest, part of a tent
- Central stage – see Arena stage and Theatre-in-the-round
- Chain motor – a motor that pulls chain links through it to lift and pull equipment. Used for flying equipment for productions. Comes in different weight capacities usually listed in tons or kilograms
- Chamber of commerce – an association of business people who promote commercial and industrial interests in a community
- Chance guest – customer who arrives at the hotel with no previous booking made. Also known as walk-in guest
- Channel – the specific pathway used to get an audio, lighting or video signal from source to destination
- Character generator – video production device which electronically produces lettering and other graphic displays directly on a TV screen
- Charge voucher – a bill or docket showing the details of the amounts to be charged to a guest's account, e.g. drinks in the bar

- Charter – to hire, rent or lease for exclusive and temporary use
- Chaser – a mild drink that is consumed following hard liquor
- Chaser lights – lights wired so that a control device can turn individual lights on and off, creating a moving pattern
- Check-in – the procedure of registration as well as a name given to a guest who arrives at the hotel and registers
- Checkout – the procedure of settling the hotel account on departure of a guest as well as a term attributed to a guest who settles the account and leaves the hotel
- Cheesecloth – open weave cotton cloth sometimes used as scrim. See Scrim
- Chef's table – opportunity for the meeting manager to sample a menu in advance of the event
- Cherry picker – equipment used to lift a person to a given height
- Chief financial officer (CFO) – individual in an organisation responsible for the financial management of the company
- Choke – a rigging technique for securing a cable to a structural beam. The steel cable is wrapped around the beam, threaded through a shackle, and pulled tight (or 'choked') to keep it in place
- Choreographer – dance director
- Chroma key – also known as 'keying'. Overlaying one video source on another by choosing a 'key colour'. For instance, video 'A' may show through video 'B' everywhere a certain colour blue appears in video 'B'. This is how they composite the weatherman in front of a satellite map on the nightly news. He is standing in front of a blue background, and they key on the blue to show the satellite picture everywhere blue appears. Since the weatherman is not that particular shade of blue, he appears to be standing in front of a satellite picture
- Chrominance – the colour portion of a signal. All colours have both chrominance and luminance
- Cinematographer – in film, the director of photography in charge of a camera crew and responsible for lighting, composition and exposure
- CIP (commercially important person) – a person who has influence over a large amount of business
- Circle stage – see Arena stage and Theatre-in-the-round
- Circuit breaker – a device resembling an electrical switch that protects an electrical circuit in a similar manner as a fuse but can be reset if blown, as opposed to a fuse that must be replaced when blown
- City accounts – records of financial transactions between the hotel and non-resident guests
- City wide meeting – meeting that requires the use of a convention centre and multiple hotels in the host city
- Classroom style – seating arrangement in which rows of tables face the presenter and each person has a space for writing
- Clause – a detailed section of a contract pertaining to a specific issue
- Clear-span tents – tents with aluminium frame support that supports the canvas, eliminating centre tent poles
- Clinic – a group meeting devoted to the analysis and solution of concrete problems, or to the acquiring of specific skills or knowledge in a particular field
- Closed captioning – a closed circuit TV installation, usually available by subscription, which provides written subtitles for broadcasts. Used most often by those who are hearing-impaired
- Closed circuit TV – TV monitors programmed from one source only and closed to all outside broadcast or cable services
- Closed dates – Particular dates on which the hotel is fully booked
- Close-ended – type of question format in which the respondent must make a forced choice between given options
- Coach fare – passenger air transportation rate lower than first class
- Coaching – practice of hiring a professional to train and assist volunteer speakers before a presentation
- Code – city, state or national building and electrical regulations for the construction and installation of wiring and equipment

- Colloquium – academic meeting at which one or more specialists speak about a topic then answer questions
- Colour bars – a pattern of equal width bars that represent black, white, red, green, blue and combinations of two of the three RGB values; yellow, cyan and magenta. These colours are usually shown at 75% of their pure values
- Combo – a small musical ensemble, usually three to five musicians
- Commentator – a person who reports and discusses news or events on radio or TV
- Commercial hotel – hotel that mainly caters for business people.
- Commission – payment or discount made to a travel agent or company for the introduction of business
- Commissionable – type of sale in which a fee, or percentage of the amount of sale, is to be paid to the agent or purchaser
- Common carrier – a company that transports people, goods or messages for a fee
- Communicating rooms – rooms side by side with a door between, allowing access to each room without the use of a public corridor. Also known as connecting rooms
- Communication – a common term used to describe or refer to communications equipment or transmission media
- Communications – a central device or console through which all incoming calls are routed in a multi-line telephone system
- a device that connects and routes traffic between multiple communications lines
 - a measure of signal strength, usually used to represent signal loss over distance
 - a straight transmission line between a direct radio wave transmitter and a receiver
 - any transmission or communications system between two or more locations. May be cable (microwave, infrared, satellite) based
- Communications line – a cable used for communications equipment
- Community antenna TV – broadband communication system based on radio frequency signals
- Company – a group of theatrical and stage performers. See Cast
- Company patch – an electrical panel which allows a production to connect into internal permanent wiring circuits that go from the panel to remote areas such as the antepro, bridges, rail and booth positions. This can save a production from running thousands of metres of cable
- Company switch – auxiliary electrical panel used to hook up production equipment to electricity. It is usually located next to the electric power service
- Competent party – person with the authority and legal capacity to enter into a contract
- Complete meeting package – an all-inclusive plan offered at conference centres that includes meals, lodging and support services
- Compliance – the act of conforming one's actions or policies to another's wishes or to a law
- Complimentary – given free as a courtesy or favour; often a reflection of how many units (rooms or tickets) were actually sold to attendees of the meeting
- Complimentary angle – a pair of camera angles that are similarly framed but provide reverse perspectives on a subject. For example, over-shoulder shots, one favouring actor A and the other favouring actor B. See Camera angles
- Complimentary room – space given at no charge
- Composite link – a communication circuit carrying multiple signals between two multiplexer devices, such as might be used within the backbone of a wiring system
- Composite video – a video signal in which luminance, chrominance and sync information is included in one signal. The advantage is that this signal is simpler to broadcast than component video. This disadvantage is that there is an inherent loss of quality in the encoding and decoding process
- Compressor – an audio amplifier whose gain decreases as its input level is increased
- Computerised graphics – pictures, effects or titles generated by a computer
- Computerised ticketing – a service that uses computers to number, sort, print and market tickets. This type service is usually equipped to process tickets ordered by telephone
- Concert border – stage lights mounted on the first pipe upstage of the proscenium

- Concession – a lease of a portion of a facility for the purpose of selling goods, most often refreshments
- Concierge – hotel staff member who handles luggage and mail, makes reservations and arranges other matters for guests
- Concourse – an open space or hall where crowds gather
- Concurrent sessions – sessions occurring at the same time; sessions on a variety of topics scheduled at the same time
- Condenser – a microphone in which the diaphragm is one plate of a capacitor
- Conduit – metallic pipe used to house electrical and communications cables
- Conference – participatory meeting designed for discussion of subjects related to a specific topic or area. May include fact finding, problem solving and consultation
- Conference centre – a facility that is constructed for and devoted to meetings (more meeting space than sleeping rooms)
- Conference services coordinator – primary contact person assigned to a meeting in a convention centre
- Conference-style set-up – tables set in a rectangular or oval shape with chairs on both sides and ends
- Confirmation – verification of the existence of a reservation; informal letter outlining the preliminary plans for the use of a facility or service; this may serve as the contract of small suppliers
- Confirmations letter – letter to speakers acknowledging that a commitment has been made by the speaker and the organisation and outlining information about the meeting
- Confirmed booking – written or verbal confirmation by a hotel that a booking has been accepted.
- Confirmed reservation – oral or written agreement by a facility to accept a request for an accommodation; to be binding, the agreement must state the parties, the particular date, the rate, type of accommodations and the number to be accommodated; oral agreements may require guest credit card number
- Conflict of interest statement – written document requiring speaker to disclose any conflicts of interest that may be created by their involvement with another organisation
- Confrontation – disruption of a meeting by a dissident group whereby the disruption becomes the dominant theme of the meeting
- Congress – act of coming together and meeting; formal meeting of delegates
- Consideration – price paid in a legal contract; terms of compensation
- Console – master control board for lights, sound or video
- Continental breakfast – light morning refreshment, usually juices, pastries and hot beverages
- Continental plan – a rate that includes breakfast with the accommodation. Also known as room and breakfast
- Continental seating – in an auditorium, an unlimited number of seats per row, 137 cm from seat back to seat back
- Contingencies – promises made in agreements or contracts that can be affected by future uncertainties
- Contour curtain – either a main or house curtain that is gathered up in scallops
- Contract – an agreement, with legally sufficient consideration, between competent parties to provide a particular service, the breach of which involves a legal penalty
- Contract rider – a portion of a contract that has specific clauses attached. See Rider
- Contract – a legally binding agreement between two parties
- Contracted service -- service for which the meeting manager bargains or negotiates a formal contract
- Contractor – a party who legally agrees, in writing, to perform work or provide a service
- Control room – space designated to hold control consoles and other production equipment. In a theatre this is often the stage manager's location as well. See Master control room
- Controlled economy countries – countries whose governments strictly regulate the national economy

- Controversy panel – to stimulate interest and debate, arranges for two or three views of a controversial issue to be presented
- Convention – assemblage of delegates, representatives and members of an organisation convened for a common purpose
- Convention and visitors bureau (CVB) – a non-profit marketing organisation representing a community in the solicitation and servicing of all types of visitors to that destination
- Convention industry network (CINET) – online information network provided by the IACVB
- Convention lead sheet – information form used by CVBs to circulate information about a meeting to potential suppliers
- Convention liability insurance – insurance policy that covers the meeting sponsor for any unexpected expenses from legal action due to bodily injury or property damage claims
- Convention services manager – employee of a facility or hotel who is responsible for the facility-related details of an event
- Convention services manager (CSM) – person who assists the meeting manager in arranging details of a meeting and coordinating the efforts of various service suppliers at the meeting site
- Conventional chart – an availability chart showing room numbers, type of room, guest's name and length of stay. Normally used in the reservation departments of smaller hotels
- Co-promoter – a promoter sharing the promotion and production responsibility with another promoter
- Copyright – the exclusive legal right to reproduce, publish, or sell literary, musical, or artistic work
- Copyright waiver – written authorisation from a speaker that an organisation may record their presentation for sale or future use
- Cordial – a sweet alcohol liqueur, often served after dinner
- Cordless microphone – a portable microphone which operates on its own power source
- Corkage – a charge placed on alcoholic beverages brought into a facility but purchased elsewhere
- Corner booth – exhibit space with aisles on two sides
- Corporate rate – an agreed rate charged for executive personnel from businesses and corporations, normally regular guests
- Co-sponsors – sponsors of the same property
- Counterweight pedestal – a camera pedestal that uses a counterweight system to control the camera height and permit smooth on-air movement
- Counterweight system – a stage rigging system for flying scenery or equipment vertically using variable weights added to a carriage to offset the weight of items being flown
- Cove wings – vertical slots in the side walls of an auditorium where lighting instruments are placed on booms
- Coverage – the film or video camera angles a director needs from a scene for effective editing. For example, full shots, over-shoulder shots and close-ups. See Camera angles
- Crab dolly – a small studio crane
- Credentials – a term used to describe access passes to the production staging area for event personnel
- Crew – labour personnel, either with the event production or venue, who work backstage during a production
- Crossover cable – a cable designed to connect two communications devices that normally would require intermediate equipment to be connected
- Cross-promotions – a joint marketing effort conducted by two or more co-sponsors using the sponsored property as the central theme
- Cross talk – the interference, or bleeding over, of one communications signal onto another. This happens often between copper cables because of their electrical characteristics and relative signal strengths
- Crown – the highest part of a floor that is slightly curved downward on opposite sides; the highest part (the crown) of the floor is in the middle
- Crudités – pieces of raw vegetables served as hors d'oeuvres, often with a dip
- CSM – see Convention services manager
- Cue – a signal to indicate a predetermined action
- Cue card – cards containing large printed dialogue usually held just off camera or offstage for talent to read

- Cue lights – in a theatre, this is a system of lights and switches controlled from the stage manager’s prompt corner that allows signalling of cues to crew locations where proper timing is vital to the performance
- Curtilment – means that a booking has been made for longer than the guest actually requires the room. Also known as understay
- Curtain – a length of ridged material, usually wood, fastened to the top or bottom of a drop or leg – draperies hanging or scenery positioned where the acting area meets the stage wing, masking the offstage area – drapery used to cut off the view of the stage to decorate it
- Curtain line – a line drawn on a stage plot or on the stage deck to mark the position of a curtain where it touches the stage. In rigging, the overhaul line controlling the curtain
- Customer – any independent business or operator, such as a promoter or decorator, who contracts for use of a facility
- Customs – duties, tolls or fees imposed by the sovereign law of a country on imports or exports
- Cut line – a line that is cut to release a theatre fire curtain in case of fire
- Cut-off date – deadline for holding a number of rooms or function guarantees at the group rate
- CVB – convention and visitors bureau
- Cyclorama (CYC) – a curved backdrop or wall used as a background of a set to suggest a larger space
- Cyclorama lights – lights used to illuminate the eye. Various types may be used, including PAR cans, footlights or scoop
- Dailies – screening videotape or film footage shot during the previous day’s production session
- Dais – raised platform in a hall or large room
- Damage clause – part of a contract dealing with procedures, penalties, and rights of the party causing damages
- Dance floor – a portable area for dancing that can be rented and assembled for events
- Dance floor ramp – semi-truck trailers have a floor in the forward section that is raised above the main trailer floor. This floor is referred to as a dance floor. The short ramp that is used to roll equipment down from the dance floor to the main floor of the trailer is called a dance floor ramp
- Dancer approved floors – a stage or rehearsal floor that has been added underneath the deck to soften the impact of a dancer’s contact with the floor while dancing. This helps protect the dancer’s legs
- Dark night – when a theatre is not open to the public
- Dark stage – a period when the stage is off-limits to all personnel
- Database – collection of historical information to be used for current or future planning
- Data communications equipment – the equipment used to provide a data communications circuit such as a modem in contrast to end-user data transmission equipment
- Data over voice – the transmission of low-speed data and voice simultaneously over a single voice communication circuit
- Data terminal equipment – the user equipment used to originate data transmission, such as a computer or terminal
- Day let – a room let during the day for business use
- Dead hung – tied off to a grid or beam and hung straight down. In a stage house this has meant unable to be raised or lowered during the production. However, chain motors that are dead hung allow flown equipment to be raised and lowered at any time
- Dead weight – weight of an inert body as opposed to a moving body. All platforms, towers and stages must be built to withstand live weight, which is approximately twice thrust of dead weight
- Dead wood – term used for unsold event tickets
- Deadline – the final date by which a provisional booking must be confirmed with the hotel
- Deck – any floor. See False deck
- Decorative setting – an abstract style of staging with non-realistic elements added purely for artistic effect
- Decorator – general contractor or service contractor, usually hired to set up an exhibition
- Decorator – hired contractor for a trade show or exhibition that supplies the decorations and booth supplies

