

The Stevens Center Basic Facilities Manual

**The Stevens Center of the North Carolina School of the Arts
405 West Fourth St., Winston-Salem, NC 27101
Revised OCTOBER, 2003**

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STEVENS CENTER STAFF

Executive Director Steve Davis

Production Manager Paul Valoris

Technical Directors Henry Jones
..... Steve Koppenhaver

General Manager Scott Spencer

Assistant Manager Kay Bosworth

Box Office Kathi Rainwater

House Manager Kay Bosworth

Administrative Offices..... (336) 723-6320

Box Office..... (336) 721-1945

Production Offices..... (336) 721-0712

Production Office Fax..... 336-770-1448

Backstage (336) 721-0713

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PHYSICAL FACILITIES OF THE STEVENS CENTER

- Orchestra Seating 852
- Balcony Seating 528
- Total Seating 1,380

- Dressing Rooms:

<u>Type</u>	<u>Number</u>	<u>Capacity</u>
Conductor	1	1-2
Guest Artist	2	1-2
Principals	6	3-4
Corps	2	12-16

All dressing rooms are located on the lower level and may be reached from the performers entrance located on the Marshall Street side of the theater. All are equipped with lighted mirrors, showers, restroom facilities, chairs, and wardrobe racks.

Additional Facilities:

All of the following are located on the lower level of the theater and can be paged from the stage manager's console:

- Wardrobe Room: Equipped with 2-washer 2-dryers, deep base sink, ironing board, 2-sewing machines and a steamer.
- Lounge: Equipped with vending machines, table and chairs.
- Orchestra Ready Room: Located at the entrance to the pit with tables, chairs, and restroom facilities.
- Dance Studio: Large studio with dance floor, mirrors, and dance bars.

POLICIES FOR USING THE STEVENS CENTER

All areas of the lower level, except the Green Room, are included in the rental rate.

Use of the Stevens Center to the fullest is encouraged, while at the same time maintaining the excellent condition of the seats, carpet, furniture and equipment. Your compliance with these policies is expected and appreciated. Please communicate these policies to all members of your organization.

Backstage Policies

- **THE GENIE PERSONNEL LIFT MUST HAVE FOUR OUTRIGGERS AND DIAGONAL BRACES ON WHEN IN USE. IF THIS PRACTICE IS NOT USED, ALL OR SOME OF THE PEOPLE INVOLVED MAY BE TAKEN OFF THE CALL.**
- All hanging scenery must be rigged with proper wire rope. All hanging scenery must have rated hardware. If you are using wire rope clips they must be put on correctly and be forged not malleable. If you are using sleeves they must be copper not aluminum. The sleeves will be checked with a go gauge before the scenery is flown. All scenery must be flame proof.
- All cast and crew are to use the stage door or the performers entrance located on the Marshall Street side.
- A member of the Stevens Center staff, for billing and security reasons, must be present during all activity in the Center. Notify the staff upon arrival and departure.
- All work areas must be kept clean and presentable.
- Any soft goods moved must be returned to their original location.
- Operation of the fly system can be done only under the supervision of trained staff members.
- There must be on stage spotters for all linesets that move during the early stages of production.

- All tools and/or loose objects must be secured when going to the hemp rail, loading rail, front of house, grid, or up any ladder. NO EXCEPTIONS.
- There will be no eating, drinking, or smoking in the house, on stage or in the sound, light and projection booths.
- There is no smoking in the Stevens Center.
- Orchestra lift may be moved only upon request of the technical director and under the supervision of house staff.
- Motorized electrics and orchestra shell may be moved only upon request of the technical director and under the supervision of house staff.
- Please take care to prevent damage to the paint and floor surfaces in the lower level. YOU WILL BE CHARGED FOR ANY DAMAGE.
- Please do not use tape on any of the painted surfaces in the lower level.
- Any schedule changes must be approved in advance by the technical director.
- Regular working hours are from 8 A.M. to midnight. Any request for additional hours requires the prior approval of the Center manager and will involve additional charges to the user.
- THERE IS A THREE (3) STAGEHAND MINIMUM WHENEVER THE USER IS IN THE THEATER.
- ALL EQUIPMENT IN THE STEVENS CENTER MUST BE OPERATED BY TRAINED CREW MEMBERS HIRED AND SUPERVISED BY THE CENTER STAFF. COST OF LABOR IS LISTED IN THE FEE SCHEDULES.

