

STRIDER THEATER

INFORMATION & POLICIES

FOR STUDENT PRODUCTIONS

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CONTACT INFORMATION

Department of Theater and Dance Office (Lynda Chilton).....	4520
Chair of the Department (Annie Kloppenberg)	4525
Production Manager (Marjorie Gallant).....	4523
Technical Director (John Ervin)	207-649-4977 (cell) or 4522
Costume Shop Manager (TBD)	4528
Resident Designer (Jim Thurston).....	4525
Campus Security	3345
ANY EMERGENCY	207-859-5911 or x5911

INTRODUCTION

This document is intended as a helpful guide for students producing shows in Strider Theater. The contents serve as a starting point when envisioning a show and as a reference during construction, rehearsals, load-in, and performances. Not all of these guidelines are steadfast rules. When educational experience and other circumstances warrant, students may petition the Department Chair or Production Manager for amendments. Each request will be considered on its own merit and is not a precedent for future productions. All decisions of the Chair and/or Production Manager are final.

GENERAL HEALTH AND SAFETY

All national, state, city, college-wide, and departmental health and safety guidelines must be strictly adhered to by any Strider Theater event. It is the student producer's responsibility to be aware of all health and safety concerns. The Department of Theater and 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 and Dance *Safety Information Sheets* at <http://www.colby.edu/theaterdance> 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

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 and Dance are final *in this instance only* and should not be misconstrued as precedent setting for the future.

REHEARSAL, LOAD-IN/OUT, AND PERFORMANCE SCHEDULE

All events will be given a scheduled start time for load-in or first rehearsals in the theater. Typically load-in begins at 5:00p on the approved date, but the actual date and time will be included in a contract. After the first use of space, be aware that the theater is not available on weekdays between Noon-5:00p due to class scheduling. Scenery may need to be moved to accommodate curricular needs. Details will be established by the Department of Theater and Dance Production Manager and Technical Director.

Performances are usually scheduled at 7:30p on Friday and/or Saturday nights. Alternate curtain times must be requested when the show is first proposed. Strike must be completed by Midnight Saturday and scenery must be planned accordingly to make this possible.

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

Runnals will be "blacked out" to other groups during performances only and not for final dress.

FRONT OF HOUSE

House opens 30 minutes prior to curtain unless prior arrangements have been made. In most cases, the Department of Theater and Dance will provide a House Manager and ushers. Club leaders and the Stage Manager must meet with the House Manager 90 minutes prior to curtain to confirm the information submitted from the Stage Manager Google form:

- Admission Procedures
- Run 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

If seats need to be held for any reason (including sightline concerns), arrangements should be made with the Administrative Secretary by having a representative submit a request prior to the distribution of any tickets. **Standing room is not permitted and under no circumstances can the audience size exceed the approved Strider Theater seating capacity of 264 (196 if the balcony is *not* being used).**

EVENT PERSONNEL

All performance 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 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 and 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 and Dance Technical Director.
- **Scenic Coordinator:** One person responsible for collecting, pulling, or constructing and painting all scenery in close consultation with the Theater and 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.

All members of the production team are also responsible for recruiting assistants, scheduling training sessions with the Theater and 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.

PRODUCTION CREW

All stage hands, load-in and load-out personnel, and running crew members must be provided by the event presenter. The Department of Theater and 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 and 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.

PRODUCTION COSTS

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.

MASKING

Repertory masking will be set up by the Department of Theater and Dance prior to the scheduled load-in time. This may or may not include the grand curtain or other draperies. Consult with the Theater and Dance Technical Director for specific details. The stage and wings will be clear and must be left that way at the end of strike unless specific arrangements have been made in advance.

FLOORING

The deck will be black paint, though there may be some scuffs and other marks. Inserting screws and nails into the floor is permitted only when the dance floor is *not* in use. Only Department-approved spike, gaff, and glow tapes may be used and must be removed during strike.

For dance or similar events, the Department of Theater and Dance will install a black, vinyl dance floor, beginning at the edge of the apron. No screws or other objects that might penetrate the dance floor are permitted. Arrangements for striking the dance floor must be made with the Department of Theater and Dance Technical Director prior to load-in or first use of space.

CROSSOVER AND WING SPACE

Unless special arrangements have been made in advance, the scene shop is not available as a crossover. To get from one side of the stage to the other (without being seen by the audience), performers must traverse the area between the upstage-most curtain or projection screen. Be aware that the path is narrow and fast movement will cause the curtains to billow.

If the scene shop is approved for crossover use, student presenters will be responsible for putting down and rolling up (carpet side facing out) a pathway of rugs. This must be done daily so construction work can continue to happen in the shop during the daytime. To prevent possible foot injuries, performers should not leave the carpeted pathway. Student presenters are responsible for vacuuming the carpeting on a nightly basis.

There is practically no wing space for any production in Strider Theater. Use of the scene shop for scene changes is not permitted. Any furniture or other large items must be able to fit into the wings or be masked by other elements of the show scenery.