- Dedicated line – a communications line that provides a link between two locations and cannot be used to establish connections to other outside locations
- Delegate – a voting representative at a meeting
- Deluge system – a fan-shaped curtain containing water used as the fire curtain. Many theatres with deluge systems have also installed exhaust fans in the roof of the stage house that are to clear smoke if a fire erupts
- Demographic profile – summary of the statistical characteristics of attendees (age, income, etc.)
- Demographics – statistical characteristics, such as age, occupation, income level, etc.
- Demonstrations – organised protests against an organisation
- Density chart – an availability chart commonly used in large hotels, displaying the total number and type of rooms available each night. Used in the reservation office
- Deposit – payment received in advance to guarantee a booking; it does not constitute a contract
- Depth (stage) – distance from the plasterline or DSC apron edge to the upstage wall. A 'legit' proscenium theatre stage is one and a half times as deep as the proscenium is wide
- Depth staging – the use of foreground and background elements in order to give a feeling of depth to a scene when shooting film or video
- Desktop publishing – preparing material for printing on a personal computer
- Destination management company (DMC) – a company, based where a meeting is being held, that can handle activities, ground transportation and themed events; can arrange, manage, and/or plan any function or service for a meeting
- Destination marketing – publicity targeted at promoting a particular location as a meeting site and/or tourist attraction
- Developmental learning – learning that occurs during the first half of life when education is directed at building a personal life, a career and a future
- Dial-up-circuit – a communication circuit that can be accessed by dialling the telephone number of the circuit with a modem
- Diamond vision – very large-scale LED screen used at indoor and outdoor events
- Die-cutting – process of cutting shapes into a sheet of printed stock
- Digital – refers to any device in which an electric signal is represented by computer-type binary numbers
- Digital data – any data or information represented in a digital format
- Digital recording – a form of video or audio recording where analogue signals are converted into off and on bits of data
- Digital video effects – an electronic device for inserting graphics or other materials into a video picture
- Digital video manipulator – an electronic control device that can manipulate video signals once they have been converted into digital information. Using this device, a variety of effects can be achieved that can be mixed into the video picture
- Dimmer – an electrical device that controls the intensities of lamps by regulating the current
- Dimmer master – a device used to link a group of dimmers to a single control
- Dip – See Floor pockets
- Dip in intensity – involuntary lowering of the intensity of stage lights. Cause can be either the fader in the control console or in the individual dimmers
- Direct broadcast satellite – a transmission and reception system through which satellite dishes at private homes can receive transmission signals from satellites
- Direct current – electrical current that flows in one direction, from positive to negative, in contrast to alternating current (CA) which reverses direction, in regular cycles per second
- Direct mail – marketing technique in which information is mailed directly to individuals in the target audience
- Direct observation – qualitative data collection method whereby information is captured by directly observing that which is being evaluated
- Direct-in dial – the ability to access a PBX-attached telephone (dial directly) without going through the main PBX console

- Directional signs – meeting signs placed to assist attendees in finding event locations
- Director – the person in charge of all creative elements of a stage, film or video production. Has the ultimate responsibility for the interpretation of the script
- Direct-out dial – the ability to place a call from a PBX-attached telephone without using the main PBX console
- Disability – a physical or mental impairment limiting normal life functions
- Dish – see Satellite dish
- Dishonoured cheque – cheque returned by the bank, usually when an error has been made or there are insufficient funds in the account against which the cheque is drawn
- Dispatcher – a person with authority who manages on-site communication of ground transportation
- Diverse routing – the ability to route a communications signal over multiple paths, depending on the communications facilities
- Dolly – a four-wheeled camera vehicle with a pedestal that permits a camera to move smoothly in all directions across a surface; a platform on wheels for moving heavy objects
- Dollying – moving the entire camera mount closer to or further from the subject. Sometimes referred to as dolly
- Double booking – when two or more groups or individuals are promised the same space over the same time frame
- Double dipping – unethical practice of receiving benefits from one or more sources for the same transaction
- Double occupancy – room occupied by two persons
- Double room – a room for two people, with one bed (double, queen or king)
- Double width – two tables placed together, allowing extra room in a conference style set-up
- Double-bedded room – a room for two persons with one large bed.
- Downlink – a communications facility that can receive signals from a satellite
- Downstage – the part of a stage closest to the audience. See Stage areas
- Downstage centre – the part of a stage closest to the audience and in the centre. See Stage areas
- Dram shop laws – laws designed to protect individuals who are injured due to the negligence of a person intoxicated by drugs or alcohol
- Drapery (stage) – hanging material/curtaining used as part of the scenery, background or stage dressing, and includes legs and borders
- Draw curtain – a type of curtain, rigged on an overhead track, that opens in the centre to each side of the stage
- Drawee – the bank on which a cheque is drawn
- Drawer – person or organisation who issues the cheque; normally the person who signs the cheque
- Drawings – drawings necessary for a production, which include elevations, stage plots with detailed drawings, and ground plans with cross sections
- Drayage – the work or cost of hauling; the transfer of an exhibitors' material and equipment to and from on-site booths
- Drencher – sprinkler pipe installed in the stage house above the house curtain to soak it, making it a barrier, in the event of fire outbreak onstage
- Dress a set – to decorate a stage setting
- Dress code – generally accepted means of attire
- Dress rehearsal – final rehearsal of a production before opening
- Drop curtain – a curtain that rolls up from the bottom
- Drop sets (drops) – large unframed expanses of material hung above the stage which often fly in and out on a batten. A drop is often weighted by a batten or chain at the bottom
- Dry ice – frozen carbon dioxide used for fog, steam or smoke effects, either on its own or in a machine
- Dry run rehearsal – rehearsal in a venue such as a rehearsal hall or in a studio without any production set-up or props
- Dual projection – the projection of two images at a time using two separate projectors and two screens
- Dummy – a preliminary layout showing the position of illustrations and text as they should appear in the final printed piece

- Duoserve property – a hotel property in which logistics are handled by the CSM, with catering handled by a separate manager
- Duotone – photograph prepared for two-colour printing
- Duties – fees levied on goods imported and exported
- Duty roster – list outlining hourly schedules and responsibilities of all meeting staff members
- Duty-free – describes goods bought in a foreign country for which an import tax is not charged
- Duvelyn – velvet cotton fabric used on stage for inexpensive curtain and drapes and for making risers and platforms
- Dynamic – a moving coil or ribbon microphone
- Early departure – when a guest leaves prior to the original departure date. Also known as curtailment and understay
- Easel – a three-legged stand with a rack used to hold posters, flipcharts or signs
- Echo – see Reverberation
- Edit – to cut and splice film or videotape
- Edit on the fly – to direct a multi-camera live video production with the director calling shots as the show progresses
- Edit room – having enough space before or after the edit point to permit a clean video or audio edit
- Educational conference centre – facility that is affiliated with a campus or university
- Educational meeting – meeting held for the purpose of teaching information
- Electret condenser – a microphone with a permanently charged capacitor/diaphragm
- Electrical wire – wiring that connects power source to the equipment; comes in various ampere capacities and gauges
- Electrical ground – cable or metal system that provides connection between the ground wire of an electrical device to the earth for purposes of establishing an electrical ground. See Ground terminal
- Electrics – lights battens on which lighting instruments are hung. Usually numbered consecutively from plaster-line to upstage
- Electromagnetic interference (EMI) – electrical or magnetic power that disrupts communications signals
- Electromagnetic spectrum – a continuous frequency range of wave energies including radio waves or light waves
- Electronic field production – the use of a single video camera to record any kind of programme on location for later editing in post-production
- Electronic news gathering (ENG) – video jargon for the process of taking a camera crew out to the field to cover news stories and events and transmit them via microwave link. Equipment for ENG must be compact, portable and very high quality. Mini-cameras such as Betacam and S-Video are very popular for ENG
- Electronic switching system – an electronic telephone switch capable of providing enhanced services such as call waiting
- Elevation – a drafting term for the front, side and rear views of scaled drawings showing the exact dimensions and details of a stage and set viewed from eye level.
- Ellipsoidal spotlight – spotlight that combines reflector, lamps, shutter and two plano-convex or step lenses. Also called a leko
- Emergency lights – battery-powered lights that turn on automatically during power failure
- Emergency medical plan – a formalised plan of action for handling on-site emergencies from basic first-aid requirements to fire or serious injury
- Emergency power – power service which activates when the primary power source fails
- EMI – electromagnetic interference
- EMT – early morning tea (can include coffee)
- English breakfast – full breakfast menu plus action stations for hot foods made to order
- Entrée – the principal dish of a meal
- Environmental considerations – those conditions in the meeting facility surrounding and affecting projection and audio quality (i.e. doors, ceiling height, etc.)
- Epergne – a pedestal used for floral arrangements, fruit or other focal points; usually a table centrepiece
- Equaliser – an electronic signal processing device that is used to change specific audio frequency response of a signal passing through it to help balance the audio output of the loudspeakers in a venue

- Escrow account – separate financial account used to deposit funds, usually with a bank as custodian, to be delivered upon fulfilment of some condition
- Establishing shot – a camera shot of a scene that orients the viewer to the surroundings, usually an all-inclusive long or wide-angle shot. This shot is frequently used as an opening shot. See Camera angles
- European Community (EC) – the block of Western European countries formerly known as the European Economic Community (ECC)
- European Plan (EP) – a hotel plan whereby the daily rate covers only the cost of the room (no meals)
- Evaluation – the process of gathering specific information related to goals and objectives
- Event order (EO) – see Function sheet
- Exchange rate – the relative value of two different currencies at a specific time
- Exclusive contract – contract between a facility and a service as the only service that may be used in that facility for a specific service
- Executive committee – committee whose duty it is to administer rules and manage the affairs of the facility, organisation or meeting
- Executive conference centre – a first-class conference facility that caters to executive-level meetings
- Executive floors – rooms provided, especially to business people, on a separate floor which also provides separate check-in desks, meeting-room space, business centre facilities and sometimes separate lounge and bar areas
- Exhibit – an organisation's booth at a public show for competition, demonstration, or sale
- Exhibit booth – individual display area constructed to exhibit products or promote a service
- Exhibit hall – area within the facility where exhibits are located
- Exhibit prospectus – promotional materials and published specifications, rules and regulations for prospective exhibitors. It is designed to encourage participation.
- Exhibit/trade show/vendor – a stall or stand for the sale or exhibition of goods
- Exhibition manager – person responsible for all aspects of an exhibition or trade show
- Exhibitor service kit – a packet of information regarding exhibit service providers and other information that exhibitors will need to participate fully in an exposition
- Exhibitor's kit – information and request forms prepared and sent by decorator to all registered exhibitors
- Expense budget – detailed list of expense items for a meeting and the funds allocated or estimated for each
- Exposition (exhibition) – public trade show
- Exposition service contractor – firm that provides set-up, booth materials, decorations, signs, and many other materials and services needed for an exposition
- Expository learning – the instructor presents to the learners and the learners remain passive and watch or listen
- Facilitator – person assigned to make a meeting or discussion run smoothly and efficiently
- Facility – something that is built, installed, or established to serve a particular purpose (e.g. raised loading space trailer height for trucks to back up to for loading and unloading)
- Facility specification format – standard forms, or forms used by a specific facility, to record details of a meeting
- Fader – an electronic device on a control board used to control audio, video or lighting intensities
- False ceiling – a ceiling that is lower than the actual ceiling, lightly braced, supporting no weight except for the false ceiling itself
- False deck – a raised floor put on top of a stage floor. A false deck normally has various types of electric or mechanical devices within it for special effects or quick set changes
- False proscenium – in a proscenium theatre production, an inner frame constructed and set upstage of the plasterline to narrow a large proscenium opening or set the performance further upstage to facilitate the lighting design
- Familiarisation (FAM) trip – trip to a meeting facility made before official site selection to review all facilities
- Fast-fold screen – projection screen with a folding aluminium frame, interchangeable fabrics and adjustable height

- Fax-on-demand – a service which provides immediate response to information requests (usually requested through a phone number) via fax transmissions
- Feed – the transmission of a signal from one point to another feedback
- Feedback – evaluative information given after the meeting
- sound travelling from speakers back through a microphone, which causes uncomfortable squealing sounds
- Festival seating – large floor or lawn area at a venue where no seats are provided for the audience
- Field of view – size or scope of a camera shot indicating how much area is encompassed
- Final programme – event that concludes a meeting period
- Final statement – master billing account in its final form, after the event is over
- Financial statement – report consisting of a balance sheet and statements of income and expenses; final version of the master billing account invoice after all corrections have been made
- Fire code – laws set up nationally and regionally for the protection of people in public buildings and places of amusement
- Fire curtain – in a proscenium theatre the curtain that is located directly behind the proscenium. The curtain is made of a material that when lowered gives the audience time to evacuate if a fire should break out on stage. See Deluge system
- Fire escape – an emergency fire exit usually located on an outside wall. Consult regional fire code and fire department rules governing fire escapes
- Fire extinguisher – portable fire-fighting equipment containing materials which extinguish or contain fire
- Fire rating – a rating given to a material based upon the amount of time that the material can resist flames or extreme heat without burning. Scenery covered with a non-flammable treated material should be assigned a specific fire rating, such as a three-hour burn time
- Fireproof – see Flameproof
- Fire-stop – the placing of a material that is non-flammable or heat-resistant in a location to prevent the spread of a fire through openings in walls or floors
- Firewall – a wall designed to prevent a fire from spreading from one area to another adjacent area
- Fishpole boom – handheld boom to which a microphone is attached, used on location or where a larger boom is too unwieldy
- FIT (foreign independent traveller) – international traveller, normally requiring accommodation only
- Fixed expense – a budget item that is constant; not dependent on attendance
- Flameproof – flame retardant due to the application of chemicals or chemical solutions
- Flash powder – a chemical powder used to produce smoke and special flash effects
- Flat – a framed piece of scenery covered with fabric such as canvas suitable for framing
- Flat rate – one price, based on average cost, for all guest/sleeping rooms in a hotel; basic rate with no discount or special offer
- Flies (fly loft) – in a stage house with a rigging system, the space above the stage and below the grid used for flying scenery or equipment out of the audience view. Also called fly tower
- Flipchart – a large pad of paper placed on an easel, used for illustration by speakers at meetings
- Floor limit – a maximum amount a hotel can accept on a credit card. Also known as sanction limit
- Floor microphone – microphone mounted on a stationary floor stand
- Floor plan – a scaled drawing showing the arrangement of rooms, halls, etc.; a scaled plan of a TV studio floor or film or soundstage floor indicating the placement of scenery and equipment. For stage production, see Stage plot
- Floor plate – a small metal plate with a ring used for tying lines to the stage floor
- Floor pockets – an electrical receptacle recessed in the stage floor and protected with a metal cover. Also called dip
- Floor stand – see Boom
- Flown scenery or equipment – scenery or equipment raised above the staging area by a rigging system or chain motors
- Fly – to elevate scenery or equipment using a rigging system or chain motors

