



How to Set Up and Run a Tech Crew





We wish to acknowledge Benny Caswell for authoring this guide. His leadership was instrumental to the Tech Crew proof of concept. In addition, we thank Tobias Ogle, Mark Patterson, Anton Luger, and Cooper Morrison for their contribution. Their experiences will serve as a beacon to which all Tech Crews can aspire.

Copyright © 2020 by AVIXA

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law. For permission requests, write to AVIXA Foundation.



Table of Contents

I. Preface	4
II. Welcome to Tech Crew	5
1. About AVIXA and AVIXA Foundation	5
2. Tech Crew Mission	5
3. Our Vision	5
4. Reasons to Start a Tech Crew	6
III. Launching a Tech Crew	7
1. Assign Roles Within a Tech Crew	7
1.1 Select a Tech Crew Champion (TCC)	7
1.2 Working With Your School Activities Coordinator	7
1.3 Establish a Membership With AVIXA	7
1.4 Student Recruitment for Tech Crew	8
1.5 Staff Responsibilities, Student Ratios & Weekly Meetings/Format	9
1.6 Leadership Opportunities & Succession Planning	11
1.7 Behavioural Considerations & Student Involvement	11
1.8 Reward & Recognition	12
1.9 Insurance Considerations	12
1.10 Important Forms	12
1. Membership/Application Form	12
2. Code of Conduct/Practice	12
3. Gear Request Form	12
4. Project/Event Requests Form	12
5. Crew Call Requests Form	12
1.11 Room Requirements	13
1.12 Tech Crew Funding & Purchasing Considerations	13
1.13 Asset Management & Equipment Privileges/Loaning	14
1.14 Technical & Software Requirements	14
2. Programme Outline – Steppingstones of the Tech Crew Journey	15
2.1 Training Your Tech Crew Members	15
2.2 Tech Crew Services to the School	15
IV. Conclusion	17
V. Appendix	18
1. Forms	18
1.1 Membership/Application Form (Example)	18
1.2 Tech Crew Code of Conduct/Practice (Example)	19
1.3 Other Request Forms	19
2. The Inspiration	24



I. Preface

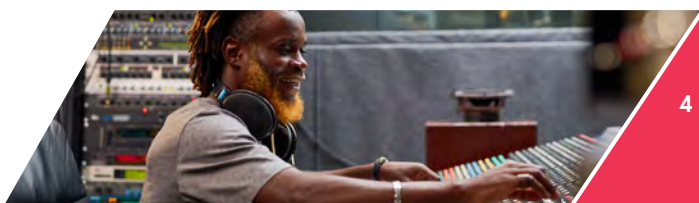
The AVIXA Tech Crew programme is a global initiative offering interested students a unique opportunity to learn real-world, technical and project management skills applicable to a career in the professional audiovisual (AV) industry.

Learning hands-on skills and engaging with various technologies and roles allows students to explore exciting potential career paths. The AV industry is creative, challenging and fast-paced.

The Tech Crew model encourages students to discover the AV industry and develop technical and soft skills. The model can also improve emotional well-being during adolescence.

This quick guide gives you the essential information required to launch a Tech Crew in your school, from defining the roles and responsibilities within the crew to where to get technical gear and customers. The appendix section at the end will provide some examples of forms and a case study of Tech Crew success.

The first successful Tech Crew was implemented in 2012 in Sydney, Australia. Students at Knox Grammar School worked with the school's AV specialist to create a Tech Crew "club" concept as a co-curricular activity. Read their story in the [case study section](#) of this quick guide.





II. Welcome to Tech Crew

I. About AVIXA and the AVIXA Foundation

AVIXA™ is the Audiovisual and Integrated Experience Association, producer of InfoComm trade shows around the world, and the international trade association representing the audiovisual industry. The association serves as a hub for professional collaboration, information, and community, and is the leading resource for AV standards, certification, training, market intelligence, and thought leadership.

Established in 1939, AVIXA has more than 11,400 enterprise and individual members, including manufacturers, systems integrators, dealers and distributors, consultants, programmers, live events companies, technology managers, content producers, and multimedia professionals from more than 80 countries. Association members create integrated AV experiences that deliver outcomes for end users.

The AVIXA Foundation provides access to quality skills education, builds career pathways, and fosters valuable hands-on experiences to inspire the next generation of leaders in the audiovisual (AV) industry.

