

Northshore Performing Arts Center

# TECHNICAL INFORMATION

*Information for Theatre Usage and Rentals*



## **Table Of Contents**

- House Rules
- Technical Information of Theatrical Equipment
- Rental Questionnaire for Technical Requirements

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**Season: 2011 –2012**

## *Welcome To The Northshore Performing Arts Center*

This booklet is designed to assist in your preparation for a successful and productive presentation at the new Northshore Performing Arts Center.



The McAuliffe Green Room ,  
wholly sponsored and furnished  
by the McAuliffe Family.

NPAC lobby, necessary for any  
performing arts center.

Seats in the main theatre

### Added Enhancements to the NPAC from the NPAC Foundation

- Attractive lobby to create the "theater experience," including ticket office and ample restroom facilities.
- Upgraded high-quality seats for greater comfort and extended life.
- Premium theater lighting and acoustics for optimum audience enjoyment of various program offerings.
- Expanded orchestra pit with automatic lift.
- Recording studio with capability for state of the art, professional-quality recordings.
- Modifications to the drama classroom for its use as a versatile "black box theater" to accommodate a variety of theatrical, educational events. (Not available for rent with the theater at this time.)
- Performers' green room, additional dressing rooms and additional storage.
- This year's enhancement will be adding more lines sets to the rigging and further enhancements to the sound.

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### From Your Technical Staff

Dear Friends,  
 We look forward in assisting you with your performance or presentation at our beautiful facility. This guide is to introduce you to the theatre space and its operational guidelines. Please take the time to read the entire guide carefully as it constitutes a valid part of your contractual agreement. [It is important you share this information with your entire cast and crew who will be working in the theatre onstage, backstage and in the lobby.](#) Although this information is updated frequently, the Northshore School District and the Northshore Performing Arts Foundation reserve the right to deviate from the contents herein when necessary for system or equipment upgrades, safety or just cause.

Hjalmer Anderson, Technical Director  
 Jay Christiansen, Facilities Specialist  
 Vanessa Greek, Facilities Booking  
**Northshore School District**

Laura Hendrickson, Production Manager  
**Northshore Performing Arts Foundation**

Steve Cooper, Stage Manager and Lighting Designer	Laurel Blaine, Scene Shop Foreman, Set Design
Marc King, Lighting Designer	Chazz Kaskas, Scenic Artist, Theatre Technician
	Christina Rupley, Stage Manager, Scenic Artist
Mark Neumann, Sound Designer, NPAC Kim Campbell, Sound Designer, NPAC Amana Fisher Sound Designer, NPAC Logan Cady Sound Engineer, NPAC Dave Majidehr, Sound Engineer, NPAC	

Unless otherwise noted, all performances take place at the Northshore Performing Arts Center (Theater) on the campus of Bothell High School, 9130 NE 180th Street; Bothell, Washington 98011. The facility is part of the Northshore School District (NSD) and all rules and regulations of NSD must be adhered to by Artist.

- Smoking is not permitted anywhere in or outside of the building.
- No “hazers”, “foggers” or smoke machines allowed on stage for any reason.
- Use of alcoholic beverages, boisterous conduct in the PAC and adjacent NSD premises, including parking area, is prohibited. The theater and adjacent property is a drug-free environment.
- No eating or drinking in the auditorium, in the lobby, onstage or in the control rooms.
- Water on stage is permitted only in designated safe areas, (determined by the NPAC Stage Crew).
- Food and beverage props are permitted on set for production purposes, under the supervision of the property master.
- You are responsible for all damages and cleaning due to the violation of this rule.
- Food is allowed in staff and crew lounge area on the 2<sup>nd</sup> floor stage left gallery and in the Green Room.
- All “EXIT” doors shall be properly accessible for emergency exits. Do not block the back stage cross over. All fire exits must be kept clear. Please do not store any costumes, props, chairs, etc. in hallways or in inappropriate places back stage.
- No nails or screws into any NPAC surface or stage floor. **ABSOLUTELY NO “DRY WALL” SCREWS ALLOWED**
- Do not tape, staple, pin or otherwise attach anything to a painted wall, surface or door. You will be charged for any and all damage resulting from a violation of this rule. Use approved low tack spike tape on the stage. Remove all tape completely after your event.
- Only professional grade painter’s tape (blue), gaff/spike tape, electrical tape, and glow tape are allowed in the theatre. **ABSOLUTELY NO DUCT TAPE OR MASKING TAPE ALLOWED.**
- **Only certified staff and clients are allowed to operate theatre technical equipment. NO EXCEPTIONS**
- No running unless it is part of the production. No jumping or climbing from the stage to the house and vice versa. Use the ramps. Horseplay is prohibited.
- Musicians or crew only in the orchestra pit. Crew only and approved visitors allowed in control booths and technical rooms
- Dressing room and green room furniture is not to be removed from its location or to be used as props.
- Do not take any furniture outside of the facility. Music stands are to be issued by stage crew, and not to be removed from the stage. They are not to be used for anything but the display of music or scripts.

**House Rules Continues**

- Adult supervision in the Green room is required for performers under the age of 18.
- There is no parking on campus prior to 2 pm. This includes loading dock area and parking lots in front of the theatre.
- All events need to meet in advanced with the Theatre Manager, Hjalmer Anderson, who can be reached at [handerson@nsd.org](mailto:handerson@nsd.org) or 206-510-6304. Mr. Anderson requires Artists to complete the attached technical questionnaire.
- When possible, and appropriate, advance meetings with Theater Manager will also include NPAC Facility Specialist, Jay Christiansen. NSD theater customers, (school functions) will need to do this.
- Any use of non-service related animals in the Theater must receive prior approval by Theater Manager.
- Theater's representatives have the right to insure that all sound and lighting controls are being properly used. Artist agrees to keep sound level below 95 decibels or have Theater reduce sound to such limit.
- We do not allow flame of any kind in the theater. All materials used on stage, including but not limited to paper, materials and props, must be flameproof.

**Staffing and Break Schedules:**

We will be scheduling breaks and lunches during your rental of the theatre. If possible, we will stagger breaks so that your group may remain on stage. Please note that during breaks, we may not be running sound or lighting equipment. These breaks are mandatory by law. You will be informed of the break schedule prior to your event/rehearsal so that you can plan accordingly.