- Fly gallery – in a stage house, a platform attached to the side wall of the stage house and used to operate the stage rigging system. Also called a catwalk, fly floor or gantry
- Flying system – see Stage rigging system
- Flyman – a stagehand who operates the stage rigging system during a production
- Foam core – two sheets of lightweight-coated paper with a Styrofoam centre, used for signs, decorating and exhibits
- Focal length – the distance from the optical centre of a lens to its focal point. It indicates lens image magnification
- Fog effect – smoke from either dry ice or a fog machine
- FOH (front of house) – the audience area in front of the stage. See House
- Foil stamping – metallic or coloured ‘foil leaf’ used in stamping. Heat and pressure are used to print the design on a surface
- Folio – guest bill on which all charges are recorded. Also known as guest account
- Follow spotlight – a survival spotlight that swivels, allowing the operator to follow the movement of a performer or person in the audience
- Foot-candle – see Candlepower
- Footlights – a strip of lights placed on the stage deck or embedded in the deck downstage of the plasterline and at the edge of the apron
- Force majeure clause – a clause in a contract that limits a performer’s liability in the need of cancellation due to circumstances beyond the artiste’s control
- Forestage – see Apron
- Formal setting – a formal, permanent background not enclosing the stage
- Format – a type of videotape or audio recording system. Also a computer information type of storage system
- Four-colour separation – process of printing a full-colour image, using four screened patterns from which printing plates can be engraved
- Foyer – the entry hall or area encountered immediately upon entering a venue and before the lobby or concourse
- Foyer – see Lobby
- French service – banquet waiters wear white gloves to serve guests; server places food on guest’s plate from a prepared platter
- Frequency – see Radio frequency
- Fresnel lens – a spotlight lens that uses a system of concentric ring-shaped steps to achieve its focusing effect
- Fresnel spotlight – type of spotlight with a Fresnel lens that gives an even field of directional light with soft edges. The most commonly used lighting instrument in TV production
- Front desk – area of the front office where a guest registers, where keys are possibly kept and where information can be obtained
- Front of house (FOH) – the audience area in front of the stage. See House
- Front-screen projection – project of film from the audience side of a light reflecting screen
- Full American Plan – a hotel plan whereby the daily rate covers the room and three meals
- Full breakfast – breakfast menu which includes meats, breads and pastries, eggs, potatoes, cereals, fruit and beverages
- Full stage – the entire area of the stage that can be used as the performance area. See Acting area and Staging area
- Fullness – draperies and costumes made with deep folds or gatherings. Usually requires more than 50% additional fabric
- Full-service hotel – provides a wide selection of guest services in addition to accommodation, such as food and beverage, room service, laundry service, etc.
- Function – an event that is a part of a planned meeting; an area of meeting planning that involves income or expenses (printing, registration, etc.)
- Function book (budget handbook) – detailed book containing quotes and figures used to determine line items in the functional budget
- Function room – room in which a formal event is held
- Function sheet – a collection of all details relative to a meeting’s needs (including sleeping rooms, billing arrangements, contractor information, etc.). This document is circulated to all key personnel in the facility and organisation
- Function space – physical space taken up by an event
- Function ticket – a ticket for admission to an event that is part of the planned meeting activities

- Functional budget – comparison of projected expenses and income for a meeting arranged by category (function)
- Fuse – provides protection against overload in an electrical circuit. Heat from excessive current melts the fuse element, blowing the fuse and opening the circuit before it or equipment is damaged. Can be replaced easily. See Circuit breaker
- Gaffer – stage crew department head
- Gain – the increase of a signal (amplification) measured in decibels (dB)
- Gallery – the highest balcony in a theatre
- Gang – to link together two or more electrical devices on one circuit
- Ganging menus – serving the same menu that another group in the hotel is serving; to lower food costs
- Gantry – see Catwalk and Fly gallery
- Gate – an audio expander whose threshold can be set to attenuate low-level signals. See Noise gate
- Gauze – see Scrim
- Gel – coloured plastic, glass or gelatine material which is mounted in front of lighting instruments to produce coloured light
- General admission – a fee paid for admission to an unreserved seating area
- General session – session that all participants in a meeting attend
- Generic signs – signs printed without specific dates that can be used for future meetings
- Genie lift – a trade name for a pneumatic lift. See Lift
- Gerb – a pyrotechnic device that displays an approximate 5 cm–1,2 m flame
- Ghost load – an offstage lighting instrument used to load a resistance dimmer for a complete dim-out on stage
- Giraffe boom – a medium-sized microphone boom with a tripod base and a telescoping arm
- GIT – group inclusive tour. A package tour
- Give-aways (or novelties) – items imprinted with a logo or an event theme for users to take home to enhance the memory of the event message
- Glass beaded surface – projection screen with a very reflective surface made of tiny glass beads; narrow viewing angle
- Gobo – a metal template that, on a lighting fixture, is used to project a desired pattern, such as a logo or scenery
- Good faith effort – a true and honest effort to uphold the law
- Goods and services tax – fee imposed on the sale of goods and services
- Governor – a device used to limit the speed of a fuel-powered motor
- Grand drape – a stage curtain which is hung upstage of the proscenium and downstage of the show curtain
- Grand valance – the first drapery border between the proscenium and the main act curtain, generally made of the same material and often used to vary the height of the proscenium arch
- Grandstand – a seating area for spectators at a venue
- Gratuities – cash or gift amounting to a percentage of the bill that is given to managers and department heads after the event for exceptional service provided
- Gravure printing – an expensive printing process mostly reserved for art books; utilises an indented printing surface
- Grey scale – a test pattern representing several shades of grey, from TV white to TV black, that can be readily distinguished by a video camera
- Green room – backstage, reception or hospitality room located near the stage and serving as a meeting place for guests or a place where actors, artists or participants can spend free moments before, during and after the performance
- Grid (gridiron) – structural framework of beams located in the stage house above the stage and running parallel to each other. The grid can support a stage rigging system or rigging for chain motors used to fly scenery or equipment
- Grip – a stagehand who assists in shifting, setting and striking the stage set
- Gross square metres – the width multiplied by the length of the area
- Ground (electrical) a conductor in a power service panel directly connected to the earth via water pipe or other suitable grounding device. In an electrical three-wire AC cable, the insulated wire, normally green, connects to the ground in a three-prong receptacle, thence to the ground in the panel

- Ground plan – facility plans that show the facility or venue layout
- Ground station – see Earth station
- Ground support – support equipment that lifts event production equipment overhead that is normally flown for the production but cannot be flown at that venue
- Ground terminal – a section of metal placed in a communications facility that serves as a common access point for multiple ground wires. Individual ground wires from electrical systems are connected to this terminal, which in turn is connected to an earth ground
- Groundrow – a free standing, low profile painted cut-out representing hills, mountains, waves, etc.
- Group history – facts and figures detailing a group's past events
- Group rate – room rate negotiated for booking multiple guests. Usually reflects a percentage reduction from the rack rate
- Guarantee (catering) – final number of guests the meeting manager tells catering to prepare for
- Guaranteed booking – reservation held overnight as payment has been made to hold the room whether or not the guest arrives
- Guaranteed number – those servings, meals or rooms requested and paid for regardless of whether they are actually consumed or occupied
- Guaranteed reservation – hotel room reservation for which the first night's fee is paid in advance
- Guy line – a rope or cable tied from a tall piece of equipment or scenery to a floor plate or another tie-off point and used to steady and strengthen an object
- Half duplex – a communications circuit (typically tow wires) that is able only to either transmit or receive at one time. The opposite of full duplex
- Half-hour (stage call) – backstage, pre-show call given 30 minutes before performance time
- Half-round – a semi-circular table
- Half-round set-up – a 152–183 cm round table with people seated only around the half of the table facing the speaker or stage
- Half-tone – photograph that has been prepared for a single-colour reproduction
- Handouts – materials given to session attendees, which were not included in the registration packets
- Hands-on participation – demonstration of a product or service in which people actively participate with the product or service
- Hanging microphone – a microphone suspended by its cord from above
- Hanging plot – see Light plot and Rigging plot
- Hard camera – full-size video camera mounted onto a tripod, pedestal, or boom and used for TV broadcasts and video recording. Not portable like mini-cameras
- Hard currency – a currency that can be traded outside its native country
- Hard tickets – tickets printed by a ticket printer as opposed to those generated by a computer service
- Hard wire – a communications circuit between two devices that is permanently or directly attached
- Harmonic frequency – a frequency that appears as the result of a strong signal at a lower frequency. For example, a four MHz signal transmission produces 16 and 32 MHz harmonic frequencies
- Hazardous waste – most chemicals, solvents, cleaning fluids, thinners, dyes, coolants and petroleum products are considered hazardous materials and should be stored, used and disposed of according to health and safety guidelines
- Head – a stage crew department head
- Headcount – number of people physically present at an event
- Head-end – the part of a radio or TV facility that receives signals from various sources
- Headline act – the top billed act of a show
- Headquarters hotel – one hotel in a multiple hotel meeting where VIPs stay and official functions are held
- Head table – the most visible area to seat VIPs and the MC at a function
- Health warning – decree issued by the World Health Organisation warning travellers of the outbreak of a communicable disease in a given area
- Hemp system – rope stage rigging system used to support, raise and lower scenery and equipment

- High ban – a videotape recording process that uses high frequency signals to produce higher quality pictures
- High season – peak season of a hotel; prices are normally at their highest.
- High shot – same as high angle. See Camera angles
- Hold all space – blanket hold on all available space in a facility without specific meeting or function room names
- Hold harmless clause – part of a contract declaring that neither party will hold the other responsible for any damages or theft to materials or equipment owned or rented by either party; clause declaring that one party will take responsibility for damages assessed as the result of another party's inaction
- Hollow circle – seating arrangement of tables and/or chairs all facing each other in a single circle
- Hollow square – seating arrangement with tables arranged in a square with an open middle, chairs are on the outside only
- Honorarium – voluntary payment made for services that require no fee
- Hors d'oeuvres – hot and/or cold finger foods served at a reception
- Horn – a horn-shaped loudspeaker
- Horseshoe – seating arrangement of tables and/or chairs in an oblong semicircle with one end left open toward the focal point
- Horseshoe stage – a stage that is surrounded on three sides by an audience. Typically, refers to a stage set-up that uses only a portion of an arena or football stadium and faces one rounded end, or 'horseshoe'. See Thrust stage
- Hospitality programmes – plan for receiving and entertaining guests in a friendly and generous manner
- Hospitality suite – large room or suite used to entertain guests
- Hospitality – hosting key customers, clients, government officials, employees and other VIPs at event. Usually involves tickets, parking, dining and other amenities, often in a specially designated area, and may include pro-am spots, backstage tours, etc. Synonym – Client Entertainment.
- Host – person assigned to assist a speaker before, during, and after a presentation
- Hosted bar – the sponsor pays for all drinks
- Hot circuit – electrical current moving through a circuit
- Hotel diary – a book that records all guest details under date of arrival order
- Hotel register – a system used when guests are checking into the hotel to record personal details of that guest. Some of this information is required by law
- Hotline – telephone equipped for direct, no-dial, exclusive service between two locations
- Hotspot – an extremely bright concentration of light in one place relative to the surrounding illumination
- House – the audience side of the venue. See Front of house
- House board – a permanently connected control panel or removable console for lights or sound. See Console
- House brand – an established brand of alcohol used by a facility to assist a lower budget
- House count – number of rooms let on a particular day
- House lights – lights used to illuminate the audience area
- House wines – the standard wines offered by a facility, usually at lower cost
- Housekeeping – department of a hotel's staff that takes care of routine physical management; responsible for the management of guest-rooms and the cleanliness of all public areas of a hotel
- Housing – shelter or lodging
- Housing bureau – third party agency capable of managing the housing process for a meeting
- Housing list – a list of all guests provided by the meeting manager detailing room requirements, special guests, payment method, etc.
- Housing report – document prepared by a housing bureau detailing the housing process (reservations, pick-up, etc.)
- Housing service – service that handles booking rooms for meetings using multiple hotel facilities
- Hydraulics – use of fluid to power moving devices or equipment

- IACVB – International Association of Convention and Visitors’ Bureaus (sic)
- Ice carving – a decorative piece carved from a large block of ice for a food table centrepiece
- Impedance – the total electrical resistance to an electrical signal transmission
- Imprinter – machine used to imprint details from a credit card onto the sales voucher.
- In conjunction with (ICW) – an event or function that occurs because of another meeting
- Incandescent light – the conventional lamp housed in a glass bulb that produces light by the glow of a heated filament
- Incident light – light coming directly from the source of illumination
- Incidental account – charges which are the guest’s own responsibility and are not paid for by a company or travel agent
- Incidentals – all expenses, other than room and tax, billed to a guest’s account, such as room service and telephone calls
- Inclusive rate – catering or accommodation rates that include gratuities and taxes
- Income budget – detailed list of income sources for a meeting and the funds expected from each
- Indemnification – protection from liability under stated circumstances or exemption from incurred liabilities
- Indemnified – secured against loss or hurt; held harmless
- Industrial – a non-public exhibition of a corporation’s products to its distributors. Normally includes an entertainment production and banquet
- Industrial show – an exhibit of numerous related or similar products by various companies for the purposes of introducing new products, sales promotion and increased visibility to the general public
- Inflatable – a large, air-filled balloon shaped into things or characters for use as props. Filled quickly by high speed fans that suck air into the balloon
- In-focus coverage – amount of time sponsor identification is visible to TV viewing audience during event broadcast
- Infrared hearing system – a system using infrared light to transmit onstage sounds to lightweight wireless headphones for hearing impaired people
- In-house (supplier) – service provider who operates and maintains an office on-site
- Injunction – a court order which requires or restricts a specified act. An injunction empowers merchandise security guards to stop the sale of and seize unauthorised merchandise bearing the trademarked event name or logo
- In-kind sponsorship – payment (full or partial) of sponsorship fee in goods or services rather than cash
- Inner proscenium – See False proscenium
- Inspected (hotel room) – room has been thoroughly checked by a supervisor or housekeeper
- Insurance – legal agreement by which one party guarantees to undertake loss suffered by the other under specific circumstances
- Intercommunication system (intercom) – an electronic communication system with lines run to individual headsets or telephone receivers which allow event personnel to keep in touch with each other during a production
- Interface – the place where independent electronic system connects to make communication possible with each other
- Interference – any disruption of a communication signal due to EMI (electromagnetic interference) or other disruptive signals or power noise
- Interiorscapers – designers/decorators who specialise in using decorations to enhance an event and create a theme
- Interleading rooms – see Communicating rooms. Also known as interconnecting rooms
- Interpret – to orally repeat spoken words in another language
- Interpretation – the act or result of explaining something; orally repeated spoken words in another language
- Interpreter – an individual who reads and speaks more than one language and can orally convert one language to another
- Interview technique – method of direct questioning, e.g. directly questioning registrants instead of having them complete a form independently during on-site registration
- In-the-round – see Theatre-in-the-round
- Inventory list – a detailed, itemised list of supplies and equipment on hand

