

# CELLAR THEATER

## INFORMATION & POLICIES

Version: 14 January 2019

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### CONTACT INFORMATION

Department of Theater & Dance Office (Mandela Gardner).....	4520
Chair of the Department (Annie Kloppenberg).....	4526
Production Manager (Marjorie Gallant) .....	4523
Technical Director (John Ervin).....	207-649-4977 (cell) or 4522
Costume Shop Manager (Christine Nilles).....	4528
Resident Designer (Jim Thurston) .....	4525
Campus Security.....	5530
<b>ANY EMERGENCY .....</b>	<b>207-859-5911 or x5911</b>

## PURPOSE OF THIS DOCUMENT

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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 intended as a helpful guide for students 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

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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/theaterdance/safety/> for further information.

Prior to the start of each performance, an announcement must be made that tells people where the appropriate emergency exits are. This may be done live, by audio recording, or by projection so long as the necessary information is clearly conveyed to every member of the audience.

## QUESTIONS AND DISCREPANCIES

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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.

## SCHEDULING

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Rehearsals *in the performance space* may begin on the first scheduled day of load-in as established by the Theater & Dance Department. 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/theaterdance/safety/> for specific information pertaining to safety certification and tool usage which requires supervision.

The Department does not schedule technical or dress rehearsals, though the producing organization is welcome to hold as many as desired. The building will

NOT be closed to all other activities during a Final Dress as it usually is for department shows. 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. 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 Production Manager for application procedures.

## FRONT OF HOUSE

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House opens for any Cellar Theater event 15 minutes prior to curtain unless previous arrangements have been made. In most cases, the Department of Theater & Dance will provide a House Manager and ushers. Student leaders and the Stage Manager must meet with the Administrative Secretary three weeks prior to opening night **and** with the House Manager 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 established by the College.** 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.

## EVENT SUPERVISORS

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The people whose responsibilities are described in the following list must meet as a group, with the Department of Theater & Dance Production Manager, Technical Director, and Administrative Assistant at least three weeks before the scheduled load-in. Any event supervisor intending to use the scene shop must meet with the Department of Theater & Dance Technical Director at least one week before any construction begins. The event supervisor intending to use the costume shop 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. All of 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.**

- **Director or Artistic Director or Event Producer:** The student responsible for initiating the project and assembling the production team. This person is also responsible for submitting the proposal.
- **Stage Manager:** One person who is responsible for scheduling theater usage and managing rehearsals during the load-in/performance period, facilitating communication between all people associated with the event, coordinating with house management and calling cues during performances.
- **Lighting Director:** One person who oversees all use of lighting in Strider Theater and either operates the lighting controls during performances or supervises a Light Board Operator.

Additionally, any show that includes costumes, props, scenery, or sound must also identify these additional members of the production team as necessary:

- **Costume Coordinator:** One person responsible for collecting, pulling, altering, or fabricating all costumes in close consultation with the Theater & Dance Costume Shop Manager.
- **Props Master:** One person responsible for pulling, borrowing, buying and building all props, furniture, and dressing in close consultation with the Theater & Dance Technical Director.
- **Scenic Coordinator:** One person responsible for collecting, pulling, or constructing and painting all scenery in close consultation with the Theater & Dance Technical Director.
- **Sound Coordinator:** One person who oversees all use of sound equipment in Strider Theater and either operates the system during performances or supervises a Sound Operator.

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 appropriate Department of Theater & Dance faculty and staff. 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.

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

training with the Department of Theater & Dance Production Manager, Technical Director, *and* Administrative Secretary.

All members of the production team are also responsible for recruiting assistants, scheduling training sessions with the Theater & Dance Costume Shop Manager or Technical Director, and supervising all work calls – including strike. While it is preferable that production team members have previous experience, the Department is happy to schedule training sessions for newcomers with the understanding that production demands must realistically reflect the skill level of the various coordinators, managers, and directors.

Should any member of the production team leave the show, they must be replaced before any shop work or rehearsing can continue (regardless of whether this happens before or after the scheduled load-in). If an appropriate replacement supervisor cannot be found, the Department reserves the right to cancel the show.

## KEYS

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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 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, rehearsal, or performance. If you have to leave, ask everyone else to leave too and then lock the space behind you.**

## PRODUCTION CREW

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All stage hands, load-in and load-out personnel, and running crew members must be provided by the 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 must be approved to do so by the Theater & Dance Technical Director, Production Manager, 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. 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

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

## EXPENDABLE GOODS

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Expendable goods, such as nails, screws, blades, various adhesive tapes, and other similar items are only provided in limited quantities. If a Cellar Theater event plans on using the stage lighting, the scene shop, or any expendable scene shop goods, it is expected that the presenter purchase their own expendables or restock items that they use as promptly as possible.

Lumber, paint, stage lamps and gel are not considered as part of the above policy. The Department of Theater & Dance Technical Director will discuss how these items are purchased during the initial meeting described in the section of this document entitled “Event Supervisors”.

Similarly, use of expendable costume goods must be discussed with the Theater & Dance Costume Shop Supervisor prior to the beginning of any costume work.

## EMPTY SPACE CONDITIONS

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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 24 hours after the end of their event – usually during strike. 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 to anything suspended from the ceiling (including anything which changes the height of the floor). See the *Cellar Theater Fire Safety Guidelines* link on the department web site at <http://www.colby.edu/theaterdance/documents/> for further information.

