

CELLAR THEATER INFORMATION & POLICIES

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CONTACT INFORMATION

Department of Theater & Dance Office (Debi Ward).....	4520
Chair of the Department (Lynne Conner).....	4524
Associate Chair and Technical Director (John Ervin).....	4522
Costume Shop Manager (Christine Nilles).....	4528
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PURPOSE OF THIS DOCUMENT

In preparing to use the Cellar Theater in Runnals Union for a theatrical or similar event, there are many things that should be considered to insure a smooth construction/rehearsal period and successful performance. This document is a record of information and policies that are intended to help guide student and other non-departmental producing organizations in the process of staging their event. It should not be considered a replacement for consultation with the Department of Theater & Dance faculty and staff.

GENERAL HEALTH AND SAFETY

All national, state, city, college-wide, and departmental health and safety guidelines must be strictly adhered to by any user of the Cellar Theater. It is the Cellar Theater presenter's responsibility to be aware of all health and safety concerns. The Department of Theater & Dance reserves the right to cancel any event that puts anyone or anything at risk (particularly from disregard to health and safety). In certain cases, the department will refer judgement to Colby's Director of Safety or other local officials for clarification. See the Department of Theater & Dance *Safety Information Sheets* at http://www.colby.edu/theater/information_sheets.shtml for further information.

QUESTIONS AND DISCREPANCIES

Any questions or discrepancies, which are not specifically addressed in these guidelines, should be discussed with the most appropriate people from the list of contacts on the cover page. They will try to work out a fair resolution to the issue. In all cases, the decisions of the Department of Theater & Dance are final *in this instance only* and should not be misconstrued as precedent setting for the future.

SCHEDULING

Rehearsals *in the performance space* may begin on the first Monday of the school year or the Monday immediately following the strike of any previous Cellar Theater event. This does not imply exclusive residency in the space. The Cellar Theater is also used for classes and other activities. All users of the Cellar Theater at any given time must coordinate appropriate usage times and facilities arrangements. Additionally, the Department of Theater & Dance Technical Director must be given notification of any scheduling agreements. Similarly, facilities scheduling (for any time of day) must be approved by the Department of Theater & Dance Administrative Secretary.

The Department of Theater & Dance Technical Director and Costume Shop Manager will schedule dates for scene shop and costume shop construction. Please refer to the *Safety Information Sheets* entitled "Scene Shop – General Safety" and "Costume Shop" at http://www.colby.edu/theater/information_sheets.shtml for specific information pertaining to safety certification and tool usage which requires supervision.

Apart from Final Dress, no technical or dress rehearsals will be scheduled by the Department of Theater & Dance, though the producing organization is welcome to hold as many such rehearsals as desired. Final Dress will be scheduled by the department at the same time that performance days and times are approved. The Cellar Theater presenter is not obligated to use the scheduled Final Dress.

However, the building will be closed to all other activities at – *and only at* – the scheduled Final Dress time. This means that if the Cellar Theater presenter decides to hold a Final Dress at any other time, it is likely that there will be noise disturbances from activities in Strider Theater and around the building.

Once the performance dates and times have been approved, they may not change. Cellar Theater presenters must consider intended facilities set-up, limited seating capacities, and campus conflicts when the performance dates and times are initially proposed. Like Final Dress, the building will be closed to all other activities during any scheduled Cellar Theater performance.

Apart from the details described above, all other rehearsal and construction must occur in spaces outside of the Cellar Theater.

No public announcement of an event may be made, no auditions may take place, and no rehearsing or construction may begin *until* the event has been approved and scheduled with the Department of Theater & Dance. See the Department of Theater & Dance Administrative Secretary for application procedures.

FRONT OF HOUSE

Once a curtain time has been announced, the event should start promptly at that time and not “fashionably late”. House opens for any Cellar Theater event 15 minutes prior to curtain unless previous arrangements have been made. The Department of Theater & Dance will provide a House Manager and ushers for each approved performance. The Director/Coordinator of the Cellar Theater presentation must meet with the House Manager both three weeks **and** 90 minutes prior to curtain to confirm:

- Running times
- Length of intermission(s) – if any
- House closing procedures
- Latecomer seating preferences
- Entrances and exit paths being used by performers during performances
- Gunshots, strobe effects, live flame and other potential safety concerns
- Emergency and other safety procedures

All Cellar Theater events have unreserved seating. Arrangements for ticket sales, when appropriate, must be made in coordination with the Department of Theater & Dance Administrative Secretary. If seats need to be held for any reason, arrangements should be made with the House Manager. **Standing room is not permitted and under no circumstances can the audience size exceed the maximum seating capacity as approved by the Theater & Dance Technical Director.** This seat-count approval must happen as early in the production process as possible to allow time for house management to prepare accurate “head-counting” measures – tickets or otherwise.

