

STAGE II

INFORMATION & POLICIES

CONTENTS

Contact Information.....	1
Mission Statement	2
General Health and Safety.....	2
Questions and Discrepancies	2
Load-in/out, Rehearsal, and Performance Schedule	2
Front of House	3
Event Personnel.....	4
Production Crew	4
Production Costs.....	4
Repertory Stage Set-up	5
Flooring.....	5
Crossover and Wing Space	5
Lighting	6
Lighting Control.....	6
Rigging.....	7
Sound	7
Communications	7
Costumes, Properties, and Scenery	8
Dressing Rooms and the Green Room	8
Tools and Equipment.....	8
Ladders and the Lift	8
Door Measurements	8
Drawings and Other Similar Information	8
Proposal Form	9

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
Resident Designer (Jim Thurston)	4525
Campus Security.....	3345
ANY EMERGENCY	5911

MISSION STATEMENT

Stage II Productions are intended to provide additional opportunity for performance events to take place in Strider Theater without placing a strain on Main Stage productions and the educational process. Stage II presents a unique opportunity to place an emphasis on minimalism. Stage II allows events to happen more frequently since they should be conceived of as requiring less lead-time and follow-up. All members of a Stage II production should be expected to share a vested interest in the entirety of the event – making Stage II an ideal means of establishing ensemble companies. The Strider Theater prerequisites are waived for Stage II events. Events can range from staged readings to a wide variety of precise plays and dance. Creators of Stage II events should revel in the opportunity to clear seemingly insurmountable hurdles with unique and innovative thinking.

GENERAL HEALTH AND SAFETY

All national, state, city, college-wide, and departmental health and safety guidelines must be strictly adhered to by any Stage II event. It is the Stage II 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> 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, but 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.

LOAD-IN/OUT, REHEARSAL, AND PERFORMANCE SCHEDULE

All Stage II events may begin loading-in and rehearsing at 4:00p on the Wednesday prior to their performance, no exceptions. No performance may begin prior to 5:00p that Friday. All performances must be scheduled to end no later than Midnight that Saturday. Otherwise, any number of performances or rehearsals may occur at any time on either Friday or Saturday. Strike must be completed by Midnight Saturday.

Additionally, Stage II events may be scheduled as "repertory" or "festival" provided such multiple events can occur without exceeding the boundaries of these guidelines.

All other rehearsal and construction must occur in spaces outside of Strider Theater and must be approved and scheduled with the Department of Theater & Dance well in advance of any public announcement or auditions.

Other events will be allowed to occur in Runnals Union during the Wednesday and Thursday load-in and rehearsal days. Runnals Union will only be closed to all other activities during Stage II performances if the curtain time is proposed and approved when the Department of Theater & Dance is scheduling the following year's season.

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 event 30 minutes prior to curtain unless prior arrangements have been made. The Department of Theater & Dance will provide a House Manager. The Director/Choreographer/Coordinator of the Stage II 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 exits through the house
- Gunshots, strobe effects, live flame and other potential safety concerns
- Emergency and other safety procedures

All Stage II events have unreserved seating. No tickets will be sold or issued in advance, unless otherwise pre-approved. Tickets will be handed out at the door (15 minutes prior to house open) for crowd safety and management purposes only and not as a form of reserving seats. If seats need to be held for any reason (including sightline issues or for students required to attend), arrangements should be made with the Administrative Secretary by having a representative submit a request prior to the scheduled Stage II load-in. **Standing room is not permitted and under no circumstances can the audience size exceed the approved Strider Theater seating capacity of 258 (192 if the balcony is *not* being used).** Due to poor sightlines, use of the balcony for audience seating is discouraged but permitted, provided that the Department of Theater & Dance Administrative Secretary is notified at least three weeks in advance.

The Department of Theater & Dance will provide a House Manager for up to one performance per day. If there is to be more than one performance in a single day, the Stage II presenter must provide someone to take on the additional house management duties and assume responsibility for front of house cleanup between performances. Any House Manager must be approved and trained by the Department of Theater & Dance Administrative Secretary well in advance of the Stage II event.

Two ushers are needed for each performance (four if the balcony is being used) and must be provided by the producing organization. Ushers must arrive at the event one hour before curtain for orientation from the House Manager.

EVENT PERSONNEL

All Stage II events must include a minimum of the following people, who shall be collectively defined as the production team and will assume the following responsibilities:

- **Director/Choreographer/Coordinator:** The person responsible for initiating the creative project and assembling the production team. This person is also responsible for submitting the proposal.
- **Production Designer:** Collaborates with the Production Team to achieve the minimalist scenographic vision through environment, lights, and costume.
- **Production Manager:** The person responsible for the scheduling of all activities and assisting with the actualization of all artistic visions.

The production team must meet with the Department of Theater & Dance Technical Director, Costume Shop Manager, Resident Designer, and Administrative Secretary at least one month prior to the load-in. **If this meeting does not take place as scheduled, the event will not happen.**

PRODUCTION CREW

All stage hands, load-in and load-out personnel, and running crew members must be provided by the Stage II 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 Strider Theater 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 at all times that work or show operations are happening. All Stage II events are encouraged to abide by the Stage II mission statement especially in regards to how they are conceived of in the first place and the ensemble having a vested interest in the entirety of the event.