- Invitation letter – letter, e.g. to a potential speaker, outlining the preliminary purpose and plans of a meeting and requesting their services
- Invoice – an itemised list, with prices, of goods or services sold or shipped
- Isolated camera – a video camera that feeds its own videotape machine as well as being used in a multiple camera production. This technique provides additional editing footage
- Itinerary – the actual or proposed route and schedule of travel
- Jack – female audio or telephone receptacle
- Jack-knife stage – two platforms with wheels on one side only that allow each to pivot into position, one from offstage left and the other from offstage right
- Jigger – a 45 ml measure used in making alcohol drinks
- Jumbotron – a huge LED display device. For all intents and purposes, it's a gargantuan television. Most commonly they are used at sporting events, both indoor and out. Jumbotron has become the generic name for all huge display devices. However, Jumbotron is a trademark of the Sony Corporation.
- Keg – a bulk container for beer or wine, usually affords better pricing
- Key card – card issued to the guest on registration. It displays room number, name, rate and other relevant details. Used when the guest requests the key
- Keying – the process of replacing one part of a video image with part of another video image. See Chroma key
- Keynote – opening remarks of a meeting that set the tone of the event and motivate attendees
- Keynote speaker – one who presents the issues of primary interest to a group of people
- Kiosk – a small, light structure with one or more open sides used as a stand to sell something
- Laminate – a pass or credentials sealed in plastic and used for identification
- Lamps – lights, bulbs, globes. Includes the arch type, incandescent and tungsten halogen
- Land-line – a telephone line or other terrestrial communications circuit
- Large group patterns – learning activities that require the participation of a large group of learners
- Large-scale video display system – see Diamond vision and Jumbotron
- Laser – a light mechanism that produces an intense ray of piercing colour, brilliant light about 5 mm in diameter
- Lavalier microphone – a portable, mono-directional microphone that can attach to a speaker to allow him or her freedom and mobility
- Lavalier – a very small microphone that can be worn around the neck on a cord or clipped to clothing
- LCD (liquid crystal display) panel – device used in conjunction with a high intensity overhead to project computer images onto a screen
- Lead – preliminary meeting profile circulated by a CVB to facilitate capability of servicing a meeting and facilities; then sends information to the meeting manager (lead system)
- Lead-time – time period from when a booking was made to the time a guest checks into the hotel
- Lectern – a stand that holds a speaker's text
- Lectern microphone – microphone attached directly to a lectern on a flexible metal goose neck for adjusting
- Legal authority – position of a person within an organisation or facility that enables them to sign an agreement on behalf of the organisation or facility
- Legally enforceable – supportable by a court of law
- Legit theatre – popular abbreviation for the legitimate stage; live theatre as opposed to movies
- Legs – draperies suspended vertically from the grid and used to mask the sides of the stage from the audience view
- Letter of agreement – from the facility being considered; indicates the space requested and held; negotiations follow
- Letterpress printing – process in which ink is applied to a raised printing surface
- Liability – something that an organisation is legally responsible for
- Liability clause – part of a contract outlining conditions of liability

- Liability disclaimer – legal statement releasing the organisation from responsibility for any arrangements made by attendees with services listed by the organisation (e.g. childcare)
- Liability law – system of laws designed to protect people from damages caused by a party behaving in a negligent manner and creating or being responsible for harm as the result of that behaviour
- Licence – written permission granted by an authority to engage in a specific action or business
- Licensing right – to use a property’s logos and terminology on products for retail sale; while a sponsor will typically receive the right to include a property’s marks on its packaging and advertising, sponsors are not automatically licensees
- Lifelong learning – an ongoing process in which an individual actively seeks to understand and contribute to change
- Lift – a spar connected to a base that can be lifted, moving people, video cameras or equipment from one point to another
- Lift – any telescoping tower or boom, or scissors platform, operated by hand crank, pneumatics, hydraulics or electricity, that lifts people or equipment. See Boom
- Lift gate – a movable lift attached to the rear of a truck, used for raising and lowering equipment
- Light tower – pole used to mount lighting instruments in the wings. Also called Light tree
- Light tree – tower of pipe used to mount lighting instruments in the wings
- Lighting – the process of fixing the exact area to be lit by each light instrument
- Lighting instruments – PAR cans, spotlights and other lamp holders that project light
- Lighting projection – an enclosed area usually at the back of a venue used as a projection room, lighting and sound control location, or for high intensity spotlights or follow spotlights
- Lightplot – lighting design showing all areas where lighting instruments are used to light the event staging area
- Lights – lighting control board. See Console
- Limited consumption bar – host establishes the maximum rand amount to be spent at an open bar; bar is closed or converted to cash when limit is reached
- Limiter – an audio compressor whose output level remains constant regardless of its input level
- Line loss – the degradation or decrease of a signal on a communications line
- Line-of-sight system – a communications system that transmits non-terrestrial signals, such as microwave or infrared, and requires a direct and unblocked sight path between send and receive devices
- Line set – see Set of lines
- Liquidated damage clause – language in a contract that specifies the exact amount of money parties agree to pay for breach of the contract
- Liquidated damages – the amount of money one party must pay to the other in the event of a breach of contract
- Liquor – alcoholic beverages
- Litigation – legal challenge taking place in court
- Live-on-tape production – a programme that is recorded on videotape in its entirety. The viewing audience watches the performance unedited as it actually took place earlier
- Load-in – the process of loading a production’s equipment into a venue
- Load-in, load-out – scheduled times for the crew to load and unload equipment
- Loading dock – part of a warehouse or building where goods are received
- Loading platform – in a stage house, a catwalk located near the grid, running parallel to and above the fly galley of a counterweight rigging system and used for loading counterweights on harbours to counterbalance flown equipment
- Lobby – a large passage, hall or room immediately outside the venue seating area where the restrooms, concessions and merchandise vendors are located and where the audience can spend intermission
- Lobby (hotel) – entrance hall of the hotel; same as foyer
- Local sponsorship – the practice of enlisting a local organisation (or branch) to endorse holding a meeting in that area
- Location production – a film or video production site outside the normal studio

- Loft – space between the grid and ceiling of a stage house. See Flies
- Long shot – camera shot of a set or a subject which usually includes a wide-angle field of view. See Establishing shot and Camera angles
- Lost property book – book kept by the housekeeper; records all lost property found in the hotel.
- Loudspeakers – speakers used to magnify sound in a meeting room or large area
- Low band – a videotape recording process that uses low frequency signals to produce a video image. Provides lower quality picture than high band
- Low season – quietest period at the hotel; prices are normally at their lowest
- Low shot – an angle created when a low camera shoots up at a subject. Same as low angle. See Camera angles
- Luggage book – book kept by concierge, records all the dealings concerning guests' luggage, e.g. number of articles handled, by whom, and from or to where they were taken.
- Luminaire – the international term for any lighting instrument of any kind
- Luminance – the brightness of a signal. Black, white and all shades of grey contain only luminance
- Mail advice note – a form notifying a guest that a letter or parcel is awaiting collection.
- Mailing house – company equipped to handle bulk mailings on behalf of an organisation
- Mailing list – list of names to whom literature or other information is sent
- Main curtain – the primary drapery separating the stage from the auditorium
- Main terminal – the point at which cables coming into a facility connected to the building interior or grounds cable distribution system (often involving electrical protection)
- Maitre d'hotel – the headwaiter at a hotel or restaurant
- Management accounts – expense accounts or allowances given by some hotels to the hotel management
- Management committee – committee charged with handling, controlling and directing a business or an event
- Manifest – a list of passengers or an invoice of cargo being transported
- Market – the potential consumer group likely to be interested in, or to need, a service or product
- Marketing – the process of selling a meeting to the target audience
- Marquee – a long and narrow tent without sides
- Mask/masking – drape used to cover certain areas of an event from the view of the audience; flats, groundrows, draperies/curtains, or other material used to hide areas of a stage from audience view or block light spill from outside light sources during a planned blackout in the venue
- Master account – an organisation's charge account for expenses incurred during a designated hotel stay
- Master angle – a single camera angle in which the action of an entire scene is played out
- Master bill – the main account on which charges have been recorded to a company or particular guest. Charges not recorded on the main account are normally posted on an incidental account
- Master billing account – centralised record of all charges associated with a meeting
- Master control room – the primary engineering control centre where all video and audio signals are ultimately channelled for video broadcast or recording. This is also where the signal output to large-scale image display system is controlled
- Master of ceremonies/MC – a person who introduces acts or participants in a variety of productions
- Matte – a special electronic effect whereby two cameras are electronically keyed together. See Keying
- Matte billing account – centralised record of all charges associated with a meeting
- Matte white surface – flat, non-glossy projection screen surface that affords a wide viewing angle
- Mean – the numerical average
- Media equivalencies – measuring the exposure value of a sponsorship by totalling the coverage it generated and calculating what it would have cost to buy a like amount of ad time or space in those outlets based on media rate cards

- Media kit – packet of information that is supplied to the media; contains all the details of a meeting that are required to attract media attention and attendees
- Media sponsor – TV and radio stations, print media and outdoor advertising companies that provide either cash, or more frequently advertising time or space, to a property in exchange for official designation
- Medium shot – a camera angle somewhere between a long shot and a close shot. Same as medium angle. See Camera angles
- Meet and greet – escort service provided to VIP guests at the airport
- Meeting décor – flowers, greenery and other decorations intended to enhance the atmosphere and add a theme to the event
- Meeting history – facts and details concerning previous meetings
- Meeting manager – a person whose job it is to arrange every aspect of planning and conducting a meeting or convention
- Meeting planner – producer or manager of conventions, expositions, meetings, seminars and trade shows
- Meeting profile – a written report outlining statistics of previous meetings, anticipated use of all services, profile of attendees, occupancy pattern, etc.
- Meetings résumé – see Function sheet
- Meeting specifications – preliminary information about a meeting (such as occupancy pattern, function space, food and beverage requirements, etc) that is circulated by the CVB
- Merchandise – goods sold at an event
- Metropolitan hotel – hotel located in the downtown area of a large city; usually close to shopping and other points of interest
- Mezzanine – an area of theatre seating above the orchestra and below the balcony. When a theatre has only a single balcony, the first several rows are frequently designated the mezzanine
- Microphone – an instrument in which sound waves are caused to generate or modulate an electric current for the purpose of transmitting or recording sound. Also called a mike
See Transducer
- MIDI – musical instrument digital interface
- Minimum (no. of people) – the smallest number of people for a function before a surcharge is applied
- Minutes – notes containing the most important features of a meeting and a detailed list of action items and their point of contact
- Mix – an electrical process for combining audio or video signals from more than one source to form one signal
- Mix down – an intermediate audio editing step in which two or more audio tracks are mixed onto one track and then used as sub-masters added to additional audio tracks in the final editing session. See Sub-master
- Mixer – see Console
- Model – a three-dimensional scale representation of a stage plot as designed
- Moderator – one who presides over an assembly, meeting or discussion
- Modified American plan – the rate includes room, breakfast and one meal, usually dinner. Also known as demi-pension and half board
- Modular – a microphone with interchangeable diaphragm modules
- Modular exhibit – exhibit constructed of individual units capable of being rearranged or used for various other things
- Monitor – visual device used to view a video or computer image
- Monochrome – consisting of one colour. Sometimes refers to black and white TV
- Motion picture film – series of visual images on film that appear to move when viewed
- Motivational meeting – meeting held to stimulate interest and enthusiasm or persuade people to take some action
- Motorised rigging – a stage house rigging system powered by hydraulic or electric motors. See Chain motor
- Move-in – time during which exhibitors may set up their booths
- Move-out – time during which exhibitors remove their goods from the exposition
- Moving coil – see Dynamic
- Moving grandstands – grandstands that can be moved for different event configurations
- Moving projections – scenery created by moving projections of abstract effects

- Multi-image – a presentation that uses multiple slide projectors, video sources and an audio track
- Multimedia – the utilisation in one programme of two or more audio-visual media
- Multiple-camera production – several cameras used simultaneously to pick up the action in a scene or event whether transmitted live or recorded. The signals from the various cameras are edited on the fly as the programme progresses
- Multiplexing – the process of piggybacking multiple audio, lighting or video signals digitally onto a single channel
- Multi-sensory – relating to or involving several physiological senses
- Municipal marketing – promotional strategy linking a company to community services and activities (sponsorship of parks and recreation programmes, libraries, etc.)
- Music video – short filmed or videotaped musical numbers that convey the story, mood or emotion suggested by a song
- Musical director – the conductor responsible for all musical content of a production
- Musical instrument digital interface (MIDI) – a standard for instrument-computer interface that allows any MIDI musical instrument to communicate with computers
- Networking – the exchange of information or services among individuals, groups, or institutions
- News (press) release – official statement about a meeting that is sent to the media for printing in their publications
- News conference – scheduled meeting with media representatives to discuss aspects of a meeting and/or interview key people
- Newsletter – a bulletin issued to subscribers/members at regular intervals to keep them informed
- Noise – electromagnetic interference (EMI) that disrupts a communications signal. Noise may be the result of power signals, other circuits, or natural interference
- Noise gate – a gate used to eliminate background noise coming through a microphone
- Non-affiliate reservation system – a subscription system which is designed to connect independently operated hotels
- Non-profit-making business – Business that is not run specifically to make a profit, e.g. private clubs, institutional or welfare catering
- Non-residential centre – facilities equipped for meeting, but no sleeping accommodation
- No-show report – states the percent of attendees who fail to show up, but did not cancel their reservations
- No-show – person who has made a reservation and does not arrive on a particular day.
- Notch filter – a filter designed to attenuate a relatively narrow band of frequencies
- Occupancy rate – number of single vs double occupancy rooms used by attendees
- Offer – space and rent proposal from the facility; may be in the form of a contract or licence agreement
- Office suite – similar to a hospitality suite, but geared more exclusively toward typical office communications services (i.e. phone, fax, computer, copier)
- Official airline – airline contracted by the sponsor of an event to provide special deals or amenities to attendees
- Official language – language in which an organisation states that it will conduct all of its business
- Off-season – time of year when average business activity is slow (shoulder season)
- Offset printing – a photographic printing technique that utilises negatives and metal plates; the printing surface is flat
- Off-site event – event held somewhere other than the host facility
- Offstage – any part of the stage outside the acting area
- Omni-directional microphone – microphone used for studio recording that is designed to pick up sound from all directions
- On-site management – details that the meeting manager must supervise at the site of the event
- On-site office – organisation's temporary headquarters office that is set up on-site to handle business during the event