As a nonprofit, charitable organisation, its vision is to increase awareness of AV as a viable career path, supply entry-level skilled workers for

AV companies around the world and enhance diversity in all forms within the industry on a global scale. The AVIXA Foundation is a nonprofit 501(c)(3) tax-exempt organization operated for the public good on behalf of AVIXA™. With the help of AVIXA members and the entire audiovisual industry, the Foundation maintains a rigorous agenda of charitable functions and programs.

2. Tech Crew Mission

The Tech Crew programme fosters the next generation of audiovisual and integrated experience professionals by supporting the creation and development of AV Tech Crews in secondary education institutions and communities.

3. Our Vision

A sustainable future for the AV industry requires ensuring there is an ample, well-trained workforce. The AVIXA Foundation works with secondary and tertiary schools interested in implementing or in further developing their own Tech Crew. Participation in the Tech Crew inspires young adults to deepen interests, find new passions and discover exciting pathways to new careers otherwise unfamiliar to them.

4. Reasons to Start a Tech Crew

Discover New Careers. There is a place for everyone in the AV industry.

- Whether someone is technical, highly creative, loves building things, or is a born leader, the global AV industry is full of opportunities where anyone can shine.
- Students will learn fundamental skills and knowledge directly related to career paths they may have never considered before.

Support Student Academic and Social Skills. Tech Crew is a proven method for improving student social development and scholastic achievement.

- Parents and teachers have observed positive changes in student well-being and grades during their participation.
- Tech Crew offers camaraderie for students looking to be a part of something bigger than themselves.
- Students can express themselves and realise their potential.
- Students learn teamwork through goal setting and shared project management.

Elevate Student Self-Confidence. Tech Crew is an excellent opportunity for students to contribute within their school community.

- Students earn respect and recognition for their work from peers.
- Students build their self-confidence through individual contribution to larger projects.

- Students are pushed to develop strong work ethic and meet deadlines.

Provide a Valuable Resource for the School

Community. Utilisation of audiovisual technologies is typically one of the most under resourced departments in a K-12 school. Tech Crew offers both extra/co-curricular activities for students and supports a wide variety of business needs in a school. Some areas may include but are not limited to:

- School assemblies
- Administrative gatherings and meetings
- Drama and theatrical productions
- Sporting and live events
- Content creation for the school's communications and marketing team (especially for social media)
- Archival operations with regards to capturing the life of the school digitally for historical value

Defining Your End Goal. The most important consideration is defining your end goal. Every school has a particular philosophy and mission for its students.

- See this as an opportunity to create a scalable, sustainable career readiness model.
- See it as a direct connection to a booming, overlooked industry looking for talent.



III. Launching a Tech Crew

I. Assign Roles Within a Tech Crew

I.1 Select a Tech Crew Champion (TCC)

Identify a suitable adult staff member willing to assume the role of Tech Crew Champion (TCC).

Essential Requirements for the TCC:

- Full-time employed by the school
- Available for activities after school hours
- Good mentorship skills to provide encouragement and guidance
- General interest helpful
- Technical knowledge is not required (can be trained through AVIXA online courses)

Where to Find the TCC:

- Your school's AV or technology manager
- A teacher with an interest in the creative industries
- Staff members from the creative arts departments (drama/performing arts, music, English, digital media/content, science)

I.2 Working With Your School Activities Coordinator

1. Meet with your school's activities coordinator to set up a new activity for students.
2. Outline your plans:
 - Define learning outcomes for students
 - Outline benefits to the school
 - List staff/resourcing requirements
 - Estimate initial costs involved
3. Borrow from this quick guide to make your case. It may even replace the need to write a separate charter for the programme.

I.3 Establish a Membership With AVIXA

Establishing a membership with AVIXA is an essential part of the journey. Within 12 months of Tech Crew creation, we ask that you become a Tech Crew Global School by acquiring an annual education membership through the AVIXA Foundation. Membership will give you access to AV skills training, development resources for students, access to local events, and much more.