We will not schedule breaks during a performance, but they may come immediately after the performance before load-out or immediately following sound check or during rehearsals. You will not be billed for 60 minute meal breaks. All of our staff will be taking breaks.

Breaks:

- 4 hour call—15 minute breaks
- 5 hour call—30 minute meal break
- 9 hour call—60 minute meal break

**Last-minute Changes to the Schedule**

Should you make any last minute changes to the schedule after the production meeting, we need to be informed in writing as soon as possible so that we can correct the posted break schedule.

**If our staff are not allowed to take scheduled breaks, we will charge a meal penalty of double-time for that hour.**

This applies to all breaks.

## *Theatre Safety*

As in any situation, common sense and prudence go a long way in theatre safety. Unfortunately, accidents do happen. The following is intended to be a guideline for a safe working and performance environment.

- Telephones are located in various locations around the theatre. Dial “9” to get an outside line. (i.e. – 9 – 911). It is not possible to call long distance from these phones without your own personal access card. Phones are available: in the green room, and in the technical booth. The Technical Office and Box Office Manager’s office phones are for 911 emergencies only.
- First Aid kits are located in the theatre for your use. Misuse will not be tolerated. You may be charged for any supplies deemed wasted. We strongly encourage you to provide ice or ice packs for your dancers for non-emergencies.
- No bare feet or open-toed shoes will be permitted on the stage or in the technical areas unless it is part of the performance.
- There is no running allowed in the theatre backstage or wing areas.
- An adult must accompany performers under 14 years of age when they are not onstage and in the green room and dressing room. It is recommended that one adult be responsible for no more than 8 – 10 young people.
- No client is allowed to touch the counter-weight fly system. This is the work of a hired technical theatre staff member.
- House requires three hour minimum reset time if complete cleaning is needed before next seating. (one person front and seating only) Back of house one more hour.
- Foyer, house front may be opened up to a half hour prior to start time provided front of the house management and usher staff are adequate for the event.
- Adequate usher staff for house safety, audience flow in and out of the theatre. House and front of house management responsibilities must be met. (school events). Large casts, (students in numbers over 10) must have adequate supervision. Volunteers can do this if trained.
- Large cast events, band, choir, and elementary plays, may not fit our back stage and dressing room capacity. If staging in the house seating area be aware you will lose audience seating capacity for this, and supervision for movement will be needed.

*Theatre Safety and house rules continues*

- Large cast events must be accommodated in our back stage, dressing room, shop area as best we can. NO FRONT OF HOUSE Restroom use for costume, or makeup of actors or dancers or performers is allowed any time.
- Foyer and house front is for audience & patrons, not for use by cast members before the house opens to customers. We will do our best to accommodate orchestra, and large casts with the school facilities in the north hallway next to black box. The Technical Director will make every effort to accommodate this, if we can plan ahead with school staff, and have their agreement to do so.
- Orchestra pit, lift, and associated equipment is off limits to anyone but our trained techs, and designated staff approved by Theatre Technical Director.
- Cat walks, stairways, accesses to loading bridge, light galleries above first flight are also off limits to anyone not a tech or approved to be there.
- Orchestra shell is also theatre technical equipment moved and maintained by our trained staff.
- School events scheduled will be considered as school permitted uses subject to regulations and responsibilities of the district scheduler's permits process.
- Cancellations of school due to emergency, weather, power failures, will effect theatre events. Contact with your scheduler and Theatre Technical Director as soon as possible is advised.
- Lighting plots and sound default settings will be reset to basic theater plots. If you DO NOT give us TECHNICAL set up time before the show date we will do our best to make adjustments before your event. Be aware our tech. staff will be needed for this work, and if your requirements vary from usual plots we may not have time to complete new plot settings, and arrange sound requirements last minutes before the event. (may not be exactly what you wanted)
- We acknowledge not every group will completely fulfill all these requirements, so meeting with the Technical Director will help determine best appropriate use, and staffing needs.
- Approved and confirmed use arrangements will include understanding this booklet, acknowledging and following use guidelines within.

**NPAC**  
**Technical Information**

**Stage Dimensions:**

Proscenium Height.....	21' 9"
Proscenium Width.....	43' 2"
Stage Depth.....	38' 6"
Apron Depth.....	15'
Wing Space Stage Left.....	9' to the Fly Rail
Wing Space Stage Right.....	13'
Cross Over Depth.....	10'
Location of Crossover.....	Behind Cyc and back hallway

**Stage Rigging/Fly System**

**House Curtain / Grand Drape**

Burgundy drop curtain with center opening  
Operated as guillotine from stage left locking rail or as a split traveler from stage left.

**Rigging System**

Grid Height.....	44' 6"
Type.....	Counterweight
Line Sets.....	42 sets
Capacity of each line set after balancing pipe weight.....	1000 lbs
Distance from front curtain to first open set.....	4' 4"
Distance from front curtain to last open set.....	31' 2"
Distance from Last set to back wall.....	4'
Space between sets.....	9"
Length of Pipes.....	68'
Diameter of pipes.....	1 1/2"
Location of Locking Rail.....	Stage Left
Height off stage floor.....	3 1/2'
Height of Loading Bridge.....	38' above stage left wing
Traveler Tracks.....	3 available [including house curtain, mid traveler, and full back black]

**Backstage**

**Loading Dock**

Location.....Loading dock is located on the back side of the school.  
Loading Dock Door to the scene assembly area.....12' high x 10' wide  
Trucks..... One at a time  
Loading Door from Scene Assembly area to stage...17' high x 10' wide

**Dressing Rooms**

Access.....Doors upstage right and left to the stage from hallway  
Star Rooms.....Two rooms with 5 makeup mirrors, sink, shower and toilet each.  
Two Chorus Rooms.....With 5 makeup mirrors with sink, shower and toilet each.  
Green Room..... Telephone, sink, refrigerator and microwave.



## *Strike list*

### **Theatre Restoration**

It is the responsibility of the client to restore the theatre, backstage area, green room and dressing rooms to a reasonable state before vacating the premises. Should NPAC staff be required to undertake unusual time and effort to clean and restore the facility then the client will be billed at \$25.00 per hour for this necessary service.