CONSTRUCTION & REHEARSAL SUPERVISORS

The people whose responsibilities are described in the following list must meet as a group, with the Department of Theater & Dance Technical Director, on a weekly basis beginning at least one week before any construction begins and ending in the week *after* the strike. These meetings are not to be confused with or used as a production meeting. **If these meetings do not take place as scheduled, the event will not happen.**

- The person responsible for engineering, building and acquiring all scenery.
- The person responsible for painting the scenery.
- The person responsible for building and acquiring all props, furniture, and dressing.
- The person responsible for hanging and focusing the lights.
- The person responsible for acquiring, editing, and recording the production's sound needs.

These people must be in charge of and present at *all* relevant work calls, organize construction/production schedules, recruit assistants, and coordinate related safety training with the Department of Theater & Dance Technical Director. It is entirely possible for a singular person to fulfill more than one set of responsibilities from the list above. While this is both common and welcomed, the Department of Theater & Dance encourages all producing organizations to evenly spread out this usually extraordinary workload.

There are at least two other people that should be identified as either a construction or rehearsal supervisor. The person responsible for acquiring and building the costumes (including implementation of hair styles and makeup) must meet with the Department of Theater & Dance Costume Shop Manager to establish additional information & polices, not covered in this document, and to discuss scheduling, training, and safety related issues.

The Stage Manager and any Assistant Stage Managers must collectively meet with the Department of Theater & Dance Technical Director for a building walk-through at least one week prior to the first rehearsal held in the Cellar Theater. Stage Managers must be present at *all* rehearsals and performances and are responsible for coordinating related safety training with the Department of Theater & Dance Technical Director *and* Administrative Secretary.

KEYS

Keys will not be issued to any company member until they have met with the appropriate Department of Theater & Dance personnel. No company member should have keys unless they are directly responsible for some aspect of the event or have some other justifiable need. **Anyone who has been issued keys to any room in Runnals Union may not, under any circumstances, loan their keys to anyone else. If you unlock a space, you *must* be present and responsible for that space – for the entire work call or rehearsal. If you have to leave, ask everyone else to leave too and then lock the space behind you.**

PRODUCTION CREW

All stage hands, load-in and load-out personnel, and running crew members must be provided by the Cellar Theater event presenter. The Department of Theater & Dance can not be held responsible for recruiting or providing appropriate personnel. We may be able to suggest individual names, but more often than not, such people are in high demand and unavailable. Anyone doing production work of any sort in Runnals Union must be approved to do so by the Theater & Dance Technical Director, Resident Designer, or Costume Shop Manager, and **MUST** be under the direction of a qualified supervisor. To enjoy the fruits of a successful production, it is imperative that all designs and production work take into account the time-schedule and skill-set of the production crew.

PRODUCTION COSTS

All production costs are the responsibility of the Cellar Theater presenter. This includes, but is not limited to: rights and royalties, publicity (posters, programs, etc.), and materials for scenery, properties, lighting, and costumes.

TECHNICAL EXPENDABLES

Every summer, the Department of Theater & Dance Technical Director assesses the projected annual need for expendable goods based on past usage trends and restocks the shop. Included are nails, screws, stage lamps, blades, various adhesive tapes, and other similar items. By purchasing items in bulk, a significant savings is achieved. This expense is divided up between all fully realized productions (not including workshops) in Strider Theater, the Cellar Theater, and alternate performance spaces that need to use any of the Runnals Union facilities. This includes both departmentally sponsored and non-departmental productions. Typically, the per-show contribution is prorated at a ratio of 2:1 between Strider Theater and Cellar Theater productions.

If a Cellar Theater event plans on using the stage lighting, the scene shop, or any expendable scene shop goods, then it is expected that the Cellar Theater presenter contribute their fair share to the total annual costs. Once the show has been approved, the Department of Theater & Dance Technical Director will send a memo (usually at the top of the fall semester) detailing the breakdown for all involved parties. The Department *must* be reimbursed for technical expendables as promptly as possible. Any presenter that has not contributed to the fund must pay full reimbursement costs for any expendable items needing replacement – regardless of quantity used. This includes blown lamps.

Paint and gel are not considered as part of technical expendables. The Department of Theater & Dance Technical Director will discuss how these items are purchased during the weekly meetings described in the section of this document entitled “Construction & Rehearsal Supervisors”.

EMPTY SPACE CONDITIONS

Unless previous arrangements have been made with the Department of Theater & Dance Technical Director, the Cellar Theater will be completely empty and it is expected that any presenter using the facility must return it to this condition within 48 hours after the end of their event. Painting the floor and/or walls is possible with prior permission from the Department of Theater & Dance Technical Director, but the entire room must be left painted (brushed and rolled, not sprayed) completely black using the exact paints specified by the Department of Theater & Dance. (Note: these paints are mixed in a 2:1 formula, so the minimum cost to paint is based on the price for 3 gallons of paint.) The walls, ceiling, and floor are all concrete. No drilling, nailing, or other permanent mounting methods are permitted without permission from the Department of Theater & Dance Technical Director. Only approved glow and gaff tapes are permitted for marking the performance space and all marks must be removed by the end of strike. Masking tape is not permitted for spiking.