1.3.1 Benefits of AVIXA Membership

- **Uncapped Student Memberships.**
This includes complimentary access to the following online training courses, which serve as the curriculum for the Tech Crew programme:
 - Intro to the AV Industry
 - [Quick Start to the AV Industry Online](#)
 - [Essentials of AV Technology Online](#)
 - [CTS Prep Online](#)
 - [AVIXA-Recognized AV Technologist Test Online](#)
 - [AV Math Online](#) (upon request)
 - [Event Setup for AV Techs Online](#) (upon request)
 - [Networking Technology Online](#) (upon request)
- **5x Elite Level Memberships** for staff: Elite membership is AVIXA's highest category of individual membership. You may assign these Elite membership seats to your professional staff, i.e., AV support team and/or your IT Helpdesk teams looking to expand their knowledge. The faculty Tech Crew Champion is another.
- **Access to Special Events** relevant to Tech Crew, organised or supported by AVIXA.
- **AV Career Mentoring** for students from local AVIXA member companies (depending on regional availability).
- **Assistance With Arranging Classroom Presentations, Excursions and Site Visits** with manufacturers of AV equipment for the purpose of additional training (depending on regional availability).

- **Access to Additional AVIXA Education:**
A variety of webinars and an annual certification one-day course can be held virtually for students and staff who prepare to sit for their CTS Certification exam.
- **Tech Crew Global Support Network:** to allow staff and their students to connect with other Tech Crews around the globe.

1.3.2 How to Become an AVIXA Member

Method 1: Join AVIXA directly.

Email your enquiry to our regional AVIXA representatives at [avixa.org/contact](mailto:avixauk@avixa.org) to get your membership started.

Method 2 (applies to schools in Australia/New Zealand only): Through the [Association for Audiovisual & Education Technology Management \(AETM\)](#).

A school may also become a member by joining AETM. The AETM is an Australian Association representing AV Professionals in Education. Through their partnership with AVIXA, their members also automatically become AVIXA members and attain a Bronze level membership for AU\$450 ex GST. Visit www.aetm.org/join/ and submit a request to become a member.

1.4 Student Recruitment for Tech Crew

Student recruitment for Tech Crew can occur in a number of ways, mainly through your school's communication outlets. These could include:

- Posters/Digital signage
- School publications
- Cross-promotion with related subjects
- Co-curricular expo/fair

1.5 Staff Responsibilities, Student Ratios & Weekly Meetings/Format

1.5.1 Staff Responsibilities

Tech Crew Champion (TCC) — Over the first year, the TCC will be responsible for formally establishing the programme. The TCC's main responsibilities include:

- Drive a student recruitment campaign
- Oversee the programme's operations
- Encourage students' curiosity toward exploring and learning about AV installations within the school (and in the outside world)
- Help students enrol in their first supplemental AVIXA online training
- Appoint leadership positions amongst students
- Act as the ongoing voice for the students with school decision-makers
- Act as a conduit for ideas and discussions Tech Crew members bring to the table for consideration

Side Note: As Tech Crew members acquire new skills and gain experience, look to transition your role from directive to supervisory. The more student-run you can make Tech Crew, the more ownership students will feel over their work.

Other Support Staff — These can be full-time staff from any department within the school, people who would like to help and who have an interest in technology. Their support could be focused on the students and/or their pastoral care. Tasks could be:

- Reviewing students' academic performance
- Arranging crew calls
- Arranging permissions for 'out of class' time
- Coordinating technical training

Alumni Staff — Once you have had your first generation of Tech Crew students graduate from school, they might still be interested in assisting their younger peers in their spare time. Due to their hands-on experience, past student leaders can be a great resource. They typically are hired to:

- Supervise and facilitate the weekly meetings
- Help with succession planning

Volunteers/Contractors — Volunteers are a great resource to help TCC within the first year of getting the programme off the ground.

They can include:

- Parents who want to help
- External contractors (manufacturer representatives, systems integrators, or live production companies) who will help access hands-on product and skills training and mentoring.

Side Note: Build strong relationships with your service providers and contractors in the AV industry. Contractors and manufacturers are great sources of opportunity for the students. Contractors may be willing to provide access to their equipment or donate for Crew use. They could also become potential providers of internships or even entry-level jobs for graduating Tech Crew members.

1.5.2 Staff/Student Ratios

Your school may already have a prescribed ratio of staff to students for any given activity. Please consult your administrators to find out.

Based on our experience, some sensible ratios to consider would be for:

- Theory training sessions – 20:1 in the classroom
- Practical training sessions – 8:1 in the practical session
- Events – 10:1 for events. Most events will have other staff present for other reasons (e.g., drama/music/sport/catering staff).

1.5.3 Weekly Meetings/Format

- Run a minimum of two sessions per week on different days (before school, at lunch time, or after-school). This allows a maximum number of students to be involved across their different weekly commitments outside of Tech Crew. Generally, the sessions mirror each other, so no student misses out.

