

## Vern Riffe Center for the Arts Presenter Check List

**Please use this form to help you plan the technical aspects of your production and prepare for your meeting with the VRCFA staff.**

### Technical Limitations

1. The VRCFA has set a policy limiting the use of its sound system to a 90dB level.
2. No open flame is permitted on stage or backstage without a waiver from the Portsmouth fire marshal. All scenery must be flame retardant. A letter obtaining permission must be presented to the VRCFA technical director three (3) weeks in advance of the event date. The Portsmouth fire chief's phone number is 740.353.2660.
3. Due to smoke detectors, glycol smoke and fog machines can only be used with the fire alarm bypassed. A fireman must be in the building when the alarm is bypassed. The cost of the fire watch will be charged to the presenter. Dry ice type fog machines are allowed.
4. If the company uses an intercom system that does not feed the technical directors office then a person will be assigned to ghost the sound or light board so they can contact the td if need arises.
6. No elements of the production will be allowed to obstruct the path of the fire curtain.
7. Pyro technical devices can only be used by qualified operators. The state of Ohio now requires that the operator have an Ohio license. At this time no member of the VRCFA staff has this license.
8. All construction and running crew personnel must follow common theatrical safety practice and follow all posted signs. All crew members, even if provided directly by user, will be responsible to the VRCFA Technical Director. The VRCFA reserves the right to dismiss any crew member deemed unqualified or unsafe to operate the Center's equipment. Any person found to be harassing patrons, cast, or crew will be immediately removed from the building.
9. The VRCFA has a 19' personnel lift, and may be able to get a 25' lift from the university maintenance dept.
10. Use of fasteners of any kind to be placed into the floor must be preapproved.
11. The last four counterweight line sets are double purchase and require extra time in loading and unloading. It is advised that during load-in and load-out one of these sets be worked with downstage line set.

**Times:**

Arrival at VRCFA \_\_\_\_\_

Curtain \_\_\_\_\_

House open \_\_\_\_\_

Sound check \_\_\_\_\_

Load in call time \_\_\_\_\_

1st act time \_\_\_\_\_

2nd act time \_\_\_\_\_

3rd act time \_\_\_\_\_

Load out call time \_\_\_\_\_

**Crew needs and numbers:**

The VRCFA will provide, at cost, a house manager.

The VRCFA will provide trained ushers.

The VRCFA will provide, at cost, stage crew

The presenter is always responsible for their stage manager and design staff.

The presenter may provide their own stage crew with the approval of the VRCFA Technical Director. The presenter’s crew must, as a group, meet with and be trained by the Technical Director **each** time they work in the building. The VRCFA reserves the right to dismiss any crew member deemed unqualified by the VRCFA staff.

Please provide contact information for your:

Stage manager \_\_\_\_\_

Design staff contact \_\_\_\_\_

If you are providing your own stage crew, please provide crew names for your event for the following:

Load in crew \_\_\_\_\_

Run crew

Light op \_\_\_\_\_

Sound op \_\_\_\_\_

Deck crew \_\_\_\_\_

Fly crew \_\_\_\_\_

Prop crew \_\_\_\_\_

Costume \_\_\_\_\_

Load out crew, total # \_\_\_\_\_

**Theater configuration:**

Lower section, house scrim down \_\_\_\_\_

Upper section, house scrim up \_\_\_\_\_

Orchestra lift position \_\_\_\_\_

Orchestra shell \_\_\_\_\_

**Stage equipment:**

Podium \_\_\_\_\_

Tables \_\_\_\_\_

Chairs \_\_\_\_\_

Choral risers \_\_\_\_\_

Stage risers \_\_\_\_\_

Music stands \_\_\_\_\_

Stand lights \_\_\_\_\_

Piano \_\_\_\_\_

**Soft goods: Number and line set location**

Legs \_\_\_\_\_

Borders \_\_\_\_\_

Cyc \_\_\_\_\_

White scrim \_\_\_\_\_

Black scrim \_\_\_\_\_

Blue scrim \_\_\_\_\_

Note: If you change the house hang you will be responsible for restoring the space to the house hang during your load out.

**Lighting:**

The house lighting plot can provide various lighting looks through a combination of general, stage wide, color washes. If you need more specific looks or a series of lighting cues than you will need to provide a lighting designer. A copy of the house light plot is available from the technical director; a pdf file can be e-mailed to you by the TD (lshlosser@shawnee.edu). If you plan to hang your own plot then a copy must be submitted to the VRCFA technical director at least one week prior to your event. A relatively accurate lighting equipment inventory can be provided to you by the VRCFA technical director. A pdf file can be e-mailed to you by the TD (lshlosser@shawnee.edu).