Any changes to the empty space, including but not limited to audience seating arrangements, scenic elements, and lighting adjustments, must adhere to all national, state, city, college-wide, and departmental health and safety guidelines. Of special note are audience ingress/egress and height from floor (or anything which changes the height of the floor) to anything suspended from the ceiling. See the link entitled "Cellar Theater Fire Safety Guidelines" at the web site http://www.colby.edu/theater/cellar_theater.shtml for further information.

RECOMMENDED SEATING ARRANGEMENTS

While not required, the Department of Theater & Dance Technical Director has provided three possible recommended seating arrangements. The ground plans for these are available on-line. See http://www.colby.edu/theater/cellar_theater.shtml for a copy of the drawings entitled "End-on Configuration", "Thrust Configuration", or "Arena Configuration". These arrangements are pre-approved for audience safety and offer the best possible sightlines in an extremely challenging space to do so.

It is also quite common for Cellar Theater presenters to configure their own seating arrangements. Effective August 2007, platforms for audience seating will no longer be allowed. All audience seating *must* be placed directly on the concrete floor of the theater space. (Platforms as part of the set are still permissible, provided that they don't violate audience access ways or any other codes.) Set-up of all seating is the sole responsibility of the Cellar Theater presenter unless prior arrangements have been made. The final audience set-up must be inspected and approved by the Theater & Dance Technical Director at least four days prior to opening night. Once the final setup of the seating has been approved, spike marks must be provided for easy resetting in the likely event that their approved placement is disturbed. **Any deficiencies pointed out at the inspection must be corrected and re-inspected or the show will not be allowed to open.**

Cushioned, folding chairs for audience seating can be provided by the Department of Theater & Dance. These were quite expensive to purchase. Please take precautions to insure that they remain in pristine condition. Pay special attention to protecting them from paint, food or any other staining substance. Do not allow anyone to stand on or put their feet on them.

OFFSTAGE SPACES

Limited space is available in the adjacent rooms for performers and offstage set, prop, furniture, and costume pieces (even during performances). However, these rooms are storage facilities and must not have things moved for the convenience of the Cellar Theater event. There is no way to access either of these rooms other than from the stage. After house opens, performers will either have to be “trapped” off stage for the duration of the performance or will have to enter the theater space using the stairwells, in full view of the audience.

No objects may be stored in the stairwells and the stairway lighting must remain on at all times the theater is in use (including during the performance). Doors at the top of the stairwells, which lead outside, may not be propped open for ventilation or performer access. This is especially important in winter months as the cold weather can cause damage to sprinkler systems and likely flooding of the Cellar Theater and adjacent storage rooms.

LIGHTING

Due to the low ceiling height and a myriad of overhead obstructions, lighting for Cellar Theater events is extremely challenging. Allow ample experimentation and learning time.

A hung and circuited, but unpatched and unfocused, repertory light plot is provided. This consists of Fresnel spotlights and R-40 track lights. All units may be moved to alternate locations (including the simple house lighting fixtures) provided that lights are hung safely and properly, cabling is dressed neatly, electrical capacities are maintained, and that the basic repertory lighting plot is restored at strike. Each of the six dimmer packs (Leviton D4DMX) has a total maximum 20 amp (2400 watt) capacity. Every pack has four individual dimmers and while they are rated at 10 amps (1200 watts) per channel, their net total must not exceed the dimmer pack rating listed above. **These electrical capacities are critical and *must* be adhered to. Do not attempt to patch circuits to dimmers until a hook-up sheet has been submitted and approved by the Theater & Dance Technical Director.** (see page 10).

Additional lighting fixtures, cables, and other lighting accessories may be requested provided that a “Shop Order – Lights” form is filled out and submitted to the Technical Director at least one week prior to actual need. Availability of lights or accessories is not guaranteed, apart from the ones provided as a part of the repertory light plot. See the “Cellar Theater Repertory Lighting Plot”. Both of these documents are available online at the following address:

http://www.colby.edu/theater/cellar_theater.shtml

House lights should always be patched into wall dimmer ‘C’ to allow easy access to the room lighting dimmer for anyone at any time.

Only people approved by the Department of Theater & Dance Technical Director are authorized to replace a lamp in the event of a failure. The Theater & Dance Department does not provide a facilities representative at all performances. If a lamp fails when there is no one present who is approved to change it, the instrument will have to remain out-of-service for the remainder of the performance.