If you have questions or comments regarding services at the Northshore Performing Arts Facility, we encourage you to email our tech director Hjalmer Anderson at [handerson@nsd.org](mailto:handerson@nsd.org). Our theatre manager can be reached at 206-510-6304 Monday through Friday 8 am to 5pm Pacific Time to discuss how the Northshore Performing Arts Center can best accommodate your event.

### **Onstage and Control Booths**

- Pull all hanging goods to working height or to grid for house drapery.
- Pull all production spike flags
- Roll Marley floor if laid down and pull all spike tape.
- Begin restore of FOH rep light plot
- Begin restore of Rep Sound Set up. (zero out console as well)
- Strike all Clearcom and Telex systems and store in booth
- Strike hanging scenery (begin US and work DS)
- Restore house drapery plot, (if changed)
- Restore Onstage Rep light plot (Begin US and work DS.)
- Stack all chairs; folding tables to carts.
- Music stands to storage.
- Pull all production spike tape.
- File all cut gel
- Sweep and Mop.

### **Back stage and Dressing Rooms**

- Pull all costumes and related props.
- Clear all counters, remove script notes and cast signage, schedules, costume racks, and related support equipment.
- Pick up items strewn about so we can clean efficiently. Garbage containers will be provided for most of the unwanted left-over's.

Remove everything that belongs to you. NPAC will not guarantee storage and/or security of items left behind without specific written arrangements prior to load in.

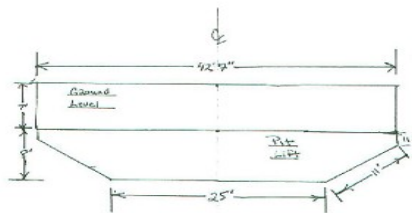
## Soft Goods

Item	Width	Height	Fullness	Material	Color
Torm Panel Covers	6'	21'2"	Flat	25 oz Velour	Burgundy
House Curtain	62'	23'	50%	"	Burgundy
Borders, 1,3 &4	56'	8'	Flat	20 oz Velour	Black
Border 2	56'	10'	Flat	"	Black
Legs 5 Pair	8'	23'	Flat	"	Black
Midstage Traveller	56'	23'	50%	"	Black
Upstage Masking	56'	23'	Flat	"	Black
Scrim	56'	23'	Flat	sharktooth scrim	Black
Scrim	56'	23'	Flat	"	White
Sky Cyc	56'	23'	Flat	Filled Leno	60% Gray
Tabs (4)	4'	23'	Flat	20 oz Velour	Black
Tabs (4)	6'	23'	Flat	"	Black
Orchestra Pit Drapes (7)	8'	14'-6"	50%	25 oz Velour	Black

**Orchestra Pit**

Pit can accommodate approximately 30 musicians

Approximately 600 total sq. ft; 357 sq ft is a movable elevator pit lift



Northshore Performing Arts Center	Orchestra Pit Ground Plan
	Scale: 1/8" = 1'

# Sound System

## FOH Console:

Soundcraft MH3-32—32 mono inputs, 4 stereo 12 aux, 8 VCA 8 subgroup

Mix position is centered t the back of house, in seats, not in booth.

Monitors from FOH.

## EQ:

EC Electronics EQ Station 8 channel with Motofader.

## Compressors/Gates:

Klark Teknik SquareOne (8 channels **Either** comps or gates, insertable)

## Effects:

TC Electronic MOne XL

Yamaha REV 100; TC Electronic D2

## CD/Cassette:

Denon TC –630 combo

Marantz CD Recorder

## House Speakers:

Left and Right: 4 Meyer CQ-1 (2 per side flown)

2 Meyer UPJunior (portable)

Center Cluster: 2 Renkus Heinz Model PN 12/6 2T

## Monitor Amplifiers:

3 crown CTS 2000 (4-6 mixes)

## Monitor speaker Cable:

3x15'; 3x25'; 3x50';2x75';1x100'

## Snake:

Radial Convertible, 40 sends from stage, 8 sends to stage.

## Vocal Microphones:

12	Shure – Beta SM58
12	Shure – SM58

## Wireless Systems:

14	Shure ULXS UHF Reciever and Belt Packs
3	Shure SM58 or BETA 58A Handheld mics
4	Countryman E6 omnidirectional
14	Countryman memw(F)05(L) Biege Laveliers

## Dis:

2	Radial - PRO DI - Passive Direct Box
2	Radial - PRO AV2 – Multi-Media DI
5	Radial—MK III Passive Direct Box

## Drum Microphones:

2	Sennheiser - E602 - Bass Drum
3	Sennheiser - E604 – Tom or Snare

## Instrument Microphones:

3	Audix—i5
13	Shure – SM57
4	Shure— SM 81

## Condenser Microphones:

1	Neumann—KMS 104 BK
1	Neumann KM 184 ni—Sires 180
4	Audio-technical-AT 8035 Shotgun
4	Rode-NT5 Studio
2	AKG Acoustic C414B-XLS
4	Audio-technical—AT 3525

## Microphone Stands:

AKG/K&M: 16 x 151 black three section tripods; 24 x 211-1 black booms

Atlas: 8 x DSM-7E short round base

Stageline: 8 x black two section tripods with booms

## Microphone cables:

25 x 10'; 15 x 15'; 15 x 20'; 15 x 30'; 4 x 50'

## Stage Subsnakes:

All 12 pair: 2 x 50'; 1 x 75'; 1 x 100'

## Stage AC:

4 x TMB Prostringer (UL), each with 3 quad boxes on 10' spacing (12 quads total)

*Sound Continues***Recording Studio Equipment**

2	Yamaha	Digital Recording Console Model: 02R--24 Channel
1	Akai	Digital Patch
1	Akai	Digital Hard Disk Recorder--Model DR 8
1	Akai	Digital Hard Disk Recorder--Model DR 16

**Wireless Systems**

14	Shure ULXS UHF Receiver and Belt Packs
3	Shure SM58 or BETA 58A Handheld mics
3	Countryman E6 omnidirectional ear set microphone(s)
14	Countryman memw(F)05(L) Biege Lavaliers