PRODUCTION COSTS

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

REPERTORY STAGE SET-UP

Repertory masking will be set up by the Department of Theater & Dance prior to the Thursday load-in time. This includes the two downstage legs, and a black traveler hung on fly line #4 (approximately 18' upstage from the edge of the apron). These curtains must remain hanging and closed during the entirety of the Stage II event. No entrance, exit, or other use of these curtains should allow the Main Stage elements stored upstage of the traveler to be seen by the audience. During load-out, the Stage II presenter is responsible for opening the black traveler all the way. See the "Stage II Ground Plan for Theater-type Events".

For Stage II dance or similar events, there will be no mid-stage traveler. Instead normal Strider rep masking will be hung and the upstage traveler and skydrop will be available. This means that Stage II dance events can only be scheduled when the next Main Stage production will not need to store any scenery on stage during the Stage II event. Ideally that would mean that the upcoming Main Stage event is likely another dance event. See the "Stage II Ground Plan for Dance-type Events".

FLOORING

The Stage II staging area will be cleared and painted black by the Department of Theater & Dance prior to the Thursday load-in time. Stage II events may screw into the stage floor. Glow and gaff tape may be adhered as well (including spike marks). Stage II events may NOT paint the stage floor, although a ground cloth or similar covering is permitted.

For Stage II dance or similar events, the Department of Theater & Dance will install five sections of the older black dance floor, beginning at the edge of the apron. This provides a performance area that is 28'-0" wide by 25'-3" deep (which is almost identical to the floor space of the Dunn Dance Studio). No screws or other objects that might penetrate the dance floor are permitted.

All tape and coverings must be removed by the end of load-out. Dance events must have a supervisor who can be trained in proper dance floor rolling. If the Department of Theater & Dance Technical Director does not approve the rolling of the floor, it must be re-rolled by the presenters before 5:00p on the Monday following load-out.

CROSSOVER AND WING SPACE

Limited space will be provided upstage of the Stage II backdrop for crossover purposes. Any scenery or other items associated with the Main Stage production being stored upstage of the backdrop must NOT be touched or used in any way. With the exception of dance-type events, the Scene Shop may not be used for crossover during rehearsal or performance.

There is practically no wing space for any production in Strider Theater. Stage II events should not count on storage space in the wings OR upstage of the backdrop for any offstage scenery, props, costumes, and the like.

LIGHTING

It is important to understand that the lighting provided for Stage II productions may also be intended for use in subsequent Stage II productions and the upcoming Main Stage Production. It is vital to adhere to these policies and to work carefully with the lights to prevent undoing any completed work.

A general wash broken down into potentially isolated, dimmable areas will be provided, focused, and in the case of front and top lights, colored by the Theater & Dance Department prior to the Wednesday load-in time. The Stage II presenter may choose their own color scheme for the side lights if desired or opt to use the standard pale blue and lavender gels shown on the plot instead. This is a pre-performance option only. No color may be changed during performances. This basic lighting scheme will cover approximately the center 24' of the stage. **None of the lighting units associated with the general wash may be re-focused, re-circuited, or moved in any way.**

There will be a limited number of additional instruments provided for "specials", gobos, etc. which need to be pre-approved by the Theater & Dance Technical Director *and* Resident Designer. These additional instruments can include the standard balcony front wash if desired.

A default soft patch will be programmed into the lighting console by the Theater & Dance Department prior to the Wednesday Load-in time. **Any alterations to the patch must be pre-approved by the Theater & Dance Technical Director and Resident Designer.** A magic card or other channel assignment sheet will be posted near the light board. See the "Stage II Repertory Light Plot".

Only an approved, trained Production Designer or Production Manager is 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 and 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 run.

The use of any previously unused expendable items (gel, lamps, gobos, etc.) must be paid for by the Stage II presenter. With the exception of gels, this is usually taken care of through an annual "technical expendables" fund for clubs like Powder & Wig and Colby Dancers. However, any presenter that has not contributed to the fund must pay full reimbursement costs for any new expendable items.

LIGHTING CONTROL

Lights will most likely be controlled by Strider Theater's ETC Insight 2X (version 3.03) lighting console. Training to use the console must be arranged with the Department of Theater & Dance Technical Director or Resident Designer at least two weeks prior to load-in. Use of Strider Theater does not necessarily imply exclusive use of the lighting console. There may be student or faculty research making use of the lighting console at times when the Stage II presenter is not in the theater. It is the responsibility of the Stage II presenter to make back-up disks (3.5", double-sided, high density) of any cueing which gets recorded into the console. **Only trained, approved personnel are allowed in the control booths.** Please note that computer lighting control programming is a time consuming process. Allow ample time to set light levels and use a minimum number of light cues to insure that such time doesn't run out.

