

# Vern Riffe Center for the Arts Technical Information Packet for Users

The VRCFA is a smoke free building. The VRCFA is wheelchair accessible to all areas (Except the fly rail & grid).

## Seating capacity

The Center has four seating configurations. Seating is divided into a lower section, upper section and a seat wagon can be set on the orchestra lift. With advance notice, the house can be set up to accommodate the following audience capacities:

458 using only the lower section.

522 using the lower section and the seat wagon.

1067 using the lower and upper sections.

1131 if the lower, upper and seat wagon are used.

NOTE: An acoustically transparent scrim can be dropped between the lower and upper sections of the house when only the lower section is used. Also, seats can be removed from the last rows of the lower and upper sections to allow for wheelchairs. If you expect a large number of patrons that would be in wheelchairs please let the center know.

## Stage configuration

The stage at the Vern Riffe Center can be set up in two configurations. The Center is both a Concert Hall and a Proscenium Theater.

Special note to users: The orchestra shell walls are drywall. DO NOT lean anything against the shell walls during your load-in, stay, and load-out at the theater.

## CONCERT HALL

An orchestra shell with side walls and ceiling can be placed. This shell acoustically couples with the house. Lights in the ceiling provide excellent illumination for music stands and audience visibility.

Note: When the shell is in place NO draperies can be used as the ceiling cuts off the fly loft. Access to the stage is through the middle of each side wall.

Width at opening = 57'-0" -- 17.37m

Width at back wall = 36'-0" -- 10.97m

Depth from edge of stage to back wall = 37'-0" -- 11.28m

Height from stage to auditorium floor = 3'-0" -- 0.9m

## PROSCENIUM THEATER

The stage at the VRCFA can be set up as a traditional proscenium theater.

Width at opening = 38'-8" -- 11.75m

Depth from plaster line to cyc = 27'-0" -- 8.22m

Width of apron = 57'-0" -- 17.37m

Depth of apron = 6'-8" -- 2.03m

Depth from edge of stage to cyc = 33'-8" -- 10.26m

Height from stage to auditorium floor = 3'-0" -- 0.9m

Wing stage right from proscenium edge to wall = 24'-0" -- 7.32m

Wing stage left from proscenium edge to wall = 24'-0" -- 7.32m

**Orchestra lift**

The orchestra lift at stage height adds a curved semi-thrust. The lift can also be stopped at the house level with seating, and below house level for use by a pit band.

Lift width = 49'-11" -- 15.21m

Lift depth at the center line = 12'-8" -- 3.86m

Lift depth stage right and left = 4'-0" -- 1.21m

We cannot recommend that the lift be used during performance as it generates a good deal of noise at start up and when it stops and locks into position.

**Orchestra pit**

The orchestra pit, accessible from the basement, is designed for about 40 players. Music stands and lights can be set up prior to your arrival with advance notice. The pit is arced across the front, 50 feet wide and 16 feet deep at the center, 8 feet deep left and right.

**Piano**

The VRCFA has a 9 foot Steinway concert grand piano available for presenters. The cost of tuning is the responsibility of the presenter and the presenter must use the VRCFA technician to tune the piano.

**Band Risers**

Eight carpeted 4'x8' band risers are available. The risers are adjustable in height, as many as six can be legged at 8", 16" or 24". The remaining two can be legged at one of the other heights.

**Choral risers**

The VRCFA has available seated choral risers for an 80 member chorus. The risers can be set up in an arc or straight line.

**Dressing rooms**

Four dressing rooms are available. Two 6-8 person rooms on the same floor as the stage (down a hall). Two 15-20 person rooms are on the basement level. All the dressing rooms have toilets and showers. Also two private rest rooms with showers are available. Towels, bath soap, and toiletries are not provided. Please let us know which rooms you will need as these also service the academic theater program and not all may be available.

**Green room** A small green room is available for presenters.

**Loading access**

Access to the stage is from a covered loading dock, and through the academic theater program's scene shop.