Paging	Backstage/Green Room, Dressing Rooms, Lobby
4	HME wireless system with headsets for crew
12	Clearcom/Telex for Booth and stage areas
1	Talkback Mic in Booth for stage and house

**Wired Microphone Inputs**

On Stage.....	12
Down Stage on Apron Front.....	6
Orchestra Pit.....	6
Stage Overhead.....	3

**Line Inputs**

On Stage.....	6
Down Stage On Apron Front.....	4
Orchestra Pit.....	4

**Monitor Sends**

On Stage.....	12
Orchestra Pit.....	4
Back Of House.....	2
Calk Walk.....	2

Wired Intercom.....	Clear Com MS-232 Main Station
Wireless Intercom.....	HME DX 200 Main Station

## Intercom Systems and Electrics

Quantity	Type
12	Clear Comm RS 501 Beltpacks
12	Telex Headsets 64438
4	HME Wireless Beltpacks
5	HME Headsets
8	Clear Comm HS-6 Handsets

### Hearing Impaired

Gentner Digital 6 System for the hearing impaired – 20 Beltpacks and Earpiece

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## Electrics

The Northshore Performing Arts Center has a flexible rep plot suitable for all types of events.  
The client is responsible for all crew expenses to restore the setup back to the existing rep plot.

### Road Service Power

- 1-400 Amp 3 phase DSL for electrics/dimmers
- 1-200 Amp 3-phase DSL for sound

226 – 20 Amp Wired Stage Circuits [all circuits' w/grounded stage pin connectors]  
as follows:

### FOH

- 1<sup>st</sup> Beam..... Circuits # 11-32
- 2<sup>nd</sup> Beam..... Circuits # 1-10 doubled

### Galleries

#### Stage Right

- 1<sup>st</sup> Level .....Circuits # 51-56 doubled
- 2<sup>nd</sup> Level .....Circuits # 45-50 doubled

#### Stage Left

- 1<sup>st</sup> Level .....Circuits # 39-44 doubled
- 2<sup>nd</sup> Level .....Circuits # 33-38 doubled

### Stage

- 1<sup>st</sup> Electric .....Circuits # 57-80
- 2<sup>nd</sup> Electric .....Circuits # 81-102
- 3<sup>rd</sup> Electric .....Circuits # 103-124
- 4<sup>th</sup> Electric .....Circuits # 125-142
- 5<sup>th</sup> Electric .....Circuits # 143-160
- Ladders Left .....Circuits # 161-172
- Ladders Right .....Circuits # 173-184

*Circuits continued*

**Floor Pockets**

Down Stage Right.....	Circuits # 200-202
Center Right .....	Circuits # 206-208
US Right .....	Circuits # 212-214
DS Left .....	Circuits # 197-199
Center Left .....	Circuits # 203-205
U Left .....	Circuits # 209-211

**Wall Boxes**

Pig Tails Box UR .....	Circuits # 221-226
Pig Tails Box UL .....	Circuits # 215-220
Pig Tails Box Dr .....	Circuits # 191-196
Pig Tails Box DL .....	Circuits # 185-190



## Light Instrument Inventory

<i><u>Number</u></i>	<i><u>Type of Instrument</u></i>	<i><u>Bulb Type</u></i>
12	ETC Source 4 19 degrees	HPL 575
24	ETC Source 4 26 degrees	HPL 575
24	ETC Source 4 36 degrees	HPL 575
12	ETC Source 4 50 degrees	HPL 750
12	ETC Source 4 Zoom	HPL 575
	<i><u>Follow Spotlight</u></i>	
2	Lycian Midget HP Model 1209	HMIW/SE
	<i><u>Short Throw/Flood</u></i>	
20	ETC Source 4 Multi-PAR	HPL 575
18	Colortran 6 inch Fresnel	BTL 500 w
8	Selecon Rama 6 inch Fresnel	BLR 1000 w
12	Colortran Far Cyc	FGT 1500 W
48	ETC Source 4 PAR EA	HPL 575
	<i><u>LED Fixtures</u></i>	
8	Chauvet Color Dash Batten – Tri	



## *Electrics (continues)*

### **Control**

Strand Preset Palette 32/64 Console 612 Channels

### **Houselights**

Control via Strand Console or Panels in Control Booth, Stage Left Managers Box or house right door.