LIGHTING CONTROL

Lights are controlled by the Cellar Theater's Leviton MC 7024 lighting controller, which is a two-scene preset console, with no computer assistance. Training to patch fixtures (without risk of electrical overload) and to operate the console must be arranged with the Department of Theater & Dance Technical Director at least one week prior to need. **Only trained, approved personnel are allowed on the tech control platform.**

There are no remote control devices for the lighting console and it must remain in its established place at the end of the table on the tech control platform.

For Cellar events which need nothing more than illumination, wall-mounted dimmers near the light board may be used as an alternative.

RIGGING

The Cellar Theater does not have any rigging systems or similar facilities. Nonetheless, any rigging or hanging of objects must be adequately designed and engineered – and must be pre-approved by the Department of Theater & Dance Technical Director. The Cellar Theater presenter is responsible for safe and proper installation of any rigging. The Department of Theater & Dance reserves the right to disallow any rigging or hanging if it is deemed unsafe in any way. See the *Safety Information Sheets* at http://www.colby.edu/theater/information_sheets.shtml for further procedural and safety concerns.

SOUND

For playback of prerecorded sound, one CD player, one Minidisc deck, and one cassette deck will be made available. Each will have separate volume controls at the mixing desk. The Teac model 2A mixer has individual EQ controls for each of the playback devices. Four speakers are patched in stereo pairs. Any one speaker or any stereo pair may be used individually using the “speaker select” and “balance” controls on the amplifier. The speakers are located in the four corners of the room. Do not turn the volume knob on the amplifier above level “22”. **No alterations or additions to any of the sound system components may be made (including but not limited to: patch and speaker locations).** There are no available inputs for microphones, musical instruments, or any other additional equipment. **Only trained, approved personnel are allowed on the tech control platform.** The sound system may be used at any rehearsal, but is not to be used as “background music” during work calls.

COMMUNICATIONS

The stage monitor system (which allows what is happening on stage to be heard in the dressing rooms, green room, booths, and other places around the building) is available for use only if a request is made to the Department of Theater & Dance Technical Director at one of the weekly meetings (see the section in this document entitled “Construction & Rehearsal Supervisors”). The stage monitor system should be turned on and off by an approved company member only.

The Cellar Theater does not have a paging system (for making announcements in the dressing rooms, green room, booths, and other places). Likewise, there are no headsets for backstage communication during performances.

COSTUMES, PROPERTIES, AND SCENERY

Cellar Theater presenters are responsible for conceiving, designing, building, and assembling all necessary production elements. If necessary, producing groups may request to schedule shop time for construction purposes so long as such requests are made at the same time the production is originally proposed to the Department of Theater & Dance. (Also see the section in this document entitled "Scheduling".)

DRESSING ROOMS AND THE GREEN ROOM

Cellar Theater events will have access to the dressing rooms and green room approximately one week prior to opening night if necessary. Dressing room use should be scheduled with the Department of Theater & Dance Costume Shop Manager and green room scheduling should be coordinated with the Department of Theater & Dance Administrative Secretary. No wardrobe equipment or any other apparatus will be available unless prior arrangements have been made with the Theater & Dance Costume Shop Manager and any necessary training has taken place. Scheduling such training takes time. Allow plenty of advance notice to make all necessary arrangements. All company members should be reminded not to bring any valuable items into Runnals Union. The Department of Theater & Dance is not responsible for any lost or stolen items.

TOOLS AND EQUIPMENT

Cellar Theater presenting organizations are responsible for taking care of and returning all tools and equipment to their proper location for the entirety of the production process. Replacement of any lost or damaged items is the responsibility of the Cellar Theater presenter.

LADDERS

Two aluminum step ladders are provided for use during construction in the Cellar. Do not use chairs, cubes, or any other inappropriate items to reach things hanging from the ceiling. See the Department of Theater & Dance *Safety Information Sheets* at http://www.colby.edu/theater/information_sheets.shtml for further procedural and safety concerns.

DOOR MEASUREMENTS

All production elements built or accumulated in alternate spaces will need to be able to fit into the stairwell and through a theater entrance door. *This is an extremely narrow passageway, which includes stairs, structural pipe obstacles, and the need to turn a corner.* When the main entrance door is open, the amount of clear space measures only 2'-6" wide by 6'-10" high, but due to the aforementioned limitations, any object being brought in or out of the space will need to be much smaller than those dimensions. Most large items must be assembled in the theater space itself.

DRAWINGS AND OTHER SIMILAR INFORMATION

The Department of Theater & Dance Technical Director and/or Costume Shop Manager can provide printed drawings and other information upon request.

HOOK-UP SHEET

Show: *(List only one lighting instrument per line)*

Channel Number	Circuit Number	Fixture Type	Power Consumed By This Fixture (in Watts)	Total Watts
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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