Load-in Policies

Prior to load-in, the user must have paid all estimated charges and presented the staff with written proof of liability insurance as requested by the contract. All materials must comply with the fire and safety codes established by the Winston-Salem Fire Department and North Carolina School of the Arts.

THE CENTER IS NOT RESPONSIBLE FOR THE PARKING OF VEHICLES WITH THE PRODUCTION.

Strike Policies

All equipment, materials, and tools brought into the Center must be removed immediately following the final performance. The Center cannot accept any responsibility for items left after strike.

The theater must be restored to the condition specified by the Stevens Center Technical Director. Approval of the strike is the decision of the Center staff member on duty.

Damage to the Center or Equipment

The user is responsible for all damage caused by any person associated with the production under the user's supervision. If the damage is not covered by liability insurance, the user will be held responsible for the cost. The additional charges will be included in the final invoice for payment.

Insurance

Liability insurance is required as stated in the rental agreement. Proof of liability coverage must be provided to the Center staff prior to load-in. (For special events, the Center management reserves the right to require additional limits of liability.)

Concessions

Special items provided by the facility user, related to a special event, may be sold in the lobby area with prior permission from the Center management. These items must be presented in a manner and in an area acceptable to the Center management.

Pyrotechnics

User must have prior approval from the Center Technical Director and obtain a permit from the City of Winston-Salem. For instructions of how to obtain the permit contact the Center Technical Director. (Please note that the permit process takes at least 30 days.)

STAGE INFORMATION AND DIMENSIONS

- Proscenium Opening
 - Plaster: Width- Max. 42'-0"
 - Height- Max. 30'-0"
- Stage Depth-34'-6"
 - Depth from plasterline to last working line- 34'-6"
- Stage Width- 77'-6"
 - Center line to stage left wall- 40'-6"
 - Center line to stage right wall (fly rail)- 37'-0"
 - There is no additional offstage storage spaces
- Stage Height
 - Deck to gridiron-67'-0"
 - Actual flying height-64'-6"
- Pin Rail
 - Located 37'-0" off deck, both stage right and stage left
- Apron
 - 14'-0" in depth with pit up, 8'-0" with pit down, elliptical in shape
 - Stage height from house floor is 4'-0"
- Floor
 - Stage floor is 1/4" tempered hardboard painted brown
 - Underlayment is T&G pine, 3/4"ply, 2x4 nailer on concrete
 - 3-1/2" from top of concrete
 - Stage floor is not waxed
 - Stage floor is not trapped
- Load-in Facility
 - Loading door is located stage left (Marshall Street)
 - Clear width and height is 9'-6" square
 - Sidewalk is ramped from street level to loading door threshold
 - Loading door is 0' - 8" above the stage. We have ramps to accommodate this situation.
 - Trucks must park parallel to stage door on the street
 - NO LOADING DOCK, NO FORKLIFT, NO TRUCK RAMP**
 - STEVENS CENTER CANNOT GUARANTEE SPACE FOR TRUCK, BUSES, ETC.**

- Counterweight System
 - 43 single purchase linesets
 - Operated from stage right on deck
 - Arbor capacity 1,000 lbs.
 - Pipe length- 52'-0" with 5'-0" extensions on both ends
 - Pipe- 1-1/2"

- Stage Draperies
 - See page 10 for inventory

- Flying Data
 - See page 17 for line schedule

- Distances
 - Projection booth to plasterline-108'-0"
 - Balcony rail to plasterline- 64'-0"
 - Light booth to plasterline- 85'-0"
 - Cove to plasterline- 85'-0"
 - Bottom lights in Lower box booms are 13'-0" above stage level
 - Top lights in Lower box booms are 21'-0" above stage level
 - Upper box booms are 25' above stage level

- Distance of Cable Runs from front of house positions to loading door
 - SR Lower box boom- 190'-0"
 - SL Lower box boom- 81'-0"
 - SR Upper box boom- 190'-0"
 - SL Upper box boom- 100'-0"
 - Cove (centerline)- 241'-0"
 - Balcony rail (centerline)- 148'-0"
 - Apron truss- 125'-0"
 - Apron pipe- 115'-0"
 - SR gallery- 190'-0"
 - SL gallery- 100'-0"

EQUIPMENT USE AND INVENTORY

The Stevens Center is equipped with a computer lighting system, an internal communications system, video monitoring, and sound reinforcement equipment. There are charges for use of this equipment, and these charges are available upon request.