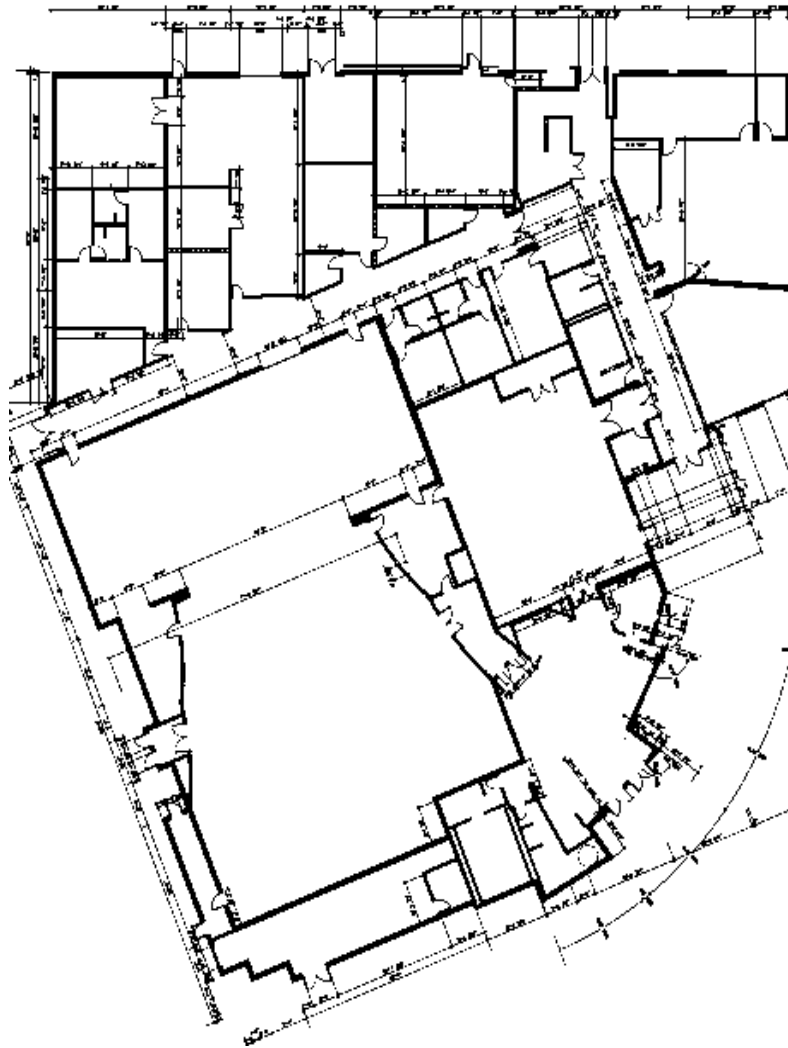
### **Tech Table**

Located in lower house center section. Includes: Sound Board and mixer and lighting control console tie-in.

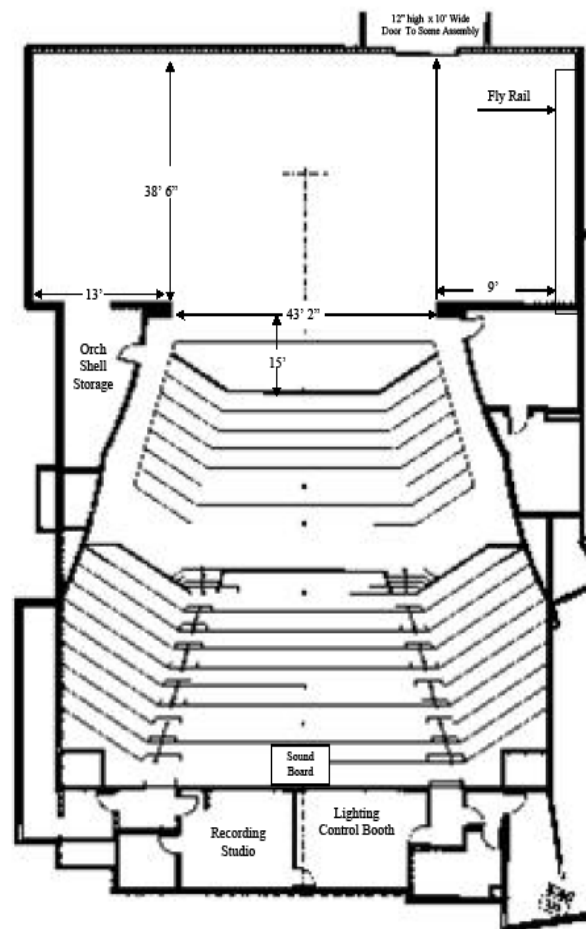




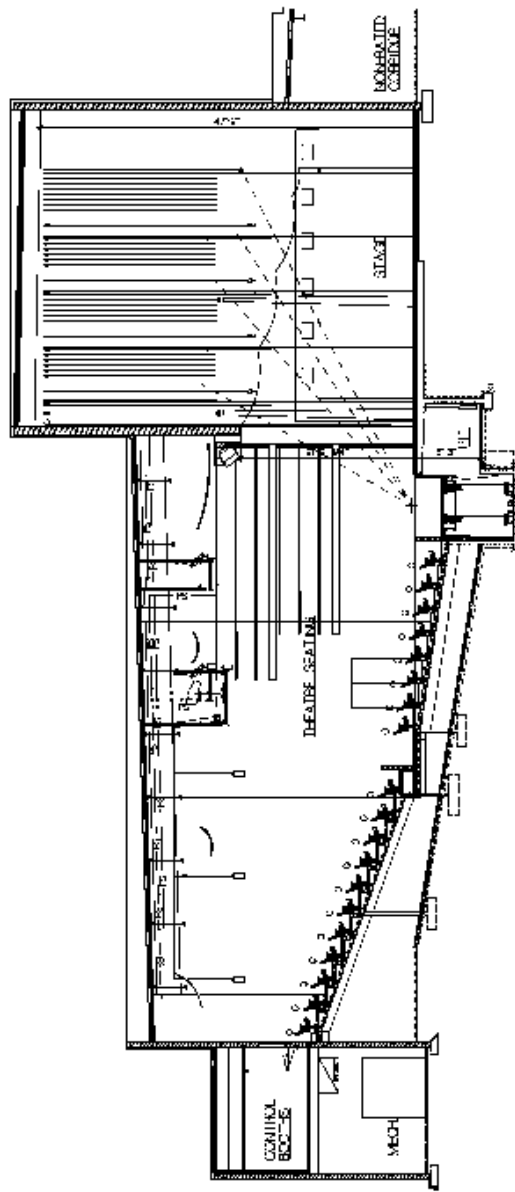
*Northshore Performing Arts Center  
Ground Plan*



*Ground Plan of Theatre*



*Side Elevation of Theatre*



## Production Requirements for the Northshore Performing Arts Center

### Play and Musical Play Version

#### Designing Production

1. Review Technical Booklet from NPAC (on NSD.org web site)
2. Obtain NPAC ground plans
3. Design your scenery for travelling
4. Design your set to fill NPAC space.
5. Note the use of flying scenery.
6. If flying actors (i.e. "Peter Pan")
  - a. You are required to arrange for a professional flying company
    - i. Flying Companies
      1. "Flying By Foy's" web site: <http://flybyfoy.com/>
      2. ZFX Flying web site: <http://www.zfxflying.com/>
  - b. You need to allow for 1 week for Flying rehearsal
  - c. Inform Hjalmer Anderson, Technical Director of NPAC of your plans and give contact to the Flying Company for arrangements at NPAC for flying hardware installation.
  - d. You cannot do any flying of actors without prior approval of the Technical Director.
7. Arrange for a Tour of NPAC
  - a. Take measurements
8. Arrange for a rehearsal space to match NPAC dimensions.
  - a. Stage width 43 feet, depth 45 feet, wing space: 13' stage right, 9' stage left.
9. Go over NPAC house rules from the Technical Booklet with your cast, crew and parents before arrival at NPAC.