Loading dock height = 48"

Smallest door between dock and stage is 9'-10" by 9'-10"

Distance from dock to stage door is 42'-0"

### **Parking**

Parking is available in a lot across Third St. Please no parking in the dock area without requesting and receiving a parking permit. Guest parking permits are available from the Technical Director.

### **Stage floor**

Condition: fair The stage has a sprung yellow pine floor.

**NOTE: Use of fasteners of any kind to be placed into the floor must be preapproved.**

The VRCFA has a few stage braces with skidless floor pads which can be used by presenters.

### **Dance floor**

Condition: good

The VRCFA has a Harlequin Studio dance floor available that will fill the proscenium stage space. Please let the Center staff know if you will need to dance floor. No rosin may be used on this dance floor. A setup fee of \$50.00 is charged for the dance floor.

### **Counter weight system**

Condition: good

The VRCFA has a hybrid fly system of single and double purchase manual line sets and 12 motorized line sets.

Please see the attached hanging schedule.

Bottom of grid 60'-0".

### **Soft good inventory**

Condition: fair to good

Valance (red velour) always hung.

Grand drape (red velour) always hung, manually operated, guillotine or traverse.

Mid stage cut off (black velour) always hung.

Rear stage cut off (black velour) always hung.

4 Borders, 10' deep (black velour).

6 sets of Legs 24'-0" high by 10'-0" wide (black velour).

Cyc, white filled scrim or blue muslin (seamed).

3 scrim (white, blue and black).

### **Lighting system**

Condition: very good

Company Switch: Two 3 phase 4 wire 300 amp per leg with Cam-Lock connectors located on the up left rear wall. (The VRCFA can supply connectors for your bear leads). The VRCFA has a 520i control console and CD-80 dimmer per circuit control system. We also have in the building a Strand 2 scene preset board with 24 channels. If this control board would be more appropriate for your use please contact the TD for details. The VRCFA has a house plot hung for general illumination. You are welcome to alter the house plot as needed, but you will be responsible for restoring the house plot during your strike. A tunnel from stage to the midhouse control position will be used to run your control snake.

## **Lighting positions**

The front of house positions are located right and left of the control booth on the bridge and in 2 box boom positions in each of the side walls.

**Note: the box boom positions give limited angles to the stage.**

Two on stage electric positions provide the majority of behind the arch lighting, line sets 5 & 30. The cyc lights are permanently hung on line set 30. Any open pipe can be used as a hanging position. The VRCFA also has 8 15'-0" booms available.

## **Sound system**

Condition: good

The VRCFA has distributed reinforcement speakers on a matrix system. These speakers are located above the audience and NOT in a cluster above the proscenium arch. The matrix separately controls and feeds the sub woofers and front of house array, the rear of house array, a hearing assistance system, and a group of speakers in the lobby. The control board is located in a booth. With prior notice a RAMSA WS 4424 sound board can be set up in the house to feed the main board if a house mix position is needed. An audio snake connects the stage to the house mix position. Additional equipment is available.

**Note: The VRCFA has set a 90dB limit on the loudness output of the house reinforcement system.**

User provided equipment power supply: 200 amp with clean ground located on the up left rear wall. A tunnel from stage to the house mix position will be used to run your audio snake.

## **House Lighting Equipment**

Strand 520i control console.

Strand 2 scene preset console.

24 - Altman Shakespeare S 6-10 10° ERS (LEKO) Always at FOH.

10 - Altman Shakespeare S 6-10 15-35° ERS (LEKO) Always at FOH.

2 - Strand SL 15-32° ERS (LEKO) Always at FOH.

24 - Colortran 650-045 20° ERS (LEKO).

30 - Colortran 650-035 30° ERS (LEKO).

30 - Colortran 650-025 40° ERS (LEKO).

6 - Altman Shakespeare S 6-10 15-35° ERS (LEKO)

6 - Strand SL 15-32° ERS (LEKO).