All equipment in the Stevens Center must be operated by trained crew members hired and supervised by the Center staff. Cost of labor is listed in the fee schedules.

The following equipment inventory changes from time to time. Please contact the Technical Director for the latest update of the inventory prior to your desired load-in date.

Stage Draperies Inventory

- House Front Curtain
33'-0" high 27'-0" wide each half
Face fabric Gold Damask Seaside 0587 lined with beige sanforized Denim and interlined with black acoustic cloth
Works as guillotine only, does not travel
- Legs
Eight each 34'-0" high by 12'-6" wide of 25oz. black velour sewn flat
- Tab Legs
Six each 34'-0" high by 8'-6" wide of 25oz. black velour sewn flat
- Borders
Three each 12'-0" high by 54'-0" wide of 25oz. black velour sewn flat
One 20'-0" high by 54'-0" wide of 25oz. black velour sewn flat
- Blackout Drop
Two 34'-0" high by 60'-0" wide of 25oz black velour sewn flat
- Scrim
Two 34'-0" high by 60'-0" wide Sharks tooth Scrim
One white, one black
- Muslin Backdrop
One 34'-0" high by 60'-0" wide of natural muslin, without seams
- Pit Curtains

Six each two layers 5'-9" high by 8'-0" wide of cocoa Duvetyne fabric

Electrical Information and Inventory

- Company Switches
 - Switch #1- phase/ 5 wire/ 208 volt/ 400 amps per leg
 - Switch #2- phase/ 5 wire/ 208 volt/ 400 amps per leg
 - Switch #3- phase/ 5 wire/ 208 volt/ 200 amps per leg
 - All are located on the stage left wall near the loading door
- Control System and Dimmers
 - The house board is an ETC Expression 3. This system is equipped with a remote focus unit. The system is dimmer per circuit with approximately 400 circuits. The Dimmers are ETC AF Sensor dimmers. (2.4KW) There are 25 DMX outputs throughout the venue that are patchable to 5 dry line universes of DMX. There are DMX inputs in the SL wing (by the 400 amp disconnects), in the house (tech table position), on the SL midrail, and in the light booth which is behind the orchestra seating. There are also 3 patchable optical-isolators and ETC Net at all Lightboard positions. The houselights are controlled by an ETC Unison Architectural lighting system. **Houselights are NOT controllable by a lighting console.**

**THERE IS NOT AN INTERCONNECT PANEL ALLOWING
F R O N T F H O U S E I R C U I T S B E DIRECTLY
CONNECTED TO ROAD BOARDS.**

- On-stage Equipment
 - 5 motorized electric battens with 24 circuits each
 - 1 Break-out DSL and DSR with 10 circuits each
 - 3 Break-outs SL and SR with 4 circuits each
 - 1 Break-out USL and USR with 12 circuits each
 - 3 floor pockets SL and SR with 5 circuits each
 - 1 floor pocket USL, UC, USR with 4 circuits each
 - 1 floor pocket UC with 2-50 amp circuits
- Forestage
 - 2 motorized electrics- 12 circuits at 20 amps (removable drop boxes)
 - 1- 20'-0" x 12" x 12" Motorized Box Truss
- Upper Box booms SL and SR
 - Equipped with 12-26 degree source 4's per box boom
 - 9 Circuits per upper box boom
- Lower Box Booms
 - Tri ladders SL and SR with 10 circuits at 20 amps
 - 6 ETC 15°- 30° Zooms in each box boom
- Ceiling Cove Slot
 - 30 circuits at 20 amps
 - 2 circuits at 50 amps
 - 34 ETC Source 4 units
 - 34-5° barrels
 - 26-10° barrels
 - Top pipe is 22'-5" long
 - Bottom pipe is 31'-5" long
- Balcony Rail
 - 12 circuits at 20 amps, 2 circuits at 50 amps- paralleled with 50 amp circuits in the orchestra lift position
- Orchestra Lift Floor Pockets
 - 2 circuits at 50 amps, duplicated use
 - 5 circuits at 20 amps
 - 10 Edison outlets for orchestra lights
 - 16 outlets on the permanent risers under the stage