#### Mandatory Production Meetings

1. Meet with the Technical Director one month before coming to the PAC
  1. Bring ground Plans and rehearsal schedule
  2. Bring copies of script in prompt book format (single page for each side) for Lighting and sound designers of NPAC
  3. Plan on having the lighting designer and sound designer come to a run through
2. Meet with NPAC Lighting Designer 1 or 2 weeks before your Load In
  1. Have a rough idea of your light looks on the stage at meeting
  2. Plan a paper Cue to Cue before lighting meeting with your Stage Manager

## **Production Requirements for the Northshore Performing Arts Center**

### **Play and Musical Play Version**

3. Meet with the NPAC Sound Designer
  1. 1 – 2 weeks before load in
    - a. If using sound effects
      - i. Have sound cues in WAVE format on CD for Designer
      - ii. Give a script to NPAC's Sound Designer with sound cues marked
    - b. Wireless microphone usage
      - i. Create a chart showing actors/characters assigned to personal microphones (Contact NPAC manager for sample chart)
        1. We have 12 wireless personal microphone and belt pack transmitters
  2. If having live music
    - i. The afternoon of load in day, the musical director meets with NPAC Sound Department for pit orchestra set up

### **Before Load In Day**

- A. Arrange for transportation for sets, costumes and props.
- B. Assign crews for load in
  1. Costume Crew
    - i. Arrange for hanging racks to transport
    - ii. Label all costumes by character
    - iii. Costume crew arranges costumes in each of the 4 dressing rooms.
  2. Set Construction Crew
    - i. Break down set for transport
    - ii. Pack tools, paint, brushes, screws and hardware
    - iii. Attach hanging hardware before you transport to NPAC
      1. Refer to Jay o. Glerum "Stage Rigging Handbook"
    - iv. Pack glow tape for platforms and staircases, attach on corners of all raised platforms and step units.
  3. Props Crew
    - i. Pack all hand props and furniture
    - ii. Create Prop Maps for each prop table
    - iii. Pack spike tape for furniture and wagons
  4. Stage Lighting Crew
    - i. Meet with lighting designer before move in

## **Production Requirements for the Northshore Performing Arts Center**

### **Play and Musical Play Version**

- ii. Have light plot if being design by your staff
- iii. Attend Stage Lighting meeting with NPAC lighting designer before move in.

### **Load In Day – Usually the Sunday or Monday of your rehearsal week.**

- A. Director: meet the Technical Director at Load in Time at Loading Dock in back of the theatre.
  - 1. Assemble all crew members in house of NPAC for safety talk, house rules and crew introductions
  - 2. Move in any flying scenery first.
    - i. Meet with NPAC Rigging Head for hanging hardware assembly and safety check
      - a. Hang scenery and check safety hardware.
    - ii. Move in costumes and racks and assign make up rooms
    - iii. Move in scenery and work on spiking all wagons and furniture
    - iv. Move in props on tables and prop maps for each table.
    - v. Plan an aiming and focusing stage lights in the afternoon after load in.
      - a. Dismiss all other crews while lighting is being done on a dark stage.
      - b. Program light cues
        - i. Allow for 4 hours for cue to cue with Director, Stage manager and lighting designer with board op.
      - c. Sound cues installed on sound computer
- 2. Area Microphones hung by NPAC Crew
- 3. Script with sound cues and microphone cues marked for Sound Crew

### **Technical Rehearsal - With Actors**

- A. Multiple scene shows
  - 1. Plan a transition rehearsal with your actors and stage crew
    - i. Allow for 1 hour for transition rehearsal
  - ii. Plan on Sound Check with all actors who have personal microphones
    - a. Allow for 1 hour for sound check

### **Your Dress Rehearsals**

- A. Sound check
  - 1. planned 2 hours before curtain
    - i. This could be done during makeup time
- B. Feed your cast and crew

- i. Possible meals served at 4:00 PM
  - ii. After Meal do make up and sound check
- C. Curtain set at 5:30 PM or 6 PM
- D. Try to be out by 9:30 PM on a school night

### **Suggested Week Schedule**

- A. Sunday – Load In
- B. Monday Tech Rehearsal – 2:30 PM – 9:00 PM
  - 1. Cue to Cue
  - 2. Transition Rehearsal
  - 3. Sound check
  - 4. Actors in costumes without makeup and if a musical with piano only.
- C. Tuesday 1<sup>st</sup> Dress rehearsal
  - 1. 3 PM Tech call for lighting, sound and backstage crews
    - i. Using NPAC daily logs for sound, Rigging, props, lights
  - 1.4 PM Dinner
  - 2.5 PM Sound check and makeup
  - 3.6 PM Dress rehearsal with orchestra
- D. Wednesday 2<sup>nd</sup> Dress rehearsal
  - 1. Same schedule as Tuesday
- E. Thursday Opening night or preview night
  - 1. Same schedule as Wednesday
- F. Performance Nights
  - 1.5:30 Call for Actors
  - 2.6 PM Call for Tech Crew
  - 3.7:00 Curtain
  - 4.10:00 Exit Theatre
- G. Closing Night and Strike
  - 1.10 PM Strike set and move to Scene Assembly area
  - 2. Arrange for Set to transport out of shop on the next day
  - 3. Have crews clean up dressing rooms , green rooms
  - 4. Have crews strike orchestra pit
  - 5. Have costume crew pack all costumes
  - 6. Have prop crew pack all props
  - 7. Stage Lighting Restore is Sunday morning after a Saturday closing night.
  - 8. Have front of house crew pull all pictures and decoration out of lobby

### **Front of House Staff**

- A. House manager and ushers
  - 1. Hand out programs
  - 2. Keep food and drink out of house
  - 3. Keep all visitors from going backstage without prior approval from Director.