The educational lessons should cover:

- Culture of self-learning
- Collaboration
- Up-skilling

Sample Structure for Meeting Content:

- **Week 1 – Theory (Teach a skill)**
 - Roll call
 - Roadmap of what's coming up (in the next week, month), discuss crew calls, etc.
 - Product spotlight (expose students to the newest/latest products in the

industry, how companies are pushing the boundaries. Mix it between 'pie in the sky' products (e.g., holograms) or products that may be on the horizon to purchase)

- Theory lesson – skill
- Seated, classroom format with presentation
- Joint practical presentation of the skill

- **Week 2 – Practical (Apply the skill/work on projects)**

- Roll call
- Recap – Brief summary of skill of the week
- Roadmap
- Product spotlight
- Practical session
 - Students lead the activities
- OR project work time
 - e.g., editing other projects
- OR question and answer

Other ideas for sessions:

- Question and answer
- Professional spotlight
 - e.g., bring in a contractor or AVIXA member to demonstrate products, highlight skills.
- (AVIXA) mentoring programme
 - Once a month, bring in an industry (AVIXA) member to mentor a group of students in their specialist interest.

1.5.3 Weekly Management Meeting

Generally held before the first session of the week.

- All staff involved should attend – TCC, extended staff, alumni staff, volunteers
- Status report
- Challenges faced – how did we overcome? – Lessons learned
 - Nurturing changes in students
 - Resourcing issues (staff)
 - Issue fulfilling crew requests
- Students to be commended

1.6 Leadership Opportunities & Succession Planning

Define a Student Leadership Team – Assign a “manager” for each operation area.

- Head of Lighting
- Head of Audio
- Head of Digital (e.g., Animation/Projection)
- Head of Videography
- Head of Photography
- Head of Equipment (asset operations)
- Head of Projects
- Head of Teaching (lessons, theory creation)

Assign a “Captain”

- Serves as the face of the Tech Crew
- Represents the group within the wider school community and student body

Succession Planning

- Approach potential successors for leadership roles early on
- Provide mentoring/coaching
- Assist them in expanding their leadership skills

1.7 Behavioural Considerations & Student Involvement

Student Management System

- Tie student academic performance to their participation to ensure consistent academic commitment academically.

Tracking Student Performance

- Track student academic performance regularly by building in check-ins during the school calendar.
- Recruitment of Tech Crew members for a particular project will be based on their academic performance.

Tracking of Student Engagement

- The Tech Crew leadership team is to ensure each student has access to equal opportunity to learn across all focus areas.

Communication via Google Classroom

- Google Classroom is recommended as an intranet for the Tech Crew, for collaboration and communication amongst Crew members. Note this is a recommendation only and not mandatory.
- Communication for Crew Calls
 - Expression of interest for projects
 - Unavailability
 - Not interested
- Weekly Summary Reports
 - Brief update
 - Download any information required for a project
- Updates/Announcements on Google Classroom about things happening, e.g., local events
- Storage of documents and lessons

1.8 Reward & Recognition

- Acknowledge a job well done or students showing promise and making efforts to learn new skills
- Awards can be given either within the school's assemblies or within the Tech Crew. Examples include:
 - Most Improved Awards
 - Merit Awards
 - Colours/Honour Awards
 - Presentation Day Awards

1.9 Insurance Considerations

It is important to work with your school administration office to establish or review the school's existing insurance policies. Consider what policies apply to:

- Lending of equipment belonging to school or contractors
- Liability for potential damages to borrowed equipment
- Requirements for site visits, day trips as groups
- Hosting AV professionals/visitors on school grounds for presentations

1.10 Important Forms

1. Membership/Application Form
 - Tech Crew membership form includes a waiver for parental responsibility and the use of gear/equipment.
 - Modify the template in [Appendix 1](#) to meet your school's policies.
2. Code of Conduct/Practice
3. Gear Request Form
4. Project/Event Requests Form
5. Crew Call Requests Form

I.11 Room Requirements

Tech Crew Office

- Allocate a permanent home for the Tech Crew
- Furniture should allow for multiple formats of learning and training
- Secure enough to leave equipment set up
- A room with modular desks for classroom teaching, small group work, and side project work
- Walk-in storage room with organised equipment and other assets

Classrooms for theory/training lessons

Storage Facility for Equipment

- Secure, clean and dry
- Accessible after hours
- Shelving for gear
- Hooks for cable
- Ability to manage equipment assets

Multipurpose Spaces

- Drama theatre
- Art classroom
- Music room/recording studio
- Computer labs

Things to Consider:

- Access (after hours)
- Clean & dry
- Secure
- Storage/shelving
- Power for charging, etc.