Remote control systems (portable monitors, remote focus unit, digitizing tablet, etc.) will not be set up in the house for any Stage II events. The "Sensor Handheld Remote" is not available for use during Stage II events. However, if an appropriate,

previously trained person is part of the ensemble, the “Remote Focus Unit” can be made available. The lighting console must remain in the control booth.

For Stage II events which need nothing more than stage illumination, the ETC “Unison” lighting controllers at the back of the house or backstage left may be used as an alternative to the more complicated “Insight” lighting console. If the Unison system is used for lighting control, there should be no personnel whatsoever in the light booth other than to turn on and off aisle lighting at the beginning and end of the event.

RIGGING

Due to the location on the stage where Stage II events will take place, the use of Strider Theater’s rigging system is highly impractical. Nonetheless, any rigging or hanging of objects must be adequately designed and engineered and it must be pre-approved by the Department of Theater & Dance Technical Director. The Stage II presenter is responsible for safe and proper installation of any rigging as well. The Department of Theater & Dance reserves the right to disallow any rigging or hanging if it deemed unsafe in any way. See the Department of Theater & Dance *Safety Information Sheets* at <http://www.colby.edu/theater> 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 Soundcraft Spirit Live 4 mixer has individual EQ controls for each of the playback devices. Each of six speakers has individual master volume control. The speakers are located in the four corners of the room and to the right and left of the proscenium arch. **No alterations or additions to any of the sound system components may be made (including but not limited to: patch and speaker locations).** None of the sound computers or the hard disk recorder are available for use with Stage II events. Consequently, there is no way to set up remote designer stations in the house. **Only trained, approved personnel are allowed in the control booths.** Please note that due to constraints of the architecture, it is very hard for the sound operator to hear just how loud the sound is from the audience perspective. Allow ample time to set volume levels and use a minimum number of sound cues to insure that such time doesn’t run out.

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) is available for use and should be turned on and off by an approved company member only. The paging system (which allows a Stage Manager to make announcements in the dressing rooms, green room, booths, and other places) falls under the same guideline.

Headsets may be set up backstage only with the pre-approval of the Department of Theater & Dance Technical Director. The headset system should also be turned on and off by an approved company member only.

COSTUMES, PROPERTIES, AND SCENERY

Stage II ensembles are responsible for conceiving, designing, and assembling all necessary production elements from stock, rep, or personal collections without placing any burden on the costume and scene shops. If necessary, Powder & Wig and other similar student groups may request to schedule shop time for construction purposes so long as such requests are made when the Department of Theater & Dance is scheduling the following year's season (which usually occurs in the spring semester preceding that season).

All decorations must be self-supporting or appropriately rigged and approved to do so. Nothing is to be affixed to the proscenium arch, grand drape, masking legs, or black traveler.

DRESSING ROOMS AND THE GREEN ROOM

Stage II events will have access to both dressing rooms and the green room at the beginning of load-in if necessary. No wardrobe equipment or any other apparatus will be available unless prior arrangements have been made with the Costume Shop Manager and any necessary training has taken place. Scheduling such training takes time. Allow plenty of advance time 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

Apart from the necessary control systems described in this document (e.g. a lighting console), no shop tools, wardrobe equipment, or any other apparatus will be available unless prior arrangements have been made with the appropriate faculty or staff member and any necessary training has taken place. Scheduling such training takes time. Allow plenty of advance time to make all necessary arrangements.

LADDERS AND THE LIFT

All persons using any ladders or the JLG Access Master 24 lift must be previously trained and certified to do so. See the Department of Theater & Dance *Safety Information Sheets* at <http://www.colby.edu/theater> for further procedural and safety concerns.

DOOR MEASUREMENTS

All production elements built or accumulated in alternate spaces will need to be able to fit through the double-doors by the front row, house right. When the doors are open, the amount of clear space measures 3'-9" wide by 6'-10" high. Do not count on the availability of the scene shop loading doors or the sound deadening doors between the shop and stage. Scenic requirements for the Main Stage production may block the use of these doors.

DRAWINGS AND OTHER SIMILAR INFORMATION

The Department of Theater & Dance Technical Director, Costume Shop Manager, and/or Resident Designer can provide drawings, such as a ground plan, section, or light plot, and other information upon request.

STAGE II: PRODUCTION PROPOSAL

(Submit completed form to the Department of Theater & Dance Administrative Secretary.)

Producing Organization: _____

Contact Person: _____

Phone: _____ E-Mail: _____

Date This Form Was Submitted: _____

Proposed Production Date(s) & Time(s): _____

Brief Description of Proposed Event: _____

Are Royalties Needed? (circle one) YES NO

Production Team:

Director/Choreographer/Coordinator: _____

Phone: _____ E-Mail: _____

Production Designer: _____

Phone: _____ E-Mail: _____

Production Manager: _____

Phone: _____ E-Mail: _____

NOTE: In submitting this form, it is expected that all persons named have read all Stage II information and policies and that they agree to adhere to them.

Faculty/Staff Approval:

____ Laura Chakravarty Box ____ Lynne Conner ____ John Ervin

____ Christine Nilles ____ Jim Thurston ____ Debi Ward ____ Tina Wentzel