## Line Sets

Line Set	Distance From Placier Line	Status
1. Main Drape	1' 2"	Op.
2. Border #1	1' 10"	Op.
3. Legs #1	2' 6"	Op.
4. Open		N/I
5. S. L. Ladders	3' 2"	Op.
6. Electric # 1	4' 5"	Op.
7. S. L. Drapery	5' 1"	Op.
8. G. P.	5' 10"	Op.
9. G. P.	6' 6"	Op.
10. Open		N/I
11. Shell Cloud # 1	7' 10"	Op.
12. G. P.	8' 6"	Op.
13. G. P.	9' 2"	Op.
14. Border # 2	9' 10"	Op.
15. Legs # 2	10' 6"	Op.
16. Open		N/I
17. Electric # 2	11' 10"	Op.
18. Open		N/I
19. G. P.	13' 2"	Op.
20. Midstage Traveler	13' 10"	Op.
21. G. P.	14' 6"	Op.
22. Shell Cloud # 2	15' 2"	Op.
23. G. P.	15' 10"	Op.
24. G. P.	16' 6"	Op.
25. Border # 3	17' 2"	Op.
26. Legs # 3	17' 10"	Op.
27. G. P.	18' 6"	Op.
28. Electric # 3	19' 2"	Op.
29. Open		N/I
30. G. P.	20' 6"	Op.
31. S. R. Ladders	21' 2"	Op.
32. Open		N/I
33. Shell Cloud # 3	22' 6"	Op.
34. G. P.	23' 2"	Op.
35. G. P.	23' 11"	Op.
36. Border # 4	24' 6"	Op.
37. Legs # 4	25' 2"	Op.
38. Open		N/I
39. Electric # 4	26' 6"	Op.
40. S. R. Drapery	27' 2"	Op.
41. G. P.	27' 10"	Op.
42. G. P.	28' 6"	Op.
43. Open		N/I
44. Shell Cloud # 4	29' 10"	Op.
45. G. P.	30' 6"	Op.
46. G. P.	31' 2"	Op.
47. Legs # 5	31' 10"	Op.
48. Open		N/I
49. Electric # 5	33' 2"	Op.
50. Open		N/I
51. Open		N/I
52. Upstage Masking	35' 2"	Op.
52. Cyclorama	35' 10"	Op.

**Key:**

G.P. = General Purpose Open Pipe

N/I = Not Installed

Op. = Operational



**Rental Questionnaire**

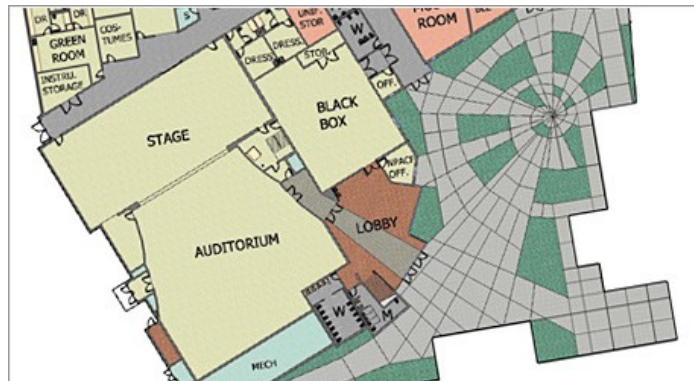
If you have any questions or require assistance completing this form, please contact

**Hjalmer Anderson, Technical Director at (206) 510-6304**

In order to properly prepare for your performance or event, we ask that you read and complete this Technical Information questionnaire. This questionnaire has been developed to assist you in the planning of your event so we can provide you with an estimate of your labor and production related expenses.

**SUBMISSION DEADLINE – Fourteen (14) calendar days prior to the first date of your performance or event.**

It is important that we receive the completed questionnaire no later than fourteen (14) calendar days prior to the first date of your performance or event. This is to ensure that we are able to arrange for proper number of stage crew technicians to staff your event. If we have not received your information prior to the submission deadline, we will arrange for stage crew based upon our best estimate of your requirements as stated in your licensing agreement, which can lead to either under or over-staffing your event. To ensure a successful and cost efficient event, please return this questionnaire within the given time frame.



EVENT INFORMATION:

Title of Event	Date(s)	Time(s)
Type of Event (circle one):	Dance- Ballet Dance-Hip, Hop Dance - Jazz Film Screening Graduation Ceremony Meeting Music-Acoustic	Music-Amplified Music-Classical Pageant Theatre-Comedy Theatre-Drama Theatre-Musical Other: _____
Producer/ Organiza- tion		
Mailing Address- Street/ Post Office Box		Suite/Apt. Number
City:	State	Zip Code

**PRODUCTION CONTACTS:**

<b>Primary Contact</b>	Name	Daytime Phone or Cell
Evening Phone:	Fax:	Email:
<b>Stage Manager</b>	Name	Daytime Phone or Cell
Evening Phone:	Fax:	Email:
<b>Set Designer</b>	Name	Daytime Phone or Cell
Evening Phone:	Fax:	Email:
<b>Lighting Designer</b>	Name	Daytime Phone or Cell
Evening Phone:	Fax:	Email:
<b>Sound Designer</b>	Name	Daytime Phone or Cell
Evening Phone:	Fax:	Email:

*Load and Strike Schedule*

Activity	Date	Start Time	End Time
Load-In/Set-Up			
Sound Check			
Rehearsal			
Performance			
Strike/Load-Out			
Meal 1			
Meal 2			

<b>Ground Plan and Description</b>	Briefly sketch or describe your stage set-up (you can attach a ground plan to this questionnaire or describe i.e., "Band with drum riser upstage, one backdrop")
<b>Rigging</b>	<p>Do you plan to rig and fly any pieces of soft goods? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?</p> <p>What is the approximate weight?</p> <p>How much time are you allowing for this?</p> <p>We may require that the stage be cleared of all non-essential personnel when items are being rigged.</p>

How many people will be on-stage during your performance or event (number of participants)?

Do you need music stands, chairs, and/or music lights?

☐ Yes ☐ No If yes, how many?

Do you plan on using the orchestra shell? ☐ Yes ☐ No

Do you require use of the orchestra pit for musicians?

☐ Yes ☐ No If yes, how many musicians?

Will you require the orchestra pit to be lowered for any other reason?

☐ Yes ☐ No If yes, why?

Will members of the audience be brought on stage during the performance? ☐

Yes ☐ No If yes, how many?

We do not have any stage risers or platforms on stock. You will need to rent or bring in your own risers.