I.12 Tech Crew Funding & Purchasing Considerations

Tech Crew does not have to be reliant on much funding to get started.

Buy-in From Departments – Consider the possibility to receive equipment provided from various school departments in return for providing services for certain AV projects.

- Teaching Faculties
- Marketing/Communications
- Archivists
- Art Department
- Performing Arts
- Alumni Network
- Parents Associations
- Community Sponsors/AV Company Sponsors

I.13 Asset Management & Equipment Privileges/Loaning

As the Tech Crew equipment inventory grows, set up a tracking and management system. Student leaders will be in charge of keeping this in order (see under II.1.6 Leadership Opportunities & Succession Planning).

- **Responsibility and Accountability**
 - Place a large emphasis on maintaining equipment and accountability of those who use it – Soft skill taught to students: assume responsibility.
- **Use of Gear** – Consider limit of use
 - Who can sign out equipment? – Students/staff of the Tech Crew only?
 - Should equipment be used for personal projects?
 - Can assets be taken off-site?
 - Must students be supervised? – Soft skill taught to students, building trust
- **Prioritisation**
 - Gear to be prioritised for school use before personal interest projects
- **Personal Gear**
 - Students may have their own gear (particularly video/photo) they are willing to provide for training, to showcase, talk about, or use at events
- **Gear Swapping**
 - Consider between other schools/programmes, associations/siblings' schools

- **Asset Management System**
 - Paper sign-in/out sheet
 - Excel spreadsheet/Google Form
 - True Asset/Rental Management System like Current RMS
- **Quality Barcoding/Tagging all Equipment**
- **Test & Tag Electrical Equipment**
 - In line with workplace health safety compliance at your school/jurisdiction
 - Communicate with your property/maintenance department to ensure your equipment is tested and listed in line with all other electrical equipment in schools

I.14 Technical & Software Requirements

- **Video/Photo editing**
 - Final Cut Pro, Adobe Creative Cloud Suite, Premiere/Lightroom, After Effects
- **Projection**
 - QLab, Madmapper
- **Presentations**
 - Keynote, PowerPoint, Prezi
- **Google Classroom** – for intranet – part of the G Suite
- **Asset/Rental Management System**
 - Current RMS
- **iPad companion apps** for your lighting/sound desks

2. Programme Outline — Steppingstones of the Tech Crew Journey

Tech Crew is ultimately about creating a culture of learning, knowledge sharing and excellence. With these core values, any Tech Crew will be a point of pride and success for your school community.

2.1 Training Your Tech Crew Members

AVIXA-Certified Industry Training

As an official AVIXA Tech Crew member, your Tech Crew will gain access to the [full AVIXA online training programme](#). This will provide all Tech Crew members with formal learning and give them the AV background they need to succeed. Other formats of AVIXA training, such as onsite or live training, can be discussed with your AVIXA regional manager.

Activity: Getting to Know Your School's AV

- Take the students on a walk around the school to look at existing equipment and spaces you have available.
- Connect with your school's IT/AV/Art/Performing Arts Department to check out what assets the school may already have.
- This is a good segue into building strong relationships with these departments.

Learning by Doing

- Hands-on learning experiences help students learn and understand faster.

Students Teaching Other Students

- Can be done both in a classroom and in practical environments.

Knowledge Sharing

- Students with specific interests can become the resident 'expert' in their area, share this knowledge and upskill other students.
- Older, more experienced students can teach the younger students.

Student Research Presentations

- Students to choose an area of interest.
- Students to research the topic, build a presentation, and present to the whole Tech Crew in a theory/practical session.
- Resident 'experts' (see under Knowledge Sharing) are often the best Tech Crew members to start this process and set the example.

Special Guests, Incursions & Excursions

- Contact your regional AVIXA representative to connect your Tech Crew's with local AV industry partners/members to facilitate learning experiences (incursions, excursions).
- Ask contractors of your individual school partners.
- Reach out to the parent network to see if any work in related industries.

2.2 Tech Crew Services to the School

A Tech Crew's service can be highly valuable to a variety of areas with the school's community.