16 plugging strips

- Instrument Inventory

<u>Quantity</u>	<u>Description</u>	<u>Color Frame Size</u>
34	ETC Source 4 5° ERS / 575W	14" x 14"
56	ETC Source 4 19° ERS / 575W	6-1/4"x 6-1/4"
125	ETC Source 4 26° ERS / 575W	6-1/4"x 6-1/4"
62	ETC Source 4 36° ERS / 575W	6-1/4"x 6-1/4"
10	ETC Source 4 50° ERS / 575W	6-1/4"x 6-1/4"
63	ETC Source 4 Par Cans 575W	7-1/2"x 7-1/2"
26	ETC Source 4 10° Barrels Only	12"x 12"
12	ETC Source 4 26° Barrels Only	6-1/4"x 6-1/4"
4	ETC Source 4 19° Barrels Only	6-1/4"x 6-1/4"
20	ETC Source 4 15°-30° Zooms	7-1/2"x 7-1/2"
10	Ianiro Polaris 6" Fresnel/1000W	7-1/2"x 7-1/2"
10	Altman 12-Light Quartz Borderlight (T-3)	13"x 8-3/4"
-	Assorted Booms (pipe 1-1/4"x 10')	
2	Lycian 1290 follow spots	

- Stage Cable

Cable is 12/3 type SO and is available in 5', 10', 15', 25', 50' lengths
 Some twofers also are available

- Ladders

1 AC Genie personnel lift with 30'-0" platform height
 1 A-Frame 28'-0"
 Assorted Step Ladders

Sound Information and Inventory

The Stevens Center's sound system is a basic theatrical sound reinforcement system. This system has a Midas Venice 320 Mixing console, 1/4" balanced patch panel, two 400 watt power amplifiers, third octave equalizer, main proscenium speaker cluster, two cassette decks, one CD player, two channel stage monitors, and assorted microphones and cables.

The theater also is equipped with a cross connect panel located downstage left on the proscenium wall. This panel will allow a production that wishes to use its own sound equipment to tie into the house speaker cluster and also to access the microphone inputs, which are mounted in the stage floor. This panel is 3-pin XLR type.

There also is an in-house, self-contained RF broadcast system for the hearing-impaired. This is a two-channel system. Headset receivers are available for use through the Stevens Center box office prior to each performance.

- Microphones
 - 5 Electro-Voice DO54
 - 6 Electro-Voice RE11
 - 2 Neumann KM83
 - 2 Neumann KM84
 - 2 Crown PZM
 - 3 Crown PCC
 - 6 Shure SM58

- Tape and Tuner
 - 1 Tascam 112 MKII Cassette Deck
 - 1 Technics ST-CO4 Tuner
 - 1 Denon DN-1800F Dual CD player

- Mixer
 - 1 Midas Venice 320 Mixing console

- Equalizers and Amplifiers (non-removable-in racks)
 - 1 Altec 729 A equalizer
 - 2 White 4100 equalizer
 - 5 BGW Model 150 Watt power amplifiers

- **Speakers**

- Center Cluster

- Altec 515E low frequency speaker

- Altec MR42 horn

- Altec MR94 horn

- Altec 288-16K compression driver

- Altec 604-8K speaker

- Other

- 4 Shure 711 speakers

- 2 Soundtech SM-2 wedge monitors

Stage Manager's Console and Communications Equipment

The stage manager's console is located down stage right. The console has an eight channel Clear-Com, video monitoring, and a cue system. It also has paging capability to the lower dressing room areas.

The Clear-Com system is wired throughout the theater with either biscuit or headset jacks. Headsets and belt packs are available.

The Closed Circuit Video System consists of two cameras, and 12 video outlets. One camera is located light booth looking at the stage, the other camera is set to look at the conductor when the lift is in the orchestra position.

The video outlets are located: two each DSR, one each USR, USL, DSL, Green Room,

There are telephones located DSR, lighting booth, projection booth, fourth floor offices, box office, and basement offices

Wardrobe Room Equipment

- 1 Kenmore sewing machine

- 2 Washing machine

- 2 Clothes dryer

- 1 Ironing board
- 1 Light duty iron
- 1 Jiffy Steamer
- 8 Wardrobe racks

ORCHESTRA SHELL INFORMATION

The Orchestra Shell is a portable enclosure designed to project orchestral or choral sound toward the audience. The shell is erected and struck for shows which require its use. Shell configurations are as follows:

- Solo and Piano
- Ensemble
- Full Orchestra

A full shell is 42' wide at the downstage wall, 30' deep from the plaster line and consists of eight movable towers with four ceiling clouds. The ceiling clouds are permanently hung on battens, and are flipped down to a horizontal position when in use. When orchestra shell is in place, line sets and the main curtain cannot be used.