- On-site registration – registration that occurs directly before the meeting at the meeting location
- Opaque projector – equipment designed to project the image of an opaque object, such as a sheet of paper
- Open bar – drinks are paid for by the sponsoring organisation (hosted)
- Open seating – extra tables are placed, but not fully set; these can be prepared quickly if more guests show up than expected
- Open set – a set design approach which uses a minimal set and then only to suggest the actual environment
- Open (rooms) – term meaning rooms are available for letting
- Open-ended – type of question format in which respondents are asked to communicate a response in their own words
- Opener – the first scheduled act of a stage show that has multiple acts on the bill
- Operating light – a work light, often dimmer controlled, coloured and focused on specific equipment used during a performance when it is in the dark. Also called a console light
- Operations manual – a collection of all information pertinent to the meeting (organisation info, contract details, room set diagrams, etc.)
- Operator – the person who operates a light or sound console or other production equipment during a show
- Option to renew – contractual right to renew a sponsorship on specified terms. See Right of first refusal
- Orchestra – a theatre term for the entire lower floor in front of the stage or orchestra pit
- Orchestra pit – the area immediately in front of the stage intended to accommodate an orchestra. In a theatre it is normally sunk below the stage floor. Hydraulically controlled orchestra pits are probably the most commonly used stage elevators in the country and the majority of those raise from basement to stage level, forming additional apron space in the high position
- Organisation sponsored service – service that is set up and controlled by the sponsoring organisation (e.g. childcare)
- Out of order (rooms) – not available for letting, e.g. rooms being repaired or redecorated
- Outdoor multi-purpose – outdoor facility, such as a football stadium, that can be used for different types of events
- Outlet – a permanent electrical service terminal into which electrical equipment can be plugged. ‘Reverse’ is used in non-US countries because ‘outlet’ is not a standard term. See Receptacle
- Output – the electrical current delivered through an electrical device that sends the current to another electrical device. In audio, output is the power generated by an amplifier to a loudspeaker
- Outside vendor – suppliers who are not directly associated with the facility
- Outsourcing – obtaining the services of a third party contractor to handle some aspect of the meeting
- Overbooking – term meaning to accept more room bookings than there are available. This is done to ensure 100% occupancy, allowing for cancellations, no-shows and early departures
- Overflow – quantity that exceeds normal capacity
- Overhaul line – hand line used to operate each line set in a stage rigging system
- Overhead (costs) – the general continuing costs involved with running a business
- Overhead (projection) – sheet of clear acetate on which images are prepared for overhead projection
- Overhead projector – a light projector that produces and magnifies an image onto a vertical screen from a horizontal transparency below
- Overhead shot – an angle from an overhead camera. See Camera angles
- Overload a circuit – to put a load on a circuit greater than its capacity
- Overset – number of places set for a food event in addition to the guaranteed amount
- Over-shoulder shot – a camera angle framed past the foreground head and shoulders of character A with a frontal view of character B. See Camera angles and Complimentary angle
- Overtone – see Harmonic frequency

- PA – public address system
- Page – the use of an intercom speaker system to deliver audio messages
- Pager – portable, wireless unit that can receive a signal and brief message from a telephone
- Paid-out slip – method of paying tips and gratuities; employee is given a slip to present to the facility cashier for payment. The amount is added to the meeting's master account
- Panel – format for discussion by a moderator and two or more programme participants
- Panel discussion – instructional technique using a group of people chosen to discuss a topic in the presence of an audience
- Panic bar – a push bar designed to release the lock and open an exit door when it is pushed. Required by fire laws on all exit doors in public buildings
- Panning shot – horizontal movement of a camera on a stationary pedestal
- Pantograph – a scissors-type counterbalanced hanging device used to quickly vary the height of a lighting instrument
- Paper trail – written records of all business dealings that can be reviewed if questions arise (documentation)
- Parabolic reflector – a large dish with a microphone mounted in the centre used to pick up audio from long distances
- PAR spot (parabolic reflector spotlight) – a high intensity, low wattage lamp that is normally mounted in a round frame resembling a can. The lamp combines a fixed-focus lens, light source and reflector, and does not require an external lens. This makes it an inexpensive substitute for a spotlight
- Parquet – an inlaid floor of wooden blocks laid in a pattern
- Participatory learning – occurs when the participants share knowledge, experiences and work together to learn
- Pass – a permit or a ticket allowing free admission to show or access to the production staging area. See Credentials
- Pass door – a door separating the auditorium from the backstage
- Passage – a walkway from one area to another
- Patch cable – a cable on a patch board that is used to complete a single connection to a particular circuit
- Patch panel – a distribution system that enables audio, lighting or video signals to be individually assigned to control circuits
- Payee – persons to whom a cheque is made payable
- Peak hotel room night pick-up – number of hotel room nights used on the busiest night of an event
- Pedestal – a hard-camera mount on a column that is normally attached at the base to a dolly
- Per person – an allowance of food and/or beverages purchased for an expected attendance
- Perambulator boom – a large counterweighted boom arm on a dolly base with controls that permit a microphone or video mini-camera to be rotated and extended or retracted for audio or video coverage
- Percentage-of-change formula – formula used to establish the variability in cost for future facility services
- Perch – a platform concealed behind or within the proscenium from which lighting may be directed
- Perfect bound – binding with adhesive
- Performance – a public display of an artistic endeavour. A part of a show
- Performance bond – guarantee that a facility will meet all contractual specifications
- Performer – any artist, actor or talent who is addressing an audience or camera either directly or while portraying a character
- Performing rights societies – societies whose purpose is to provide collective licensing for copyright music
- Perimeter advertising – stationary advertising around the perimeter of an arena or event site, often reserved for sponsors
- Permanent set – a stage set that is stationary and must be either used or ignored for different types of productions
- Perspective drawing – an exact scale drawing of a set or stage design executed to dimensions
- Physical factors – the architectural design, furnishings, temperature, and other such factors that impact the learning environment

- Physiological factors – factors related to age, memory span, etc. that impact how an adult learns
- Picket – an organised method of protest usually involving signs, handing out literature, shouting and other disruptive activities
- Pick-up – number of rooms actually used each day of an event
- Pick-up report – post-meeting document detailing the number of rooms used each day of an event
- Pick-up shot – continuation of camera coverage from the point where a shot was interrupted
- Picture frame stage – a proscenium stage
- Pillar – an upright column, usually used in a theatre on the stage as an ornament only
- Pin beam – a small, 25-watt lamp that projects a narrow beam of light up to 6 m, often used for centrepieces, mirror balls and other décor element
- Pin connector – an electrical plug and receptacle with a flat, rectangular design
- Pin rail – a rail in which belaying pins are set for tying lines brought to the floor from the grid used in a hemp stage rigging system
- Pipe – length of pipe tied to a set of lines in a rigging system. Also called bar
- Pipe and drape – a configuration of poles supported by heavy metal bases on which support drapes are hung
- materials used to physically construct booths at an exposition
- Pipe batten – galvanised or black iron water pipes used as battens in stage rigging systems and in the FOH to attach lighting instruments. Also called bar. See Batten
- Pipe weight – the balancing of a counterweight arbour in a stage rigging system and the empty pipe on an individual set of lines at the midway point between floor and grid
- Pit – a sunken area in front of a stage that houses the musical group of a production. See Orchestra pit
- Pitch angle of slope of a raked stage or staging area
- Pivot stage – see Jack-knife stage
- Place card – a small card with an individual's name which is placed at that person's determined seat at a meal function
- Places – the term used backstage in a theatre production to announce to the company that an act or scene is beginning
- Plaintiff – party who submits a complaint requiring litigation
- Plan – usually refers to the floor, ground or site plan. Venue floor or stage layout is sometimes referred to as ground plan
- Planner – see Meeting manager
- Planner's Professional Liability – insurance for the meeting manager that covers damages claimed due to negligence
- Planning matrix – a grid used to plan meeting formats and finalise subject areas, topics and assignments
- Plano convex spotlight – a spotlight with a single plano-convex lens
- Plaster cyc – a permanent backwall of a theatre, plastered and painted white and used as a cyclorama
- Plasterline – the imaginary line that runs across the stage from the upstage right side of the proscenium wall to the upstage left side of the proscenium wall
- Plastic fibre – a fibre-optic cable made of plastic instead of glass. The fibre is very thick and does not require exact core matches for splicing. The light source is simple LED that can be visually detected to determine if a circuit is connected and unbroken
- Plastic sets – stage sets composed of three-dimensional platforms of formal or rectangular designs
- Plated buffet – meal service in which food is proportioned on plates, ready to be taken by guests from a buffet table
- Platform – raised, flat surface; an elevated floor
- statement of principles or policies of an organisation
- Plenary sessions – general assembly for all participants
- Plugs (electrical) – male electrical connectors of various types designed to make temporary connections to the same type female socket outlets or receptacles in an electrical circuit
- Podium – a platform for a speaker to stand on; usually a small raised platform

- Polar pattern – a graph of a microphone’s relative output, measured over a 360 degree circumference drawn around the transducer
- Pole drapes – fabric draped to hide the poles of a tent
- Police tape – yellow plastic ribbon used to block off areas to keep people from entering
- Population – the total of any kind of unit under consideration in evaluation
- Portal, light – a tall, narrow slot in the side of a proscenium or auditorium wall where spotlights can be hung for additional stage lighting
- Porter’s desk – area situated in the front of house in which porters, bellboys and doormen carry out their duties. A porter is also known as a concierge
- Post-conference meeting (post-con) – meeting between meeting manager and staff to discuss and evaluate the event as soon as it is over
- Post-convention briefing – meeting between the planner and key hotel staff after the event is over to critique the meeting
- Poster session – visual materials are posted in a logical format and a presenter is scheduled to discuss the display at a certain time
- Posting – term used for entering charges on a guest’s account
- Post-production – the final stage of a video or film production process in which editing is completed and audio is added
- Post-production editing – editing process that takes place after individual film or video segments have been produced
- Potable (drinkable) water – water that is safe for human consumption
- Pre- and post-meeting tours – recreational tours scheduled right before or after the meeting to encourage socialisation of attendees
- Pre-assigned seating – special seating at meal or event that is arranged in advance
- Pre-conference meeting (pre-con) – meeting between the meeting manager, facility department heads and major contractors prior to the start of the meeting
- Pre-convention briefing – meeting with planner, hotel department heads and keys suppliers to review details of the upcoming event
- Pre-edit session – a planning conference during which a director, editor and others decide how a film or video will be edited
- Pre-function space – an area outside the main area where an event is being held. Receptions or registration usually take place here
- Premium brand – most expensive, high quality brand of alcohol; the higher price brands of liquor
- Premiums – souvenir merchandise, produced to promote a sponsor’s involvement with a property (customised with the names/logos of the sponsor and the property)
- Prep area – the preparation area for food, usually hidden from the guests’ view
- Prepayment – an amount paid in advance of services rendered.
- Preplated items – food placed on plates in the kitchen prior to being served to diners
- Pre-registration – registration details provided in advance of a guest’s stay, e.g. for a tour or group
- Presenter – person discussing and explaining a given topic in an information session
- Presenter – person who delivers a speech or programme
- Presenter/discussant format – a panel of three or four experts in certain subject areas are identified, with each giving a brief presentation. After each lecture the other panellists become discussants of the material just offered. At the conclusion of the presentations, the audience is given an opportunity to ask questions of the entire panel
- Presenting sponsor – the sponsor that has its name presented just below that of the sponsored property, e.g. ‘The Music of Andrew Lloyd Weber presented by MCI’
- Pre-set – the placement of food on tables prior to the formal seating of guests
- Press conference – a collective interview granted to the media. This is often an event itself, where refreshments can be served, etc.
- Press gallery – an area set aside for photographs to get an unobstructed view of an event, and where an adequate power supply is provided

- Press kit – a collection of background material on a newsworthy subject of timely interest which can include biographies, in-depth information reports, past press releases, production samples and clippings and is sent before an event to the media
- Press pass – an identification symbol that allows free, unrestricted entry to an event by media personnel
- Press release – a written message of news which is timely and sent to targeted medium, answering the questions within the first paragraph
- Press room – an area, or room, close to an event with telephones and office machines that are made available to identified media representatives
- Pressure zone microphone (PZM) – a flat microphone that consists of a thin pick-up plate mounted on a flat surface that collects sound waves, eliminating phasing problems and balancing audio levels from a widespread area
- Pre-studio rehearsal – TV programme rehearsal with the cast in a rehearsal hall before coming into the studio
- Preview bus – the switcher bus connected to a preview monitor that is used for setting up any special effects or other picture before it is put on the air
- Preview monitor – a monitor that can be used to look at any camera picture or video effect before putting it on the programme line
- Primary sponsor – the sponsor paying the largest fee and receiving most prominent identification. (This would be the title sponsor if sponsored property sold title.)
- Primary video source – any video source which produces its own picture image, i.e. cameras, VTRs, character generators
- Principal – the financially responsible party or sponsor of a meeting or event; one who authorises an agent to act on their behalf
- Printer's error – a deviation from the supplied copy made by the printer; the organisation will not have to pay to correct these
- Prism-convex lens – a plano-convex lens with some diffusion in its structure. See Plano-convex lens
- Private branch exchange – a privately owned telephone switch serving a limited geographical area such as a facility
- Private coach – a tour bus
- Private line – see Intercommunication system
- Problem orientation – adult learner's tendency to seek education in order to solve a problem or fulfil a need
- Proceedings – official transcript of the programme content, usually written and bound
- Process amplifier – the electronic component that takes the composite video signal from the switcher, stabilises the levels and removes unwanted noise elements
- Producer – the person responsible for the entire event programme
- Production – an entire event, including producing; promoting; load-in and set-up; staging and performance of the event, film, show or TV programme; and load-out. Often used to refer to just the show or performance. In video, the recording or broadcasting of an event while in progress. See Programme
- Production – the length of an event production or the total number of performances
- Production assistant – an assistant to the producer, director or production manager
- Production compound – a loading and storage area for production equipment
- Production console – see Console
- Production manager – the person responsible for coordinating all day-to-day aspects of a production
- Production package – facility information, which includes rules and venue specifications, sent by the facility management to prospective customers
- Production seating kills – see Seating kills
- Production staging area – the entire production area, which can include the staging area, FOH, backstage, production compound and any equipment in the spectator areas or outside the venue
- Production switcher – see Switcher
- Production truck or trailer – video master control room and audio booth for recording or broadcast