Video Production

- Film sports teams for coaching analysis
- Film important events/musical productions, etc., for archives
- Film school events/activities for social media content creation such as highlights reels

Live Streaming

- To an online service for parents (and particularly parents of boarders if applicable) to watch important school events
- To other spaces in the school as overflow viewing where your venue is at capacity limit
- To screens in/on the hall/sports field for image magnification

Audio Production

- For school events/assemblies, performing arts (music), etc.
- For student music groups (e.g., recording studio for school bands)

Lighting Production

- For school events, or productions like school musical/play

Photography

- Of school events for archives

- Of school events for social media content creation, use in publications (newsletters, yearbook), on the school website, etc.

Stage Management

- Of school productions, assemblies, etc.

Video/Audio Post-Production

- Making videos for marketing and communications, social media, event highlight reels, archives
- Mixing the audio from band/orchestra performances

Day-to-Day AV Support

- Across classrooms, assemblies/gatherings
- Assist teaching staff or other students with operation of AV equipment

AV Support for Nonperformance Spaces

- Assist with setup and running of AV in classrooms/assembly spaces

Event AV Design – Graphic Design as Well as Presentation Creation for Assemblies and Other Events

- Enhance AV presentations (PowerPoints/keynotes) for community school events like assemblies

Content Creation

- For social media
- For archives
- For the school's promotional material



IV. Conclusion

This quick guide shows that establishing a Tech Crew programme in your school does not need to be a gigantic undertaking.

By following the content outlined in this document step by step, your school will have launched its own Tech Crew within a short time frame, laying down solid foundations for your students to discover new interest areas, find a great creative outlet for their passions and talents, acquire technical skills, basic project management techniques and soft skills such

as team work and leadership skills. Through participating in the Tech Crew programme, your students will not only find themselves exploring new career paths, but will become more confident, knowledgeable and mature.

If you have further questions or require more individual advice on running your Tech Crew programme, you can contact the AVIXA team in your region: avixa.org/contact, or the AVIXA Foundation, foundation@avixa.org.



V. Appendix

I. Forms

I.1 Membership/Application Form (Example)

- ☐ I have read and noted the proposed training times as well as the conditions of membership and legal requirements of [school name], as outlined below.
- ☐ I understand that failure to comply with these requirements may result in my child being asked to leave the Tech Crew team.
- ☐ I take responsibility for my child's transport to and from [school name] for training sessions, rehearsals, and events that commence and/or finish outside of regular school hours.
- ☐ I understand that any Tech Crew gear that my child rents from the I.T. Department will be my family's sole responsibility for the duration of the loan, including the appropriate use and care, transportation, and return of the gear in its original state.
- ☐ I understand that there may be some variations to the rehearsal schedules presented for events.

Given these requirements and conditions, I give permission for [student's name] to apply for membership in the Tech Crew.

- ☐ I understand that admission is not automatic and is subject to a review of academic history.
- ☐ I [student name] commit to the Tech Crew Code of Conduct.

Warning Statement (may or may not be applicable to your school/insurance policy)

Sporting and other school activities may be dangerous and result in personal injury, disability, illness or death; being aware of those risks, parent's consent to their child participating in the full range of core and co-curricular activities and all activities for boarders, carried on by the school from time to time, including sporting activities and excursions away from the school.

1.2 Tech Crew Code of Conduct/Practice (Example)

- ☐ I commit to my Tech Crew training and development through the AVIXA online learning portal.
- ☐ I commit to being actively engaged in the Tech Crew theory and practical sessions for my personal training and development.
- ☐ I commit to my peers that I will be part of the community.
- ☐ I commit to maintaining my educational studies/other co-curricular activities around any Tech Crew commitments. Tech Crew should never be used as an excuse for incomplete/late submission of homework/assignments.

(Signed as part of the Tech Crew Membership Form).

1.3 Other Request Forms

Prepare the following forms (examples from Knox Grammar School, Sydney, Australia).

- **Gear Request:** This type of form serves to identify and approve the loan of technical gear required to complete a project.
- **Project/Event Request:** This type of form should be used by groups or departments within your school's community to request the services of the Tech Crew.
- **Crew Call Request Form:** This type of form serves to identify and recruit the students available for a particular Tech Crew project. Students who are Tech Crew members must complete this form to be considered for the project.

1.3.1 Gear Request Form (Example)

Please fill out the form below to request Tech Crew gear for both school and personal projects. Borrowing equipment is a privilege, not a right, and each request is considered on a case by case basis.

For insurance purposes, we require you to be specific and honest with the below – we need to know exactly when and where you are using the equipment, and what for.