Do you need a onstage dressing room area: ☐ Yes ☐ No If yes, how many?

**Musical Instrument Needs**

The rental cost of NPAC covers the costs of instrument usage

Check by the instrument you would like to reserve for your orchestra event:

1 Xylophone
1 marimba
1 vibraphone
1 Orchestra Bells
1 Boston Piano 5'4"
4 Tympani Drums
1 Orchestra Chimes
1 Bass Drum

**LIGHTING REQUIREMENTS:**

<b>Lighting Plot</b>	Will you use the house supplied lighting plot for your event? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If no, will you provide the NSPAC with a lighting plot for us to hang our event <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, when will we receive a copy of your lighting plot?  A plot that requires a new hanging must be received a minimum of 10 days prior to the first day of an event.
<b>Follow Spots</b>	Will you require follow spots? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?
<b>General</b>	Are you planning on changing the color of the gels from the house plot? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you planning to write lighting cues? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?
	How much time are you anticipating after the lights are focused to write cues or preview looks?
	Will you bring additional lighting fixtures (i.e. moving lights)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?
	What Voltage?

## SOUND AND MUSICAL REQUIREMENTS:

**Crew Call** - Over 12 inputs into the sound console and/or over four monitors requires a second audio technician on the call. Use of over three wireless lavalier microphones requires a second audio engineer.

**There is no rental charge for our in house microphones!**

<b>Descriptions</b>	Briefly describe your sound requirements (i.e. "Musical group requiring microphones, monitors and effects.			
<b>Inputs/ Microphones</b>	<table border="1"> <tr> <td data-bbox="591 896 1143 951">Number of microphone inputs required:</td></tr> <tr> <td data-bbox="591 957 1143 1041">Number of monitors and monitor mixes required:</td></tr> <tr> <td data-bbox="591 1047 1143 1161">                     Number of wireless microphones required:                      Number of Handheld:      Number of Lavalier:                 </td></tr> </table>	Number of microphone inputs required:	Number of monitors and monitor mixes required:	Number of wireless microphones required: Number of Handheld:      Number of Lavalier:
Number of microphone inputs required:				
Number of monitors and monitor mixes required:				
Number of wireless microphones required: Number of Handheld:      Number of Lavalier:				
<b>General</b>	<table border="1"> <tr> <td data-bbox="591 1243 1143 1327">                     How much time are you allowing for a sound check?                      When will it start?                 </td></tr> <tr> <td data-bbox="591 1333 1143 1528">                     Will you be bringing any of your own sound equipment?   <input type="checkbox"/> Yes   <input type="checkbox"/> No                       If yes please list:                       Please do not bring in any mixing boards and speakers.                 </td></tr> <tr> <td data-bbox="591 1535 1143 1669">                     Will you have your sound engineer mix the show?   <input type="checkbox"/> Yes   <input type="checkbox"/> No                       Important: We require our sound engineer be present during your show                 </td></tr> </table>	How much time are you allowing for a sound check? When will it start?	Will you be bringing any of your own sound equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes please list:  Please do not bring in any mixing boards and speakers.	Will you have your sound engineer mix the show? <input type="checkbox"/> Yes <input type="checkbox"/> No  Important: We require our sound engineer be present during your show
How much time are you allowing for a sound check? When will it start?				
Will you be bringing any of your own sound equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes please list:  Please do not bring in any mixing boards and speakers.				
Will you have your sound engineer mix the show? <input type="checkbox"/> Yes <input type="checkbox"/> No  Important: We require our sound engineer be present during your show				



**AUDIO/VISUAL REQUIREMENTS:**

<b>General</b>	Do you plan to use video projection? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, from what location: <input type="checkbox"/> Stage <input type="checkbox"/> House - Orchestra <input type="checkbox"/> House Right <input type="checkbox"/> House left
	Power requirements? <span style="float: right;">Size of Screen?</span>
	Is screen flown or ground supported? <input type="checkbox"/> Flown <input type="checkbox"/> Ground supported
	Do you plan film projection? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, size: Ratio: Sound Format:
<b>Video Re-cording</b>	Will you be videotaping your performances? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, will you require a direct feed from the sound console? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will you have live video? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes will you require a position for the video switcher controller? <input type="checkbox"/> Yes <input type="checkbox"/> No

**BACKSTAGE/DRESSING ROOMS:**

The theatre has four dressing rooms. Two dressing rooms are accessed from the green room and the other two are accessed through the up stage hallway.

<b>General</b>	How many performers and production personnel will use the back stage dressing room/green room area?

**FRONT-OF HOUSE-REQUIREMENTS:**

<b>Theatre Sched- ule</b>	Start Time of Event:	Lobby Opens to Public:
	Auditorium Opens for Public Seating:	
<b>General</b>	What is the duration of the performance or event (from start to finish, including intermission)?	
	Will there be an intermission? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long will it be?	
	Will you be selling merchandise? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes how many tables needed? Do you want them draped? If yes, who is the merchandise contact? Telephone Number:	
	Will there be a program to be distributed to patrons for your event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will there also be stuffers to be inserted by the theatre ushers?  <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Will you allow patrons to take photographs or to use video recording devices during the performance or event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Receptions</b>	Will you have a reception in conjunction with your event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes when will it be held? <input type="checkbox"/> Pre- Show <input type="checkbox"/> Post- Show	
	Where will your reception be held? <input type="checkbox"/> Outside in Courtyard, <input type="checkbox"/> Lobby <input type="checkbox"/> Backstage Hallway	
	How many guests will be attending your reception?	
	Please describe your reception (will you serve food, soft drinks, special guest tickets, etc.):	

Thank you for completing this questionnaire!

TO BE COMPLETED BY NORTSHORE PERFORMING ARTS CENTER			
Form received:	Advance Meeting:	Schedule Confirmed:	Crew Confirmed:

Draw your Ground Plan or Attach It to The Questionnaire.



## Northshore Performing Arts Center

Northshore Performing Arts Center  
9130 NE 180th Street  
Bothell, WA 98011

Hjalmer Anderson, Technical Director  
Office at Theatre: 425-408-7181 / Cell: 206-510-6304  
Main Stage Control Booth: 425-408-7185