- Productivity tickets – complimentary tickets awarded by the official airline after the meeting according to the number of attendees who used the airline
- Professional organisations – an industry organisation that fosters education and networking opportunities for its membership
- Professional speaker – speaker who makes a living from presenting information to various organisations
- Profile of attendees – data concerning attendees, including their average age, spending habits, etc. (profile of meeting participants)
- Profit-making business – a business set up with the intention to earn a profit, e.g. commercial restaurants and hotels
- Programme – a show broadcast on radio or TV.
– a printed outline of the order to be followed, features presented and people cast in a production
- Programme book – printed schedule of meeting events, function room locations, and other pertinent information
- Programme bus – the master bus on a video switcher that controls the output signal on the switcher
- Programme design – structure of meeting programme elements to achieve meeting and objectives. Includes presentation method, topics, special events, free time and breaks
- Programme development – planning that takes place before a meeting regarding its specific content and format
- Programme monitor – a master control room monitor that displays the video output of the switcher being broadcast, displayed or recorded
- Projected budget – outline of expected income and expenses
- Projected scenery – scenery projected onto a translucent screen with the projector located upstage or offstage in the wings, projecting from behind a screen or a projector located above the stage deck in the downstage area, pit or FOH projecting onto an opaque screen
- Projection booth – platform or area from which audio-visual presentations are controlled
- Projection booth – see Booth
- Projection screen – a flat white sheet or translucent or opaque material hung vertically to reflect a projected image
- Projection TV – a TV that projects a video image onto a screen rather than from a picture tube, video wall or a large-scale video display
- Projector – a device used to project an image on a surface. The simple projector consists of a high intensity arc lamp, a condensing lens for concentrating the light, and an objective lens for focusing the projected image
- Promoter – a person or organisation who assumes the financial responsibilities of producing an entertainment event, including purchasing the entertainment, advertising and marketing the event, renting the site and collecting the gate receipts. This can also be the facility itself
- Promoter and producer guide – a printed guide which details the facility rules which are to be understood and agreed to by the rental applicant before a venue rental application is approved. Also includes a production package
- Promoter representative – the event representative of the promoter with the authority to act in the promoter's best interest
- Promotion – the aspect of marketing that deals with generating programme awareness amongst the target audience
- Prompt box – often found in opera houses downstage centre and enclosed by an open hood facing upstage away from the audience, where a person stands to prompt actors
- Prompt corner – the area upstage of the proscenium wall in a theatre offstage from which a theatre production's stage manager controls the performance
- Proof (page proofs) – final copy of printed material for approval before printing
- Proofing – checking preliminary printed materials for errors before the final printing
- Properties (props) – furniture, set dressing, decorations and items used in a stage, film or video production during the performance
- Property – lodging establishment such as a hotel, conference centre or meeting facility
– a unique, commercially exploitable entity (typically in sports, arts, events, entertainment or causes). Synonyms: Sponsor, Rights Holder, and Seller

- Property master – person responsible for all properties in a production
- Proposal – an offer or bid for goods or services
- Props – the stage furniture and all articles used by entertainers on stage
- Proscenium – in a theatre, the arch framing the stage, separating it from auditorium
- Proscenium doors (vomitoria doors) – see Vomitory
- Proscenium stage – stage separated from the audience by a proscenium
- Prospects – potential customers
- Prospectus – publication describing an event such as a trade show. Facility data and meeting specifications circulated to prospective clients/potential participants; distributed by the event organisers or meeting planners
- Protocol – a code prescribing strict adherence to correct etiquette and procedure
- Provision – detailed section of a contract
- PSAs – public service announcements; free commercial space given by the media to non-profit organisations, as available
- Psychological learning environment – elements of the emotional atmosphere of meeting room (psychological factors)
- Public accommodation – a private entity that owns, rents or leases a public facility
- Public address (PA) system – sound system installed in a facility to play music or make announcements covering a large area
- Pull strength – the amount of tension that can be placed on a cable during installation without damage to the cable or conductor
- Pull wire – a thin wire used to pull communications cable through a conduit or duct. This is similar in function to a ‘fish tape’ used to fish, or pull, wire through a wall or ceiling area
- Purchaser – see Promoter
- Purposive sample – any sample selected based on someone’s expertise about the population
- Pyrotechnics – the art of making and using fireworks such as rocket flares and smoke bombs; flash powders and explosives, usually ignited electronically, to make flashes, smoke, concussions and other special effects
- PZM – pressure zone microphone
- Quad cable – a type of telephone wire that has four solid copper conductors (red, green, black, yellow) sealed in PVC (polyvinyl chloride). Not acceptable for digital data communications
- Qualitative data – usually takes the form of words rather than numbers and is descriptive in nature
- Quantitative data – usually takes the form of numbers that allow for mathematical manipulation
- Quarter hour – backstage, pre-show call given 15 minutes before the show begins
- Quarter-round – wedge-shaped table with one rounded edge
- Questionnaire – a printed set of questions used to gather information
- Quick change booth – a permanent or temporary booth located offstage where a performer can change clothes quickly while the show is in progress
- Raceway (electrical) – a generic term for a sheet metal conduit designed to carry many wires or circuits. Also called wireway
- Rack rate – generally the price the public would pay for a room; hotel’s standard guest/sleeping room rate
- Radio – a device capable of wireless transmission and reception of electrical signals by means of electromagnetic waves. Facilities and productions use hand-held portable battery-operated radio transmitting and receiving sets for communication with personnel
- Radio frequency – the portion of the electromagnetic spectrum from about 30 kHz–300 000 kHz
- Radio frequency (RF) noise – electrical disturbance from certain types of dimmers, picked up by the intercom system of sound equipment. RF noise occurring in lamps is the audible vibration of lamp filaments caused by certain electronic dimmers
- Radio wave – an electromagnetic wave with radio frequency. See Electromagnetic spectrum
- Rain date – another show date, contracted for in case of rain

- Rake (pitch) – an incline from the perpendicular or from the horizontal. A raked stage has an incline, with the downstage lower and the upstage higher to the venue floor
- Raking shot – a camera angle in which the subject is shot from the side so that viewers can see them in depth. See Camera angles
- Ramp – a sloping platform or walkway
- Random sample – a sample in which the probability of selection for each element in the population is known prior to the sample selection
- Real time – the actual time in which an event or programme takes place
- Real time captioning – words displayed on a terminal while the speech is occurring
- Real time editing – assembling a multiple camera production by using a switcher during a live event or performance. See Edit on the fly
- Rear projection – technology in which a visual image is projected from behind the screen; requires a special screen
- Rear-screen projector – a projector located behind a translucent screen
- Reasonable accommodation – any provision that aids the participation of a person with a disability, as long as it does not create a hazard to others, a major disruption in business, or an undue financial or administrative burden
- Receiving fee – an arbitrary fee sometimes imposed by a host government to officially recognise an event
- Receptacle (electrical) – a female outlet for electrical power
- Reception – a relatively short social function where food and drinks are served; social gathering before an event
- Reception office – section of the front office dealing with check-ins and room status
- Recording – the process whereby the audio and/or video electronic signal is used to arrange iron-oxide particles on a magnetic recording tape to store a record of the electronic signal for later retrieval; or recorded digitally onto another medium such as computer hard disk
- Referral childcare – the organisation publishes a list of service providers available; attendees make their own arrangements with these services
- Reflection loss – the loss in signal strength because of signal reflection that occurs when a communications signal encounters a change in the electrical or physical characteristics of a cable, such as encountered at a splice or open terminal
- Refreshment break – a period between meeting sessions when coffee and/or other refreshments are served
- Refund policy – official, stated policy by which registration fees will be refunded
- Registrant – an officially registered person who attends a meeting
- Registration card/form – card or form on which registrants record basic personal information, such as fee category, etc., then forward it to the appropriate organisation
- Registration data – information about an attendee that is gathered as part of the registration process (occupation, fee category, etc.)
- Registration packet – information concerning the programme and local attractions and services given to each registrant
- Regular event – an event produced frequently at a facility or on an annual basis at the same time of year, such as a fair or festival
- Rehearsal – a practice session of a production during which all elements are integrated
- Reimbursement policy – statement of procedures that speakers and personnel must follow in order to have their expenses reimbursed
- Relay station – a station that receives a microwave signal and then retransmits it to another relay station or head-end
- Release time – booking held for a guest for a particular time; if they do not arrive, room can be re-let to another guest
- Remote production – term used for a TV location production. Also called nemo. See Location production
- Repeater – a device that generates and amplifies a signal for transmission over extended distances
- Report – summary of statistical information and an analysis of what it indicates about the meeting
- Reproduction – the preparation and planning a director must complete before starting rehearsals
- Reproduction editing – an editing process whereby individual video segments are edited in

- advance for later insertion into a finished programme. Especially used in TV for news and sports coverage
- Reservation form – form used to record all the guest's details when accepting a booking
- Reservation office – section of the front office where all reservations are dealt with on behalf of the guests
- Reservation request – a communication by which guests indicate sleeping room requirements; these are forwarded to the hotel to secure a reservation
- Resolution – the clarity, sharpness and detail of a video monitor picture. The higher the resolution, the sharper the image
- Resort – hotel facility that specialises in its recreational attractions
- Resort conference centres – a conference facility with at least one major amenity
- Resource manual – packet of handouts from all sessions that will occur during the meeting
- Resource workbook – usually a loose-leaf binder in which additions and deletions are made as the programme develops
- Résumé – see Function sheet
- Reverberation – many repetitions of an audio signal that remain in a space after the initial source has stopped. Also called echo
- Reverse – an international term for outlet
- Revision list – summarised list of changes and updates to be made to a function sheet
- Revolving stage – a stage or portion of a stage that turns 360 degrees continuously. See Turntable
- RF – radio frequency
- Ribbon – a microphone in which the diaphragm is a ribbon
- Rider – an addition to a document, often a contract, usually written on a separate sheet of paper
- Rigging – the use of ropes, steel cable, pulleys, shackles and other tackle to hang and move props and equipment
- Rigging plot – a drawing indicating the rigging point locations of flying equipment or scenery
- Rigging point – the point where rigging cable fastened to event equipment is attached to the venue structure or stage roof
- Right of first refusal – courtesy a convention centre extends to a previously booked party to approve or disapprove a concurrent booking or to save uncontracted space for the previously booked party for programme growth
- Right of first refusal – contractual right granting a sponsor the right to match any offers the property receives during a specific period of time
- Rigid cable – a cable with a rigid sheath, either hardened plastic or metal, for protective purposes. Commonly used outdoors
- Risers – portable platforms of varying height assembled to create a stage
- Road show – see Tour production
- Roll curtain – a stage curtain that rolls up and down from the bottom
- Rolling cart – portable cart on which audio-visual equipment can be placed
- Room block – total number of sleeping rooms reserved for the meeting
- Room capacity – number of people that can function safely and comfortably in a room
- Room commitment – rooms to be held open each night of the meeting, specified by room type (double, single, etc.)
- Room deposit – amount of money that must be paid for the hotel to guarantee to hold a room
- Room nights – number of rooms times the number of nights each is used each day of the meeting
- Room occupancy pattern – number of single and double rooms used
- Room occupancy percentage – refers to the actual number of rooms let as a percentage
- Room rate – cost of a hotel room
- Room set – physical arrangement of a room
- Room state/status – indicates whether a room is occupied, vacant or reserved at any given time.
- Rope lights – a string of small, low-voltage lights inside a clear or coloured transparent plastic tube run by a controller
- Rostrum – a speaker's platform
- Rough layout – sketchy or tentative rendering of approximate placement of art and type for printing or meeting room set-up
- Round – a round banquet table; 152 cm and 183 cm in diameter are most frequently used
- Round table – discussion between 10–12 people centred on a key topic; one person must be an

- expert; a meeting room arrangement in which round tables are set throughout the room, each table has a discussion leader
- Rounds – circular tables, size may vary
- Run of the house – rooms given at random according to availability when the reservations are made
- Rundown sheet – indicates each sequence within a TV programme, its segment time and the programme's overall running time
- Runner – a long, narrow carpet down an aisle or onstage
- Running crew – the crew that is required for the operation of each performance
- Running order – the order in which the elements of a production are performed
- Run-through – usually the first full production rehearsal
- Runway – narrow extension of a stage into the auditorium, used often for fashion shows
- Russian service – food is cooked tableside and placed on platters from which guests help themselves
- Saddle screen – projection screen whose surface is pulled up out of a container and supported by a metal rod from the back
- Saddle-stitched – binding with staples
- Safe deposit – a facility offered to guests for the storage of valuable property
- Safelock stand – stand with four adjustable telescoping legs designed to hold audio-visual equipment
- Safety factor – percentage exceeding the rated load capacity of equipment, including ropes, cable, wire and dimmers. This factor is usually about 20%
- Safety line (safeties) – a second line attached to flown equipment, or to a rigger when beam walking, as a safety precaution
- Sales lead – names and addresses of potential customers given to exhibitors
- Sample – any portion of the population selected for study
- Sampling – the process of selecting observations
- Satellite – a device orbiting the earth at a fixed distance, which is capable of both receiving and transmitting TV signals
- Satellite carrier – a company that buys satellite time and resells it to users
- Satellite dish – a directional microwave antenna used for satellite transmission and reception
- Satellite news gathering – same as electronic news gathering, except that the crew uses portable satellite uplinks
- Satellite truck – a smaller version of a portable earth station with a smaller diameter satellite dish antenna attached to the top of a truck. Because of the antennae dish size, the uplink can only transmit in the KU-band. The smaller the dish, the greater the transmission frequency
- Scale drawing – see Perspective drawing
- Scaling – see Ticket scaling
- Scene – one of the subdivisions of a film, stage play or video production
- Scenery shifting – in a theatre, moving scenery for scene changes during a performance
- Scenery, 0,3 m × 8 cm – piece of timber used to construct scenery flats
- Scenic designer – the person responsible for designing sets and supervising set construction
- Schedule – printed table of time and location of transportation service
- Schoolroom set-up – tables and chairs arranged in designated rows that face the front of the room
- Schoolroom style (classroom style) – seating arrangement with rows facing the presenter and tables for writing
- Scoop – aluminium parabolic or ellipsoidal reflector with no outside housing. Lighting instrument used often as a floodlight for eye
- Score – a written copy of musical composition showing all of the parts for instruments or voices
- Screen – see Projection screen
- Screenplay – a script written for film or TV
- Scrim – a finely woven material that is opaque when illuminated from the front and translucent when illuminated from behind
- Script – the written text of a stage play, screenplay or broadcast
- Seating – see Sightlines and Telescopic grandstands
- Seating capacity – total number of people allowed to be in any given public area at any given time. Capacity is set by the building and fire codes, and can vary depending on the event configuration