## RECOMMENDED SEATING ARRANGEMENTS

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While not required, the Department of Theater & Dance Technical Director has provided three different recommended seating arrangements. The ground plans for these are available on-line. See <http://www.colby.edu/theaterdance/documents/> for a copy of the drawings entitled *Arena Configuration*, *End-on Configuration*, or *Thrust 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. Platforms for audience seating are not 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 presenter unless prior arrangements have been made. The final audience set-up must be inspected and approved by the Theater & Dance Production Manager or 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 excellent 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

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Extremely limited space is available in the adjacent rooms for performers, as well as offstage presets of set, prop, furniture, and costume pieces needed for the show. However, these rooms are also 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 first travel through 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

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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.

The Cellar Theater lighting inventory consists of small number of Fresnel spotlights, mini-ERS fixtures and R-40 clip lights (for use as house lighting). Only the ten designated lighting pipes may be used for hanging lights from the ceiling, and all units must be hung safely and properly, with the cabling neatly dressed. All lights and cabling must be struck at the end of the show and put away in their proper storage locations.

The Cellar Theater lighting system has only 24 dimmers, evenly divided between six dimmer packs (Leviton D4DMX). Each of these dimmer packs 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 the form at the end of this document).

Additional lighting fixtures, cables, and other lighting accessories may be requested (on paper or via email) from the Theater & Dance Technical Director with at least one week's notice prior to actual need. No guarantees of equipment availability are implied.

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 technical theater 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

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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 on the table at the tech control platform.

## RIGGING

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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 event 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/theaterdance/safety/> for further procedural and safety concerns.

## SOUND AND VIDEO

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For playback of prerecorded sound, one CD player and one system input jack (1/8" stereo TRS; headphone style) are available at the mixer. Student presenters must provide their own computer or other compatible playback device, if desired. 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". The department does not loan any microphones. **No alterations or additions to any of the sound system components may be made (including but not limited to: patch and speaker locations).** Any other equipment must be provided by the presenter and will remain completely exclusive of the Cellar sound system. **Only trained, approved personnel are allowed on the tech control platform.** The sound system may be used at rehearsals, but may not be used for "background music" during work calls.

The department does not provide any video equipment, including projectors, support stands, cabling, or screens.

## COMMUNICATIONS

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No headsets for backstage communication during performances are available or provided.

The stage monitor system (which allows what is happening on stage to be heard in the dressing rooms and other places around the building) is available for use only if a request is made to the Department of Theater & Dance Technical Director with at least one week's notice. 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 and other places around the building).

## COSTUMES, PROPERTIES, AND SCENERY

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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".) **No more than one student production can make use of the shops at any one time.** At least two students must be present during any work call. Cutting materials in the scene shop using any tool with a circular, rotating blade must happen on weekdays between 4-5 pm and must be scheduled at least 24 hours in advance.

Loans of existing props must be arranged with the Theater & Dance Technical Director. See the chart on the last page of this document for available times. The department does not loan any guns capable of firing rounds (blanks or otherwise) and does not loan swords, daggers, knives, or any other weapon for use in stage combat.

## DRESSING ROOMS AND THE GREEN ROOM

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Cellar Theater events will have access to the dressing rooms approximately one week prior to opening night if necessary. The Green Room is not available for show use. Dressing room use should be scheduled with the Department of Theater & Dance Costume Shop Manager. 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. Last-minute requests may be denied. All company members should be reminded not to bring any valuable items into Runnals. The Department of Theater & Dance is not responsible for any lost or stolen items.

## TOOLS AND EQUIPMENT

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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. Last-minute requests may be denied.

Cellar Theater presenting organizations are responsible for taking care of and returning all tools and equipment to their proper location, on a daily basis (at least), for the entirety of the production process. Replacement of any lost or damaged items is the responsibility of the presenter.

## LADDERS

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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/theaterdance/safety/> for further procedural and safety concerns.

## ENTRY DOOR MEASUREMENTS

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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 tight 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 and struck in the theater space itself.

## DRAWINGS AND OTHER SIMILAR INFORMATION

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

CELLAR THEATER 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 (per channel)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

## SHOP HOURS, LOAN TIMES, AND TRAINING SESSIONS

Scene Shop Construction Supervised by the T&D Technical Director	4-5 pm, Monday through Friday (must be scheduled 24 hours in advance) (at least two students must be in attendance)
Scene Shop Construction Supervised by the Student Scenic Coordinator	5 pm-midnight, Monday through Friday 6 am-midnight, Saturday and Sunday (must be scheduled 24 hours in advance) (at least two students must be in attendance)
Costume Shop Construction Supervised by the T&D Costume Shop Manager	1-5 pm, Tuesday through Friday (must be scheduled 24 hours in advance)
Costume Shop Construction Supervised by the Student Costume Coordinator	5 pm-midnight, Tuesday through Friday 6 am-midnight, Saturday and Sunday (must be scheduled 24 hours in advance) (at least two students must be in attendance)
Sound Studio Work	By Appointment Only (must be scheduled 24 hours in advance)
<u>Sign-Out and Return Times for Loans:</u>	
Props	4-5 pm, Monday through Thursday
Shop or Lighting Equipment	4-5 pm, Monday through Thursday
<u>Training and Certification Sessions:</u>	
Scene Shop	4-5 pm, Friday
Sound Studio	By Appointment Only
Light or Sound Control	By Appointment Only
(all sessions must be scheduled 24 hours in advance)	