

Care and Maintenance of New Auditoriums

Consistent care of the facility will ensure the equipment and space remain in good working order as long as possible. The space should remain at a standard level for general use between productions - this means the stage space and lighting plot should be restored to the repertory standard immediately following a production (or the changeover should be coordinated in consideration of the next scheduled production). Each user should respect the space by “leaving it as good or better than you found it.”

If you have any questions regarding the following information, please don't hesitate to e-mail:
mtilma@wcpss.net
egrimes-droessler@wcpss.net
brownw@meredith.edu

For safety purposes, students must be supervised at all times when in the auditorium. Under no circumstances shall a student be allowed to operate the winch system, genie lift, ladders, or tools without proper training and appropriate supervision.

Stage Area

- Floor - stage floor should be swept with a dust mop - without the use of any chemicals (curtains should be raised [via wenches if applicable] or twisted/tucked up during sweeping)
- Floor - when the stage floor needs to be repainted - make sure all soft goods (curtains) are secured -use flat black latex paint- may be rolled on - when necessary to secure scenery to floor use wood screws and remove completely when finished
- Do not use masking tape as it leaves a residue and is difficult to remove
- Use only Gaffer's tape or Colored spike tape on the floor
- Stage wings should be clear of equipment/furniture except during production
- Cross-over space and exits should be clear at all times
- All backstage areas (including dressing rooms) must remain neat and clean at all times
- Fluorescent lighting should be used for instruction
- Stage lighting should be used for rehearsal and production only
- No food/drink should be allowed on-stage or backstage (except if called for in the production) - Bottled water for rehearsal is acceptable
- Student technical crew should wear all black (including shoes/socks) to reduce the potential of being seen by the audience
- Styrofoam is not an approved material for scenic purposes – per Fire Marshall instructions.

House Area

- Aisle lights should remain on at all times
- House lights (halogens) should be used for classroom instruction
- House lights (sconces & overheads) should be used for productions
- House light lock-out operation should be used for productions (training)
- No food/drink should be allowed in the auditorium at any time (bottled water for rehearsal is acceptable)

Control Booth

- The booth should remain clean and neat at all times
- Appropriate equipment (sound & light board) should be covered when not in use

Lighting

- Light Board - Turning it on - off - keep it covered when not in use (training)
- Don't turn off breakers @ dimmers
- Basic programming - repertory plot - repertory patch (saved on disc - stored in booth - keep a secure copy) - use of submasters- recording a cue
- Use of instruments - hang/focus - use of gobos - gels - safety chains used on each instrument hanging overhead - troubleshooting non-working instrument
- When raising and lowering overhead battens, a "spotter" should be used to secure the space underneath and watch for safe operation
- Marking/filing gels
- Coiling cables - marking lengths (blue=5', red=10', ...) - use tie-line
- Use of two-fers, jumpers, adapters
- Maintain an inventory of instruments and cables so you can plan appropriately for production design (if you need to rent more) - repair - purchase new
- Dimmer check prior to opening house at each performance

Sound Board

- Turning on the sound system (order) - turning it off
- Connecting microphones
- Cables - appropriate coiling is important to maintain integrity - use tie line to secure when not in use - don't roll over cables with genie lift, road cases, scenery - tape down cables with gaff tape only - spot tape / then fully tape in travel paths
- Storing equipment
- Using auxiliary equipment (CD/tape player)
- Main speaker system - monitor system (don't blow them) - hook up monitors correctly - controlling on board (training)
- Sound check prior to opening house at each performance

Genie Lift

- Safe operation - safety training - outriggers - sufficient floor crew
- Keep manual with lift
- Storage

Performance Procedure

- Check the status of the house before opening to the public - if reserving seats, do so before the house opens to avoid confusion - ensure sufficient staff/student house management/ushers to accommodate your audience
- House management/ushers should be able to direct patrons to bathroom facilities, water fountains, pay phones, etc.
- House management/ushers should be trained to accommodate patrons with disabilities (contact *brownw@meredith.edu* for training and specific guidelines)
- Just prior to the performance - make an announcement similar to:
 - Welcome to XXX School and tonight's performance of XXX
 - **Please take a moment to locate the nearest exit in the unlikely event of an emergency**
 - **Silence all cell phones and pagers**
 - **For the safety of our performers and in consideration of those around you, flash photography is prohibited**
 - Copyright laws also prohibit the use of video or audio recording devices of any kind (if applicable)
 - Thank you for respecting the work of our student performers by refraining from talking or moving about the auditorium during the performance. We appreciate your support of the arts and hope you will enjoy the evening!

Bolded statements are a must!

If you need a pre-recorded generic house introduction – please email *egrimes-droessler@wcpss.net*

- If a production contains material that might be offensive (language, content) or shocking (loud sudden noises, special effects) to the audience - a warning should be included in the pre-show announcement and posted at the auditorium entrance
- Posted and verbal warnings are **required** when using strobe lighting effects
- If the production is being recorded (audio/video) for archival purposes, ensure the recording devices do not interfere with audience egress
- House managers should monitor the audience throughout the performance to ensure appropriate behavior and intervene if seating questions arise. House managers/ushers should speak to any patron who is being disruptive (e.g., using flash camera, talking excessively)
- House managers should maintain an actual “house count” for each performance. This data will be helpful in program planning
- House managers/ushers should be stationed at intermission in various locations for security, to direct patron traffic and to ensure concessions are not brought into the auditorium
- Once the performance is over and the house is clear - the auditorium should be canvassed for trash (extra programs)
- Provide a space for audience to recycle programs for use later in the performance run (if applicable)