- Seating kills – seats deemed unavailable for sale so the area can be used to set up or construct production equipment
- Section drawing – see Centre line
- Security (personnel) – uniformed professionals employed to ensure the safety of attendees, to protect the property of exhibitors, and to make certain that people not registered as attendees do not gain entrance. See T-shirt security
- Self-catering hotel – provides no other service besides basic accommodation
- Self-contained – an entertainment act, group or production that can supply its own equipment
- Self-direction – the acceptance and assumption of responsibility for one's own life; a characteristic of adult learners
- Semantic differential – question format in which the respondent selects a response between two opposite terms or two opposite positions on a scale
- Seminar – lectures or dialogues in which participants share experiences under the guidance of a discussion leader
- Separate audio programme – one of three audio channels found in multi-channel TV sound. Often used for second language TV
- Serpentine queue – line formation of people going to the same area; line feeds off into several different service stations
- Serpentine set-up – tables arranged in curving shapes, appearing to be an S
- Service charge – amount automatically added to the room rate as a gratuity
- Service level – types of coverage and quality of services offered by a facility or contractor
- Servostabiliser – a camera mount, which uses a gyroscope to provide very steady hand-held moving shots. Also used from helicopters, trains, etc. to reduce camera jitter and picture shake
- Set – scenery or background for a film, stage, TV or video production
- Set decorator – the person who provides furnishings for a set once it has been constructed. Also called set dresser
- Set of lines – refers to a stage rigging system which uses three or more lines in each set hung from the grid and usually attached to a batten
- Shakespearean stage – a stage extending into the auditorium with the audience on three sides.
See Thrust stage
- Sheave – a grooved wheel in a block or pulley
- Shed – another name for an amphitheatre
- Shipping agent – third part company that handles shipping goods to and from a meeting
- Shoot/shot – to use a camera to record information on either film or videotape. The term is often used to describe an on location film or video production session
- Shooting schedule – a list of everything to be shot each day of a location production
- Shore power – facility power designated for certain production vehicles, such as buses
- Short-haul communications – communications within a local campus or metropolitan area
- Shot – a 29,6 ml measure of liquor
- Shot sheet – a card attached to a camera listing all shots the camera operator is to shoot during a shoot
- Shotgun – a highly directional microphone designed to pick up audio from distances. So-called because of its shape
- Shoulder period (tariffs) – price offered between high and low season
- Shoulder season – see Off-season
- Show – single performance or multiple performances within a single pre-set time span of a production. See Performance
- Show curtain – a drop or curtain behind the main curtain that is designed for a specific performance
- Shuttle buses – buses contracted to transport attendees between various meeting facilities
- Side walls – detachable canvas or plastic walls used to create the sides of a tent
- Sidefill – monitor loudspeakers that are placed off-downstage on both sides of the stage
- Sightlines – lines of vision from specific seats or audience areas to the staging area in a venue
- Sightseeing tours – recreational trips taken before or after the meeting, or offered for families/guests during the meeting
- Signage – all informational and directional signs required for an event
– banners, billboards, electronic messages, decals, etc. displayed on-site and containing sponsor ID

- Signal beam – a direct transmission signal, such as between microwave links, that passes between two predetermined points and is not broadcast to other areas
- Signal light – a system of signalling cues from the stage manager to stage crew
- Signal to noise ratio – the ratio of a communications signal to the background noise on the communications circuit
- Silks – a type of stick-on pass used often for credentials for concert productions
- Simple random sample – method of sampling in which each member of the population has an equal chance of being included in the sample
- Simplex – a communications media that can only transmit a signal in one direction, such as fibre-optic cable
- Simulation – interactive instructional technique in which the learner has an opportunity to practise a new skill in a real-life situation
- Simulation encounter – an individual simulates certain behaviour that can then be examined, studied and discussed by the attendees
- Simulcast – an FM radio broadcast in stereo synchronised with a TV video and audio broadcast signal
- Simultaneous interpretation – the interpretation of the speaker's words into another language while the speech is in progress
- Simultaneous staging – when multiple performances take place on two or more stages, or if on one stage on separate parts of the stage, not necessarily simultaneously
- Single (artiste) – one musician or performer
- Single camera production – a situation where a single camera is used to provide all of the coverage for a shoot and record the action for later post-production editing
- Single room – room for one person with one bed (single, queen or king)
- Single-model fibre – a laser-driven optical fibre, commonly used for long-distance as the pipe battens
- Site coordinator – the person responsible for making sure all production equipment is placed properly at each venue location
- Site inspection – process by which the details of a potential location are evaluated
- Site inspection tickets – transportation tickets offered to the meeting manager to visit a potential meeting site for inspection purposes
- Site selection – process by which a location for the event is chosen
- SITs – special interest tours; normally visited as a once-off
- Six-by-six rule – audio-visual guidelines by which no transparency or slide should contain more than six words per line of text and no more than six lines of text
- Skip – see Walkout
- Skirting – attractive fabric placed around a table to conceal the area underneath
- Sky drop – a stage backdrop used to indicate a sky when lit. See Backdrop
- Sleeper – a person occupying sleeping accommodation in the hotel
- Slide projector – equipment designed to project the image of slides on to a viewing screen
- Slippage – reduction in the number of rooms used from the original reserved block
- Smoke effects – special stage effects that are produced using a variety of chemical means to produce smoke or fog. See Pyrotechnics
- Smoke flap – a section of stage house wall or roof that releases smoke in case of fire. See Smoke vents
- Smoke pockets – metal channels attached to each upstage side of the proscenium wall that guide the fire curtain when it's lowered. It is part of a system designed to prevent smoke or flames from escaping into the auditorium from the stage in the event of fire
- Smoke vents – louvers or traps in the stage house ceiling that can be opened through to the roof in the event of fire, creating a draft that confines flames to the stage house
- Snake – a cable with multiple cables inside carrying control signals from lights or sound running between the staging area equipment and the lighting or sound console location
- Social learner – a learner who seeks education in order to adapt to an environment
- Social/cultural factors – factors related to interaction with other learners that affect the way a person learns

- Socket – an electrical holder such as for a light bulb that is attached to a power cable and run to a power source
- Soft currency – a currency that cannot be traded outside its native country
- Sole sponsor – a company that has paid to be the only sponsor of a property
- Sound – a long movable arm attached to a microphone stand and used to manipulate a microphone
- the difference between the maximum level an audio signal can reach without excess distortion and the average operating level of the audio system; a place in a venue where sound from the performance is muffled or unclear
 - a sound-absorbing panel used to acoustically separate one musical instrument from another
 - part of a sound system which faces the performers, allowing performers to hear themselves. Monitor speakers are sometimes placed backstage allowing event personnel and guests to monitor the performance
- Sound bite – a short film or videotape recording containing lip sync sound from a news report
- Sound check – the process prior to the performance, before venue doors are opened, where the sound system is equalised according to the venue acoustics, and then the musical instruments and vocals are mixed and equalised in relation to each other
- Sound effects – sounds created for special theatrical effect
- Sound equipment – components of a sound system
- Sound plot – a plan showing the sound system equipment locations and explaining how sound equipment will be used during the production. Includes a list of channel inputs for various instruments, vocals, effects and outboard equipment
- Sound reinforcement system – materials placed in selected venue areas and used to strengthen the venue's acoustics for clear audio projection in a given space or location, indoors and outdoors
- Sound system – arrangement of microphones, speakers, etc. used to amplify sound
- Sound wings – the areas to the off-downstage right or off-downstage left of the stage where the sound system speaker cabinets are placed. In a proscenium theatre this would be in front of the proscenium wall and offstage
- Soundscape – a composition of recorded audio that creates a special environment
- Speaker – see Loudspeakers
- Speaker A/V request form – form given to speakers during the planning stages of a meeting to allow them to request the audio-visual equipment they will need for their presentations
- Speaker bureau – broker or agent for many professional speakers
- Speaker cluster – PA system speakers normally consisting of speakers of varying types, normally horns, clustered together and mounted at the venue for announcing of events
- Speaker kit – slide cleaning and repair materials that are made available in the speaker preparation room
- Speaker preparation room – room designated for speakers to use to prepare audio-visual materials, practise their speeches, etc.
- Special block – small block within the meeting's room block reserved for dignitaries or people with special needs
- Special effects – pyrotechnics, optical effects or trick photography used in a production
- Special-effects generator – an electronic device usually installed in the video switcher used to produce wipes, split screens, inserts, keys and mattes
- Special-rate package – a lowered, all-inclusive rate, frequently including one or more meals for two-three nights, that is offered to the general public and is often used by hotels to generate off-season or weekend business
- Specifications – complete description of meeting requirements, usually written
- Spill – stray light from a lighting instrument or a venue lobby or concourse during the performance
- Split line – one camera line that feeds two separate master control rooms. The camera is directed from only one control room, and the other must contend with the shots it receives
- Split screen – a special effect where a video screen is divided into two or more sections, used often with video walls

- Split stage – two or more scenes placed onstage simultaneously
- Spokesperson – a representative who has the knowledge and credibility to speak and be interviewed by media
- Sponsee – a property available for sponsorship
- Sponsor – a person, organisation, or a corporation that pays for or plans an event or activity, usually in the interest of self-promotion
- Sponsor ID – visual and audio recognition of sponsor, e.g. sponsor name/logo on participant clothing, equipment, etc. in property's publications and advertising; public-address and on-air broadcast mentions
- Sponsored childcare facility – on-site childcare service provided by the meeting/organisation
- Sponsorship – limited sponsor for an event, which in turn allows promotion of that organisation or companies that assumes a specified financial responsibility
- Sponsorship fee – payment made by a sponsor to a property
- Sports marketing – promotional strategy linking a company to sports (sponsorship of competitions, teams, leagues, etc.). See Sponsorship
- Spot line – a single temporary line dropped to fly a special effect or other special piece of scenery or equipment in an exact position above the stage deck
- Spotlight (spot) – a light designed to direct a narrow, intense beam of light on a small area. The light is equipped with a lens and, in most types, a sliding lamp socket and reflector for adjusting focus
- Spotter – a person who helps the producer, director or camera operators to identify participants and important action, usually at a sports event
- Spreadsheet – a listing of expected revenues and expenses at any time during the meeting planning process (organised monthly)
- Square – conference-style table arrangement of double or triple wide tables
- Stacking chairs – chairs that save space by being able to be stacked
- Stage areas – stages and acting areas are usually divided into multiple sections depending on the size of the stage or area. When standing in the centre of the stage (CS) or event area and facing the audience, the areas to your right are stage right (SR); areas closest to the front are designated downstage (DS); those closest to the back are upstage (US). The areas in between are designated centre-stage (CS), downstage centre (DSC), upstage centre (USC), downstage left (DSL), downstage right (DSR) or upstage right (USR), depending on the number of sections
- Stage call – the call time set for the cast, director and stage crew onstage to discuss the performance before it begins
- Stage crew – labour or productions, normally divided into departments such as electricians or sound technicians. See Crew
- Stage door – backstage entrance to a theatre
- Stage floor (movable) – sections of stage floor that can be mechanically raised or lowered above or below stage level
- Stage house – that portion of a theatre building containing the stage, flies, grid and loft
- Stage left – the left side of the stage when you are facing downstage. See Stage areas
- Stage lighting – the lighting used to illuminate a stage
- Stage manager – the person accepting responsibility for the entire production onstage and backstage after the final dress rehearsal of the show
- Stage padding – padding placed on platforms and stairs to deaden sound
- Stage rigging – any line or set of lines used in counterweight or hemp systems
- Stage rigging systems – see Counterweight system, Hemp system and Synchronous winch
- Stage right – the right side of the stage when you are facing downstage. See Stage areas
- Stage right, stage left – a description of directions for performers or those involved in a production
- Stagecraft – theatrical skill, management or technique
- Stagehand – member of the stage crew
- Staging – laying out the physical elements in a given space to fulfil a given purpose
- Staging area – the portion of the production staging area where the event is set up and performed. See Acting area

- Staging guide – compilation of all function sheets, room set-ups, and other materials relevant to running the event
- Stakes – wooden or steel pointed pegs used to secure the guy ropes of a tent in the ground
- Stanchions – upright bars, or posts, with ropes attached to define areas at gatherings
- Stand – see Booth
- Standard – a set of specifications that defines a specific method or technology for use in a fixed set of applications
- Standard operating procedure (SOP) – official written procedure or policy for dealing with a specific situation
- Standard room rack rate – standard rate for the room, normally without meals, discounts or reductions
- Standing microphone – a microphone attached to an adjustable stand on the floor
- Standing room only – areas at the event where there are no seats available but where patrons may stand to view the performance
- Statement of income and expense – comparison of financial transactions accumulated over a period of time
- Station – an end-user device in an intercom network
- Stationary microphone – microphone mounted on a floor stand to remain in the same location throughout a presentation
- Statistics – quantitative details of an event (number of attendees, sleeping rooms, etc.)
- Stay-on – a guest who makes a booking for more than one night; also refers to the second and subsequent nights of the guest's stay
- Stay-over – a guest who was expected to check out and now wishes to stay an extra night or nights
- Steam – see Smoke effects
- Steel – wire rope. AKA aircraft control cable is used for flying scenery and equipment. Comes in a range of diameters, multiple strands and breaking strengths
- Step lens – reverse of the Fresnel lens. Plano-convex lens with the flat surface stepped-in from the outside leaving the curve intact. Many ellipsoidal spotlights are equipped with step lenses but a sharper focus is obtained using two double plano-convex lenses
- Still – a single shot camera used to shoot one photograph at a time
- Stock scenery – flats and other scenic decorations kept in inventory for repeated use
- Stop line – a rope tied to the offstage edge of a draw curtain to prevent it from being pulled too far
- Storyboard – a series of rough sketches that give direction to planning a programme; drawings that lay out the content of a film or video production, showing how every scene should be staged and what each shot will look like. See Script
- Stratified sample – a population is divided into similar groups and each group is then randomly sampled
- Strike (stage theatre) – to remove everything, including all scenery, props and equipment, from the stage or staging area
- Strobe lights – an electronic lighting instrument that emits extremely rapid but brief flashes of brilliant light
- Structural (construction) – a structural member in a building, often used for rigging equipment to be flown
- Structured questions – eight to ten prepared questions per one hour of presentation to be distributed in advance of the session to selected attendees. Following each major presentation, attendees ask questions from the list
- Studio – the room, building or group of buildings devoted to audio, film, TV or video production
- Studio address (sound) – a PA system allowing those in the master control room to talk directly to the studio floor
- Studio crane – a large extended boom arm mounted on a large dolly or crane base. Includes a large camera amount and seat for the camera operator attached to the end of the boom
- Studio floor – staging area in a studio
- Studio plot – a scale drawing of a studio ground plan used to produce the floor plan and lighting plot for film or video
- Style sheet – a list of special spellings, terms, and style points to be used consistently in publications related to the meeting
- Sub-master – a single control that groups a number of different audio signals, and controls them with one fader. See Mix down