LIGHTING

It is important to understand that the lighting units provided for student productions may also be intended for use in subsequent student or department shows. It is vital to adhere to these policies and to work carefully with the lighting units to prevent undoing any completed work.

A general wash broken down into potentially isolated, dimmable areas will be provided and focused by the Theater and Dance Department prior to the scheduled load-in. The student Lighting Director may gel or color only the lighting units located in the catwalk or accessible from the stage floor. This is a pre-performance option only. Color changing during performances is not allowed. **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 and Dance Technical Director *and* Resident Designer.

A default soft patch will be programmed into the lighting console by the Theater and Dance Department prior to the scheduled load-in. **Any alterations to the patch must be pre-approved by the Theater and Dance Technical Director.** A magic card or other channel assignment sheet will be posted near the light board.

Only approved, trained personnel are authorized to replace a lamp in the event of a failure. The Theater and 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 show.

Replacement for the use of any previously unused expendable items (gel, lamps, gobos, etc.) must be paid for by the student presenters. New gels are charged at the rate of a full sheet (20” x 24”), even if the entire sheet wasn’t used.

LIGHTING CONTROL

Lights will most likely be controlled by one of Strider Theater's lighting consoles. Training to use the specific console must be arranged with the Department of Theater and Dance Technical Director or Resident Designer at least one week prior to load-in. Use of Strider Theater does not necessarily imply exclusive use of the lighting console. There may be other student or faculty research using it at times when the student presenters are not in the theater. It is the responsibility of the Lighting Director to make back-up files 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, etc.) will not be set up in the house. However, if an appropriate, previously trained person is part of the ensemble, the "RF Remote" can be made available. The lighting console must remain in the control booth.

For events which need nothing more than stage illumination, the lighting controllers at the back of the house or backstage left may be used as an alternative to the more complicated lighting consoles. In this case, 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

Any rigging or hanging of objects must be adequately engineered and must be pre-approved by the Department of Theater and Dance Technical Director. The student Scenic Coordinator is responsible for safe and proper installation of any rigging. The Department of Theater and Dance reserves the right to disallow any rigging or hanging if it is deemed unsafe in any way. See the Department of Theater and Dance *Safety Information Sheets* at <http://www.colby.edu/theaterdance> for further procedural and safety concerns.

SOUND AND VIDEO

For playback of prerecorded sound or the soundtrack from a video, a system input jack (1/8" stereo TRS; headphone style) is available in the sound booth. Student presenters must provide their own computer or other compatible playback device. In addition, two CD players will be made available. All inputs will have separate volume controls at the mixing desk. The Strider Theater mixer also has individual EQ controls for each of the playback devices.

Speakers are located in the four corners of the room and to the right and left of the proscenium arch. Each of these six speakers has individual master volume control. All other sound and video related equipment must be provided by the student presenters.

The Department does not loan any microphones. Patching of borrowed/rented microphones or any other audio source must be done under the supervision of the Theater and Dance Technical Director. **No other alterations or additions to any of the sound system components may be made (including but not limited to: patch and speaker locations).**

The Department does not provide any video equipment, including projectors, support stands, cabling, or screens (other than the one hanging on line #15). Video projectors must be set up in the house for front projection and must be done in accordance to all national, state, and city life safety codes. The plan for all in-house equipment set-up must be approved by the Theater and Dance Production Manager (and possibly Colby's Director of Safety) prior to load-in of any equipment.

None of the departmental sound or video computers are available for student productions. Remote designer stations in the house are not available. **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, 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, 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 and Dance Technical Director. The headset system should also be turned on and off by an approved company member only.

DRESSING ROOMS

Student productions will have access to the dressing rooms at the beginning of load-in or first use of space, if necessary. No wardrobe equipment or any other apparatus will be available unless prior arrangements have been made with the Costume Shop Manager and 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 and Dance is not responsible for lost or stolen items.

COSTUMES, PROPERTIES, AND SCENERY

Student productions are responsible for conceiving, designing, and assembling all necessary production elements from stock, rep, or personal collections without placing any burden on the costume or 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 and Dance is scheduling the forthcoming season (which usually occurs in the preceding spring semester). **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 4-5pm and must be scheduled at least 24 hours in advance.

All stage decorations must be self-supporting or appropriately rigged. Nothing is to be affixed to the proscenium arch, grand drape, masking legs, sky drop, projection screen, or black traveler.

Loans of existing props must be arranged with the Theater and 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 weapons.

See the Department of Theater and Dance *Safety Information Sheets* at <http://www.colby.edu/theaterdance> for further procedural and safety concerns.

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. Last-minute requests may be denied.

LADDERS AND THE LIFT

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

DRAWINGS AND OTHER SIMILAR INFORMATION

The Department of Theater and 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. Several relevant drawings are always available from the Theater and Dance web site at <http://www.colby.edu/theaterdance>.

SHOP HOURS, LOAN TIMES, AND TRAINING SESSIONS

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