For example, for a school project you should say “Filming a Year Meeting” in the “Knox Cultural Centre”, or “Photographing Year 9 Rugby” at “Waverley College Oval # 2”.

For a personal project you should say “Timelapsing Sydney City” from “Circular Quay”, or “Filming a video for charity” at “North Sydney Oval”.

*Required

Full Name *

Please type your full name below.

Year *

Please select your year group from the list below.

Choose

Email Address *

Please enter your email address.

Location of Job *

Where will the equipment be used? If the equipment is being used internally, please provide specific room name/number.

Job Classification *

- ☐ Tech Crew Job
- ☐ Personal (Non-Commercial)
- ☐ Staff Request

Requested Equipment *

Please be specific including quantities.

Name of Job *

What's the job name?

Requested Equipment Collection *

When would you ideally like to collect the equipment?

DD / MM / YYYY Time :

Equipment Usage – Start *

When does the job start – 24hr time.

DD / MM / YYYY Time :

Equipment Usage – Finish *

When does the job finish – if over several days use time of last day?

DD / MM / YYYY Time :

Requested Equipment Return *

When would you ideally like to return the gear?

DD / MM / YYYY Time :

I.3.2 Service Request Form (Example)

Request the services of the Tech Crew through filling out the form below.

Please note that acceptance of a service request is not automatic.

So that we are best able to cater for your requirements, please be as thorough as possible.

Your email address will be recorded when you submit this form.

Not you? Switch account.

***Required**

Full Name *

Please type your full name below.

Service Request Name *

Service Request Location *

Please be as specific as possible.

Services Requested *

Please be as specific as possible.

☐ AV Assistance

☐ Audio Assistance

☐ Filming – Highlights Video

☐ Live Feed – In-venue (projectors/displays)

☐ Filming – Presentation, session, archive

☐ Live Streaming – Online

☐ Editing

☐ Photography

☐ Stage/Specialist Lighting – Design, setup,
programming, operation

☐ Other: _____

Event Start Time *

DD / MM / YYYY Time : _____

Event End Time *

DD / MM / YYYY Time : _____

Description of desired services/outcome *

I.3.3 Crew Call Request Form (Example)

Express your interest to assist with this job by filling out the form below.

Acceptance onto a job is not automatic; however, we make every effort to provide the maximum number of opportunities to every child.

***Required**

Full Name *

Please type your full name below.

Year *

Please select your year group from the list below.

Choose

Role *

	Live Stream Camera Operator	Live Stream Roaming Camera Operator	Photographic Team Leader	Photographer	Vision Switcher	Vision Director	Audio Assistant
1st Preference	☐	☐	☐	☐	☐	☐	☐
2nd Preference	☐	☐	☐	☐	☐	☐	☐
3rd Preference	☐	☐	☐	☐	☐	☐	☐
I would prefer not to have this role	☐	☐	☐	☐	☐	☐	☐

Additional Roles *

In addition to the main event, I am available and would be keen to assist with.

- ☐ Pre-Production Video – Photo & Video Montage from 2018 – To be done on Tuesday & Wednesday Week 1 (30th & 1st).
- ☐ Gear Prep – Tuesday 30th April 3:30–5:30 p.m.
- ☐ Bump In – Wednesday 1st May 3:30–6:30 p.m.*
- ☐ Post Production – Editor (own time).

I.3.3 Crew Call Request Form (Example) — cont'd

Comments *

Only if required.

I acknowledge that Tech Crew jobs come as a second priority to any compulsory school activity including sport, assessment tasks and music lessons. No such periods of compulsory attendance occur during this job or I've listed them below: *

- ☐ I agree, that I have no periods of compulsory attendance during this job or I have stated them below.

Optional — Notification of Periods of Compulsory Attendance

Such periods include: Class before an assessment task, class of an assessment task, music lesson, sport.

Parental approval is required for all Tech Crew jobs. I have discussed the requirements set out in the Crew Request with my parents/guardians, and they are supportive of my involvement in this job. *

- ☐ Yes, I have discussed the details of this job with my parents/guardians, and they are supportive of my involvement.