The shell also may be at alternate depths of 24' from the plaster line (ensemble position) or at 18' from the plaster line (solo and piano position).

The downstage edges (ends) of the shell are continuous with the sides of the proscenium, and the doors in the downstage towers allow entrance and exit to and from the stage.

- Orchestra Equipment Inventory
 - 200 black upholstered chairs
 - 100 black music stands without lights
 - Small number of assorted height stools
 - 1- 9' Steinway Grand Piano
 - 1- Kawai upright Piano
 - 1- 2'-6" square by 8" high conductor's podium
 - 1- 3'-0" square by 8" high conductor's podium
 - Percussion equipment available upon request. A rental fee is charged.

Orchestra Pit/Lift

The orchestra pit is Bayreuth style and with the gate open, it will accommodate approximately 60 musicians. With the gate closed (when lift is above pit level), it will accommodate approximately 35 musicians.

There are four preset levels for the lift: storage, pit, house, and stage. The lift may be stopped anywhere in between these levels.

STEVENS CENTER LINE SCHEDULE

<u>LINE #</u>	<u>DISTANCE</u>	<u>SCENERY</u>	<u>NOTES</u>
Truss	11'-0"	Apron truss 38'-0" wide	Flat truss with circuits
Pipe	4'-0"	Apron pipe 38'-0" wide	Pipe with circuits
Plaster line	0'-0"	PLASTER LINE	
*	0'-3"	Asbestos Curtain	
*	1'-3"	House Curtain	
1	2'-0"	Black Border	Removable
2	2'-9"	Black Legs	Removable
3	3'-3"	Open	
1st Electric	4'-0"	Electric	Electric winch
Shell	4'-6"	Orchestra Ceiling	Non-Removable electric winch
4	5'-9"	Open	
5	6'-3"	Open	
6	6'-9"	Open	
7	7'-6"	Open	
8	8'-0"	Open	
9	8'-6"	Black Border	Removable
10	9'-0"	Black Legs	Removable
11	9'-6"	Open	
12	10'-0"	Open	
13	10'-6"	Open	
2nd Electric	11'-6"	Electric	Electric winch
Shell	12'-9"	Orchestra Ceiling	Non-Removable electric winch
14	13'-6"	Open	
15	14'-0"	Open	
16	14'-6"	Open	
17	15'-0"	Open	
18	15'-6"	Open	
19	16'-0"	Open	
20	16'-6"	Open	
21	17'-0"	Black Border	Removable
22	17'-6"	Black Legs	Removable
23	18'-6"	Open	
24	19'-0"	Open	
3rd Electric	19'-6"	Electric	Electric winch
Shell	20'-6"	Orchestra Ceiling	Non-Removable electric winch
25	21'-6"	Open	
26	22'-0"	Blackout Drop	Removable
27	22'-6"	Open	

Equipment inventory changes from time to time. Please contact the Technical Directors for the latest update of the inventory prior to your load-in date.

	28	23'-0"	Open	
	29	23'-6"	Open	
	30	24'-6"	Open	
	31	25'-0"	Black Border	Removable
	32	25'-6"	Black Legs	Removable
	Shell	26'-6"	Orchestra Ceiling	Non-Removable electric winch
	4th Electric	27'-6"	Electric	Electric winch
	33	28'-6"	Open	
	34	29'-0"	Open	
	35	29'-6"	Open	
	5th Electric	30'-0"	Electric	Electric winch
	36	30'-9"	Open	
	37	31'-6"	Blackout Drop	Removable
	38	32'-3"	Tab Legs	Removable
	39	32'-6"	Black Scrim	Removable
	40	33'-3"	White Scrim	Removable
	41	33'-9"	Muslin Cyc	Removable
	42	34'-0"	Open	
	43	34'-6"	Open	Very close to back wall

All distances are taken from plaster line.

Apron truss and pipe are downstage of the plaster line.