House plot \_\_\_\_\_

Your plot \_\_\_\_\_ (provided no later than a week before event)

Note: The staff of the VRCFA will hang you plot before your load in date. You will be billed for the hours to hang the plot and restore the house plot after your load out.

**Sound:**

If you will be using the VRCFA sound system for your event please provide a stage plot showing the position and type of microphones, mic stand type, position of monitor speakers, and the microphone assignments to the sound counsel. The VRCFA has a 24 channel sound counsel. A relatively accurate sound equipment inventory can be provided to you by the VRCFA technical director. A pdf file can be e-mailed to you by the TD (lshlosser@shawnee.edu)

Board in booth \_\_\_\_\_

FOH board \_\_\_\_\_

Microphones \_\_\_\_\_

Front fill \_\_\_\_\_

Stage monitor. \_\_\_\_\_

Lobby sound \_\_\_\_\_

**AV - Video equipment:**

RP screen \_\_\_\_\_

Video projector. \_\_\_\_\_

You supply \_\_\_\_\_

Video to lobby \_\_\_\_\_

**Rehearsal & Work calls:**

If your event includes rehearsals then you must provide the VRCFA staff with a list of dates and times that you will need access to the stage, the dressing rooms, the green room and any other rooms that you may have made arrangements. We must have this information before you load in. Any changes to this schedule must be cleared by the technical director and will only be able to happen in areas controlled by the VRCFA staff.

The VRCFA will not accept responsibility for any property left in the building so it is best for you if we keep all doors locked when you are not in the building. If you have arranged with the SSU theater department to use the scenery and, or costume shops please provide a list of times that you will need access to these rooms.

*Note: Absolutely no painting and only limited construction will be allowed to be done on the stage. You will be responsible for cleaning up your construction debris, including emptying shop garbage cans into the dumpster.*

**Vern Riffe Center for the Arts Production Check List Auditorium**

Total number of seats: 1139

If you expect an audience of 480 or less we can divide the auditorium for you, making it more intimate for your audience. Both the VRCFA Box Office and the Technical Director need to know if you want the reduced house option. The VRCFA Technical Director needs at least 20 minutes before the house opens to change the configuration if the audience exceeds 480. Not only do we need to make physical changes, but also changes to lighting and, if the house system is used, sound.

**Orchestra lift:**

Note: please remember to subtract 64 from the total number of seats if the lift is used in any of the configurations listed below.

With seating \_\_\_\_\_

As orchestra pit \_\_\_\_\_

At stage level as extended apron \_\_\_\_\_

At house level but without seating \_\_\_\_\_

**Equipment in the house:**

Judges tables

Number needed? \_\_\_\_\_

Located where? \_\_\_\_\_

Do you need electrical outlets at the tables? \_\_\_\_\_

Tech table \_\_\_\_\_

Steps to stage \_\_\_\_\_

**Orchestra pit:**

If you want the VRCFA staff to set up the pit before you arrive please provide a diagram showing positions for chairs, music stands and microphones at least one week prior to your arrival. A drawing of the pit is available from the technical director, a pdf file can be e-mailed to you by the TD (Ischlosser@shawnee.edu).

Number of chairs \_\_\_\_\_

Number of music stands, count 2 for the conductor \_\_\_\_\_

**Stage:**

The stage can be arranged as a proscenium theater or with an orchestra shell.

Orchestra Shell \_\_\_\_\_

Number of chairs \_\_\_\_\_

Number of music stands \_\_\_\_\_

Proscenium \_\_\_\_\_

Stage depth:

16'-6" up stage from curtain line \_\_\_\_\_

27'-0" up stage from the curtain line \_\_\_\_\_

Stage Equipment:

Number of tables \_\_\_\_\_

Number of chairs \_\_\_\_\_

Podium \_\_\_\_\_

Dance floor \_\_\_\_\_

Band risers \_\_\_\_\_

Seated choral risers \_\_\_\_\_

Please provide a drawing of the stage showing locations of any house stage equipment you plan to use at least one week before your event. A drawing of the stage, the house hanging schedule and a relatively current soft goods, and riser inventory are available from the technical director, pdf files can be e-mailed to you by the TD (Ischlosser@shawnee.edu).

**Crew Needs:**

The VRCFA does not provide a stage manager for an event; if you plan a complex presentation then we advise that you have a stage manager.

**Paper Work Requirements**

Insurance Forms \_\_\_\_\_

Deposit \_\_\_\_\_