2. The Inspiration

Where it All Began: The 'Knox Tech Crew' Story

In 2012, students from Knox Grammar School, (Senior School campus) a private secondary school in the suburbs of Sydney, Australia – Tobias Ogle, Mark Patterson, Anton Luger and Cooper Morrison – created an after-school club, so they could live out their passions for AV technologies, while supporting school functions and events. Their then-mentor, the school's AV Specialist Benny Caswell, [CTS®](#), helped the boys design a comprehensive programme that could help students learn hands-on skills, manage budgets, and maintain equipment. That first Tech Crew would go on to complete several annual projects, such as producing live events on campus, filming sporting days, and more. Many of the original Knox Tech Crew members have moved on to their own professional success with AV technology-related roles, and they remain active mentors for Knox Grammar School's next generation Tech Crew members. Read below for the story of how they launched and ran their Tech Crew.

The Launch Phase

In 2012, Benny Caswell joined [Knox Grammar School](#) as an Audiovisual Specialist, tasked with the responsibility of managing the school's AV systems. As a full-time staff member, Benny was encouraged to lead a co-curricular programme and consequently suggested that the school should create a new programme focused on helping students learn real world skills using AV technologies. Intrigued by this initiative, the school agreed, and the idea for Tech Crew was born.

In preparation of the "launch," Benny ran a student recruitment campaign via the school's digital signage and captured the interest of several students. These students and Benny came together to brainstorm the idea, discussed what they would like to learn, and how they might be able to contribute around the school. With just a few curious minds, a little passion, and a new idea, the [Knox Grammar School Tech Crew](#) officially formed.

Preparation and Training

Initially, the cohort met once a week to catalogue the school's many AV resources and assets. From the largest screens and projectors, down to microphone and HDMI cables, they searched high and low in storage rooms, every presentation or performance space the school had spread across multiple campuses. Before long, the group had established an extensive master list of AV equipment they could use.

As students were introduced to the various AV components in their collection, Benny tasked the Crew members with exploring the school's different venues to learn how its many AV systems worked together. They learned about AV systems in the classrooms, in their largest lecture halls, and in theatres to name a few. Crew members were then trained on how these AV systems operated and were taught important troubleshooting tips regarding these systems.

Shortly thereafter, the Tech Crew started assisting with the running of school events, so processes were put in place to handle Tech Crew service requests from the school's community. Whether it was filming sporting events for



coaches, producing content for the marketing and communication team's social media feeds, acting as stage crew for theatrical productions, operating sound and lighting at school assemblies, or simply supporting classroom teachers, the Tech Crew eventually had a presence at every event on the school's annual calendar.

With no starting operating budget, the Tech Crew had to get creative to find tech gear. The Crew began negotiating with different departments, offering them AV services in return for some modest funding to purchase new equipment. As a result, a Tech Crew fund was established where funds from the different departments could be deposited. This proved an incredibly successful strategy that saw the Tech Crew secure funding for above \$100,000 of equipment across several years.

Another amazing supporter of the Tech Crew programme was the parents' association – it was not uncommon for them to donate equipment to the cause every year.

Tech Crew Success

As time went on, news about the Tech Crew began to spread amongst the students, and enrolments doubled year on year, until the programme eventually had to be capped at 50 students. It didn't stop there. In 2018, the waiting list grew to a staggering 130+ students. As student numbers grew, more structure was needed and so a second weekly meeting was established as an alternate day to help more students, who may

not have been able to attend, keep up to date and trained.

Student leadership and the development of soft skills were also to become paramount to ensuring the Tech Crew functioned like a well-oiled machine.

Student leaders who graduated high school, were invited to return as casual staff to continue to support the programme, which worked very well. This allowed initial Tech Crew facilitator Benny Caswell to take a step back and simply supervise the operation. Succession planning along with reward and recognition were introduced to ensure that the programme would continue to grow and sustain itself. This also gave the Tech Crew a sense of ownership, responsibility and pride for what they had created.

It became apparent after some time that the programme not only equipped students with great real-world skills, but also had a strong impact on student well-being, with some troubled students finding purpose as a part of Tech Crew.

This was taken one step further: Involvement in school events as an official crew member soon became a privilege. The Knox Tech Crew grew organically with some supervision and guidance in the beginning. The experience showed that students learned quickly and eventually managed to take charge of all Tech Crew operations, which gave students a real sense of ownership, pride and accountability.

We wish to acknowledge Benny Caswell for authoring this guide. His leadership was instrumental to the Tech Crew proof of concept. In addition, we thank Tobias Ogle, Mark Patterson, Anton Luger, and Cooper Morrison for their contribution. Their experiences will serve as a beacon to which all Tech Crews can aspire.



avixa.org/foundation