6 - Strand SL 23-50° ERS (LEKO).

Note: All the ERS are lamped with 575W lamps. (FLK)

22 - L&E PAR 64 - 1000W wf, mf, ns & vns lamps are available.

32 - Altman 75Q 8" Fresnel with 1 KW BVV lamps.

6 - L&E 3 cell CYC lights with 1 KW FCM lamps.

4 - L&E 3 cell CYC foots on casters with 1 KW FCM lamps.

2 - Lycian 1275 Follow Spots.

10 - barn doors (8").

## House Sound equipment

### Sound consoles:

Soundcraft Delta SR 28 + 4ST inputs to 4 groups to 4 matrix outputs.

Yamaha LS9-32 (digital) 32 inputs to 16 configurable outputs.

Ramsa WS 4424 24 inputs to 4 groups with L&R outputs.

Yamaha MG 12-4 mixer 6 mic & 4 stereo inputs to L&R outputs.

### Source equipment:

1 - Tascam 122 MK III Cassette deck (rack mounted).

1 - Denon DN-650F CD player (rack mounted).

1 - Teac P269 CD player.

2 - 360 system Digicart II recorder/player (rack mounted).

1 - Sony MDS JE520 minidisk recorder/player (rack mounted).

1 - Sony MDS 302 minidisk recorder/player.

### Microphones, stands & cable:

2 - AKG D 3700

1 - AKG D 112

1 - AMT M40 piano mic

5 - Audio Technica ATM 33a.

9 - Audio Technica AT 835 (choral mics)

6 - Crown PCC 160.

1 - Crown PCC 170 (podium mic).

2 - Crown PZM 180.

3 - Samson CT3 wireless body pack.

Channels 8- 196.6 MHz, 12- 211.2 MHz, & 13- 213.2 MHz.

3 - Samson CT3 3L wireless body pack.

Channels 9- 199.6 MHz, 10- 202.2 MHz & 11- 208.2 MHz).

**+ Note: User must provide batteries (9 volt) for wireless mics.**

2 - Sennheiser MD 421 II

4 - Shure wireless UHF (U1, U2 & U4D), (body pac or hand held)

**+ Note: User must provide batteries (2 AA) for wireless mics.**

7 - Shure SM Beta 58.

7 - Shure SM 57.

2 - Shure SM 565 SD.

8 - Mic stands, straight.

8 - Mic stands, boom.

2 - Mic stands, desk.

Speakers available for stage PA.

4 - Ramsa WS-A200 (full range) in two towers.

Speakers available for stage monitor or localized effects.

4 - Electro Voice Force i stage monitors.

2 - JBL TR 105 floor stage monitors.

1 - Ramsa WS-A200 (full range).

4 - Ramsa WS-A240 (sub woofer).

2 - Ramsa WS-A10 (small monitor).

**Intercom system**

Condition: good

The VRCFA has a Clearcom system with a 4 channel main station in the sound booth, 4 channel remote main station at the stage manager's desk located on stage. Output stations are throughout the performance space, dressing rooms, booths, house and lobby area.

**Wardrobe**

The VRCFA has one commercial washer and one commercial dryer. Two steamers, irons and ironing boards are available.

**Further information**

Executive Director – Joe Patti, (740) 351-3621

Technical Director - Leo Schlosser, (740) 351-3699

VRCFA Representative - Regina Bradley, (740) 351-3622

Fax line - (740) 351-3414

Box Office Manager - Casey Glenn, (740) 351-3640

Box Office Ticket Sales - (740) 351-3600

Post Office - 610 Gay St. Portsmouth, OH 45662. (740) 353-2070

ATM Location - University Center, Shawnee State University campus.

Hospital - Southern Ohio Medical Center, 1805 27th St. (740) 354-5000

Kings Daughters Medical Center, 2001 Scioto Tr. (740) 991-4000

## 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).

Revised 4/14

**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 \_\_\_\_\_