- Suburban hotel – hotel on the outskirts of a large city; may or may not be near local attractions
- Supplier (official) – provider of goods or services in exchange for designated recognition. This level is below official sponsor, and the benefits provided are limited accordingly
- Supplier (ordinary) – facility, company, agency or person supplying space, goods or services
- Surge – a rapid rise in the voltage of a communications or electrical cable, often caused by lightning or faulty electrical systems
- Survey – to examine the condition and specifications of a venue or location prior to a production. Also called location, remote or site survey. See Advance coordination
- Surveys – see Questionnaire
- Suspended ceiling. See False ceiling
- Swatch – a small sample of a material or paint
- Switcher – a video mixing control console composed of signal selection buttons and levers for selecting and combining incoming video signals to a single output
- Symposium – event at which experts discuss a particular subject and opinions are expressed
- Sync generator – an electronic video device that produces synchronised pulses, which serves as a timing pulse to coordinate all of the video components in a video system
- Sync pulse – pulse produced by a sync generator
- Synchronous winch – a theatre rigging system that uses motorised winches instead of counterweights
- T & T – an abbreviation used to signal tax and tip
- Tab curtain – a curtain which is permanently tied on top, with diagonal lines running through rings to lower inside edges. Tension on the diagonal lines raises and lowers the curtain
- Table d'hôte – a set menu at a set price
- Table microphone – microphone placed on a table for panel members or the head table
- Table wine – wines naturally fermented at approximately 14% alcohol
- Tabletop display – exhibit in which materials are arranged on a tabletop (no booth)
- Take (film) – an individual recorded camera shot of the same scene on film or videotape. Each shot is assigned a take number that is used to identify the segments for editing purposes
- Take sheet – a form used to keep track of each take. Includes take number, time and whether it is good or bad
- Talent – any person who appears in front of a camera
- Talk-back system – see Studio address
- Tally light – a red indicator light on each video camera to let the talent and camera operator know which camera is switched on
- Tariff (duty/tax) – a schedule of duties imposed by a government on imported or exported goods
- Teaser – border set behind the proscenium and liked with tormentors to form an inner frame to the stage and to mask the flies
- Technical director – a trained individual who calls for cues for a performance
- Technical display device – telephone: telephone text systems for the deaf. Video: supplies visual communication for the hearing impaired by displaying a person translating the spoken words using sign language
- Technical rehearsal – a rehearsal scheduled for the crew where the technical aspects of the production are integrated
- Technician – anyone working on the technical aspect of a production
- Technological factors – factors related to equipment used in the learning environment that affect the way a person learns
- Telecommunication – the communication of voice, data or video over any type of transmission circuit
- Teleconferencing – technology that permits individuals to participate in regional, national, or world-wide meetings without actually leaving their local area; the live transmission of video or audio signals
- Teleport – a telecommunications facility equipped with satellite uplinks and downlinks and microwave links
- Teleport company – a company that brokers satellite time and conversion. Also provides uplink and downlink facilities and microwave link
- Teleprompter – an electronic device which the audience cannot see that displays a magnified script to aid a speaker or performer
- Telescope hanger – a lighting mount consisting of a system of telescoping pipes that enables

- lighting instruments to be positioned at varying heights
- Telescopic grandstands – seating that folds out one seating riser at a time onto the floor to add seats, or which folds into one single flat stack of seats to create more floor space
- Teletext – words, numbers and graphics placed on the vertical blanking interval of a broadcast signal
- Temporary meeting personnel – temporary employees from the destination that are hired to perform various tasks at the event
- Tension strength – the rated strength of steel cable used for rigging
- Terminal – a device used as an interface where communications or electrical lines terminate
- Termination clause – part of a contract dealing with procedures, damages, and rights for terminating the agreement
- Terrestrial – any communications circuit that uses a land-based physical media, such as copper or fibre-optic lines
- Thank-you letter – follow-up letter to speakers expressing appreciation for their efforts
- Theatre – a building used for event productions – a large room with rising tiers of seats and a stage used for performances and presentations. See Amphitheatre
- Theatre set-up – chairs placed in rows facing the front of the room
- Theatre style (auditorium style) – seating arrangement in which seats are in rows facing the stage area, no tables
- Theatre-in-the-round – venue configuration where the audience totally surrounds the stage. Same as an arena stage except the stage is round and is in a theatre-type setting
- Theme break – break during formal programme sessions with special foods and beverages pertaining to a theme, sometimes including decorations, costumes and entertainment
- Theme party – party in which a unique theme is carried through the decorations, food selection, etc.
- Three-point lighting – an arrangement of key, fill and back lights to illuminate a subject and create depth and texture
- Three-wire system of wiring (three-wire single-phase circuit) – an electrical circuit with two hot lines and a common (neutral) wire
- Throughput – the amount of information that can be passed over a circuit for a given period of time
- Throw – the distance between a lighting instrument or projector and the area to be illuminated
- Thrust stage – a stage that extends into the auditorium, permitting audience seating on three sides of the stage
- Ticket scaling – varying the pricing of tickets for a show according to the quality of the seats and their distance from the staging area
- Tie line – a communications line run from one area to another for connecting equipment without having to run another cable
- Time and materials – method of charging for services and materials used on a cost-plus basis
- Time lines – includes each task to be accomplished and is the core of the programme plan
- Tip (gratuity) – cash award given voluntarily at the time of service as a reward for superior personal service.
- Title sponsor – the sponsor that has its name incorporated into the name of the sponsored property, e.g., the Mobil Cotton Bowl Classic
- Tormentor – a masking piece used to terminate the downstage wall of a set on each side of the stage or to form an inner frame (inner proscenium) so that the production can be set further upstage and in a better lighting position. See False proscenium
- Tormentor light – spotlights mounted upstage of tormentors on each side of the stage
- Total business value – sum of all revenue that the meeting will bring to the facility
- Total room nights – sum of rooms occupied over a specified time frame
- Total running time – the minutes and seconds of a film or videotape segment or a stage production
- Tour – a private coach used for tour production personnel transportation; facilities include a lounge and sleeping accommodations
- Tour manager – the overall manager who coordinates the travel, expenses and contracts of a tour production
- Tour production – the entire run of an event production that moves from venue to venue

- Tours – a party of people staying at the hotel for the same period. Also known as GITs
- Tower – a structure used to hold lighting equipment above a performance area
- Track lighting – lights attached to a metal track mounted on a ceiling or wall, allowing flexible spotlighting
- Tracking shot – horizontal movement of the camera on its dolly following a moving subject. Also called truck
- Trade publications – magazines that are produced by professional organisations and are an important source of industry news and education
- Trade shows – exhibition of products and services that may or may not be open to the public. When associated with a meeting, this type of show is often only open to registered attendees
- Traffic flow – pattern of the way people move through an area
- Transceiver – a communications device, capable of both transmitting and receiving messages, that serves as the interface between a user device and a network
- Transducer – any device that converts energy from one system to another. For example, a microphone converts acoustical energy
- Translate – to convert a written document in one language to a written document in another language
- Translucent drop – a drop made of treated, thin material
- Translucent rear projection screen – plastic screen with a special grey coating allowing images projected from behind the screen to be viewed by the audience in front
- Transmission speed – the rate at which data is sent over a communications circuit. Usually expressed in bps
- Transmitter – a piece of equipment that generates and amplifies a carrier wave and modulates it with information which can be radiated in space
- Transparencies – a transparent plastic sheet or roll, clear or coloured, that provides the image projected from an overhead projector to a screen
- Transparencies – see Scrim
- Transponder – the part of a satellite that carries a particular frequency channel
- Trap – a removable section of a stage deck or venue floor
- Trapeze – a short pipe from which lighting instruments are hung
- Travel suppliers – services that cater to travellers (hotels, restaurants, transportation, etc.)
- Traveller (curtain) – a curtain that runs along a track and opens to the sides. See Draw curtain
- Tray – an open raceway that is placed in ceilings for cable support. Trays provide cable support while also allowing easy cable access through the open top
- Trim (stage equipment) – to adjust flown drops, borders, scenery or equipment so that the lower edge is parallel with the floor or stage deck
- Trim height – height off the floor or stage deck that the lowest edge of the item flown will be hung or trimmed
- Tripod – a three-legged camera mount, sometimes attached to a dolly for manoeuvrability, mostly used on location productions
- Tripod screen – portable projection screen with three legs and a pull-up surface supported by a rod on the back
- Trombone (lighting) – a device for hanging a lighting instrument that attaches over a set wall to position the instrument
- Truck – see Tracking shot
- Truss – a metal framework of bars and triangular cross braces providing a rigid structure used for suspending lights or other technical equipment over a stage
- T-shape – shape of table arranged for a conference, presenter(s) sit(s) at the top of the T
- T-shirt security – contracted personnel or volunteers, normally dressed in matching T-shirts, used primarily for crowd control. See Security
- Turn-around time – the time between striking and loading out one production and loading in another
- Turnover (time) – the time required to break down and reset a function room
- Turntable – a revolving disk or platform on stage that is capable of turning 360 degrees
- Tweeter – a high-frequency loudspeaker
- Twin room – room for two people with two beds (single or double)

- Ultra vires* – action of an employee of an organisation or facility that is outside their legal capacity
- Ultraviolet light – light that causes certain colours and materials to glow in the dark, also called black light
- Unbalanced audio cables – refers to two-wire audio cables. One wire carries the audio signal and other is a ground
- Underground hospitality suite – hospitality suite that is not hosted by an official sponsoring organisation (liability risk)
- Underwriters' laboratory (UL) – an independent laboratory that tests equipment to make certain it meets safety standards under proper usage. All electrical equipment used in productions should bear the UL label
- Uni-directional microphone – microphone used for speeches that is designed to pick up sound from only one direction
- Uniserve property – a hotel property in which the CSM handles all aspects of the meeting, including catering
- Uplink – a communications facility that can send a signal to a satellite for further distribution
- Upstage – the part of a stage farthest from the audience or camera. See Stage areas
- Upstage centre – the part of the stage farthest from the audience or camera and in the centre. See Stage areas
- U-shaped set-up – chairs arranged in a U shape that face the head table or speaker
- Valance – a short curtain or border hung downstage of the main curtain and used to change the height of the proscenium opening. Also, a border or teaser used as an overhead-masking piece
- Vampire trap – a double-faced door type trap that pivots in the centre and can be used for fast escapes or disappearing props
- Variable expense – expense item that changes according to the number of attendees
- Variety entertainment – singers, dancers, comics or other stand-up performers
- Velours – velour curtains used to dress a stage, usually consisting of a backdrop with wing curtains for side masking
- Velox – photographic material used in preparing camera-ready art; a high contrast black-and-white proof
- Velveteen – imitation velvet material used for draperies
- Vendor – person who sells merchandise, food and beverages in a booth at an event
- Venue – an establishment consisting of event and entertainment staging areas, public areas and grounds. Single-venue facilities are often referred to as venue rather than facility
- Venue marketing – promotional strategy linking a sponsor to a physical site (sponsorship of stadiums, arenas, auditoriums, amphitheatres, racetracks, fairgrounds, etc.)
- Very high frequency (VHF) – the area in the electromagnetic spectrum between 30 and 300 MHz
- Very important person (VIP) – person who has a special function at the meeting (speaker, dignitary, etc.) and should be treated with special care
- Video – a TV for viewing a picture directly from the video output. Multiple monitors are used in the master control room to view each camera being used simultaneously. Closed circuit video monitors are often used to enable a hidden orchestra to view the production and the performers to view the conductor. Monitors are often used backstage for many reasons, and in large theatres views of the stage are shown in the lobby for latecomers, who are not allowed to enter until a break or pause in the performance. Large video walls and projection systems are often used in productions to allow patrons seated in the back rows a view of the stage or as an adjunct to the production. Some stadia and arenas have large-scale video display systems installed that are used by sporting events to televise close-up portions of the games. See Preview monitor and Programme monitor
- Video production compound – where event video production control equipment is set up
- Video production trailer/truck – a trailer or truck that is equipped to mix and record video and audio signals

- Video projector – device used to project video images onto a screen
- Video signal flow – a schematic showing every step of the video signal path from the camera coverage to the end-user
- Video wall – a wall consisting of separate video monitors stacked on top of each other in a tower to form a square or rectangle. All video monitors are connected together, acting as one video monitor or separately in any combination
- Videoconference – video monitors connected by telephone wires, satellite technology or ground wires, which allow individuals to meet ‘face-to-face’ from almost anywhere in the world. A videoconference can also include graphics, video clips, and transmission of data or documents
- Videographers – professionals hired to develop a videotape that can be used to promote an event
- VIP (very important person) – organisation officers, celebrity speakers, panel moderators, industry experts or others, as distinct from the majority in attendance
- Visual aid – material used in a presentation to give a visual image that will help clarify or demonstrate a point to the audience
- Voice band – any circuit that is capable of passing an analogue voice signal anywhere between 300–3 300 Hz
- Voice-over – an announcer, narrator or artist’s voice over an audio or video segment
- Volunteer speaker – speaker (usually a member of the organisation) who volunteers their skills as a presenter for a meeting
- Vomitory – an entrance piercing the banks of seats of an auditorium. In a proscenium theatre, it is usually off the apron downstage of the proscenium
- Voucher plan – hotel plan whereby the daily rate covers the room cost and provides a set amount that can be applied to food and beverage items
- VPO (visitors paid out) – the hotel cashier pays out on behalf of the guest, e.g. for flowers, theatre tickets
- V-shape – room set in which tables are set in a V-shape with chairs usually only on the outside
- VTR – video tape recorders
- Wagon – a movable platform on castors or wheels
- Walk the curtain – to walk behind a traveller or draw curtain as it closes to ensure that it closes properly
- Walkers – vendors who walk through the aisles at an event selling merchandise, food and beverages
- Walkie-talkies – portable wireless used for short distance two-way communication
- Walk-in (guest) – see Chance
- Walking a guest – the relocating in another hotel (owing to lack of available rooms) of guests who hold a confirmed or a guaranteed reservation
- Walking guest – a guest with hotel reservations who is denied a room due to the hotel’s overbooking
- Walkout – a person who leaves the hotel without paying their account. Also known as a skip or bilker
- Walkthrough – a rehearsal in which the performers walk through their movements on stage
- Wardrobe department – workroom for maintenance of costumes used in a production
- Warm-up – an activity or performance used prior to show time, to liven up or entertain the audience
- Wash factor – the number of rooms which are reduced during the period of lead time. This is forecast as a percentage by the front office manager; normally applies to GIT bookings
- Wedge – a monitor loudspeaker cabinet that is wedge shaped, normally placed downstage of the artiste
- Well brand – lowest prices brand of alcohol
- Whitney system – a patented system incorporating all guest details from the time a guest makes a reservation through to departure. The system may be used in part or as a complete system
- Wide shot – a wide-angle camera shot used primarily as an establishing shot. See Camera angles
- Winch – a manual or power operated device used to wind cable to raise and lower production scenery or equipment
- Wing and drop set – a series of false prosceniums made of wings or legs with borders masking the stage overhead. A painted backdrop is usually hung behind the set opening

- Wings – the offstage area immediately left and right of the stage
- Wire – any copper cable installed between two points and used for communications or electrical purposes
- Wire rope – flexible, sturdy steel wire cable used for flying heavy objects. See Cable pick
- Wireless microphones – microphones that operate by transmitting a signal to a receiver
- Woofer – a low-frequency loudspeaker
- Work call – the call time for which the crew is to begin work
- Work light – light or group of lights controlled independently of the stage lighting control and used for working in the venue prior to and after the show
- Working area – all space surrounding the acting area of a stage
- Workshop – area devoted to building, painting and repairing scenery, equipment or props
- Wrap – to conclude production activities for the day
- XLR plug – a standard connector used with microphone cables and other sound equipment
- Z-bed – a portable bed that can be folded up for easy storage
- Zero-degree camera shot – angle that exhibits a device or skill from the audience's perspective. See Camera angles
- Zoom shot – a change of angle that moves from a wide to a closer view of the subject, or vice versa. See