

# ANNENBERG CENTER

*for the performing arts*

The Annenberg Center for the Performing Arts is here to provide Student Performing Arts with a professional production experience while at Penn. During your production, we offer support in the following areas:

- **Production:** Including schedule creation, technical support in all departments and staffing.
- **Box Office:** Including ticketing and staffing for your performances
- **Front of House:** Including audience services, staffing, and special needs.
- **Marketing:** Including website support.

## PRODUCTION

The Annenberg Center provides the following services for Student Performing Arts through the Production Department:

- **Schedule Creation:** Guided, customized schedule creation to maximize the use of your time in the space with deadlines for specific production elements.
- **Theatre and Production Support Spaces:** Stage, dressing room and other spaces.
- **Sets:** Mentorship of set installation.
- **Lights:** Use of Annenberg equipment and mentorship of lighting hang, focus, design and light board operation.
- **Sound:** Use of Annenberg equipment and mentorship of equipment set-up, mixing and sound board and playback operation.
- **Staffing:** Support and mentorship for any other technical needs during all set-up, rehearsal and strike activities.

## PRODUCTION MEETINGS

In order to make sure all the information and equipment is coordinated properly, the Annenberg Center requires two production meetings with the show's producers and staff members. At each meeting, they should be prepared to discuss their area of production and fill out the included paperwork for that week.

The first production meeting should occur **four weeks** prior to the week of load-in. The meeting should last about one hour. The following people are asked to be at the meeting:

- **Producer:** Please come prepared to discuss:
  - *Theater Configuration:* The configuration of the theater affects every other aspect of the performance; you must be able to decide this at the first production meeting.
  - *Production Schedule:* See sample schedules at the end of this document to help you determine your best use of time in the space. A preliminary schedule should be created by the end of the meeting.
  - *Production Staffing:* This includes people from your group and from the Annenberg Center staff. Included in these considerations are space being utilized, set-up of space and special needs of the production. This list should be finalized by the end of the meeting.
  - *Production Requirements:* General requirements such as wardrobe, telecom headsets, tables, chairs, dance floor and other miscellaneous materials not covered by design.
  - *Special effects:* Details of any special effects must be provided for review, and must comply with all existing safety codes in construction and/or execution. This includes (but is not limited to) use of rigging/hanging scenic elements, stage combat or stage weapons and haze/fog.
  - *Guest Acts:* Use of guest acts should be decided upon by the end of this meeting. Preliminary details about the performances and groups should be given.

- **All Designers:** Please come prepared to discuss your area of design.
  - *Sets:* Ground plan or rendering/model should be turned in to the Annenberg Center for review, comments, and questions.
  - *Lighting:* General production needs should be addressed. If the group plans on deviating from the house plot by adding, moving or changing instruments, those plans should be discussed at this time and a meeting set up with Thomas Ames, Associate Director of Technical Operations.
  - *Sound:* General production needs should be addressed with special attention to the need for outside rental.
  - *Projection:* General production needs should be addressed with special attention to the need for outside rental.

The second production meeting should occur **two weeks** prior to the week of load-in. The following people are asked to be at the meeting:

- **Producer:** Please come prepared to finalize:
  - *Production Schedule:* Any changes to the preliminary schedule should be discussed and a performance week schedule created by the end of the meeting.
  - *Production Requirements:* Any changes should be discussed and dressing room assignments should be finalized by the end of the meeting.
  - *Special effects:* Final approval should be given at the end of the meeting.
  - *Guest Acts:* Final details, including tech time, of guest acts should be decided upon by the end of the meeting.
- **Designers:** Additional design information may be needed depending upon the specifics of the department and the design. Attendees will be decided on a show by show basis by the Producer and Student Event Coordinator.
- **Stage Manager:** Please come prepared to discuss show details including run time, back stage and on stage needs and overall state of the show.

## SCHEDULE CREATION

Creating a Production Week schedule can be a difficult task, but the Student Event Coordinator is available to assist the production in maximizing the use of their time.

- *Available Time:*
  - The Center is available for set-up, rehearsal and performances from the hours of **10 AM to 11 PM** everyday in order to fill the hours given in to each group according to the SAC handbook. (strike may go beyond 11 PM, if needed.)
  - Available time is split amongst Work Calls, Performance Calls and Strike.
    - *Work Calls:* Work Calls are any time the space is open for the group to use, except performance time. They begin when the space is open and end once the space is locked again. For this reason, ten to fifteen minutes will be allocated during the last hour of every call to allow everyone time to clean, shut down equipment, change out of costumes, gather personal belongings and exit the theater.
      - All calls are set on an hourly basis, with partial hours rounded up to a full hour. (Example: 9am-12:30pm = 4 billable hours, 8:30am-12:30pm = 4 billable hours)
      - During days with a single call, the call time must be a minimum of four hours to a maximum of five hours.
      - During days with multiple work calls or a work call and any other type of call, each must be a minimum of two hours to a maximum of five hours with at least a one hour break separating each call.
      - Groups that are sharing space may each use part of a single work call, however a single call cannot exceed the maximum time, regardless of how it is split between multiple groups.

- During tech work calls, including strike, everyone attending must come dressed for work: closed-toe shoes, such as sneakers or boots (NO SANDALS. NO HEELS. NO BACKLESS SHOES) and comfortable clothing appropriate for physical activity should be worn. Long pants are recommended during the construction phase of any scenery, and during lighting hang and focus in the Prince Theater. Anyone not in proper attire will not be permitted to participate in any aspect of the tech work call until they have changed.
- At the end of every tech work call, all spaces used must be neat and orderly, with clear paths to fire exits. Tools must be put away. Power tools, additional lighting and extra extension cords must be unplugged.
- Before the first rehearsal, the stage and ancillary performance spaces must be swept clean of debris and wet mopped.
- Schedules must be created to allow all departments enough time to load-in and tech every element of the production before final dress rehearsal. No elements will be added to the show after dress rehearsal.
- Special attention should be paid to scheduling time for lighting and other overhead work. For safety reasons, no one is permitted to work overhead while work is happening on the stage floor.
- All post-call production meetings must happen in another location outside of the Annenberg Center.
- *Breaks:*
  - Breaks separating calls should be one hour long.
  - During all breaks, the theater space used will be locked and unavailable for student use. Dressing rooms and other rehearsal areas may remain open during break time.
  - Breaks should be roughly based around “meal times.” This is for the benefit of both your staff and the staff of the Annenberg Center.
- *Performance Calls:* Performance calls consist of thirty minutes pre-show/warm-up time, 30 minutes audience seating time and the run of your performance. All other activities should be scheduled as a Work Call.
  - In order to best serve all of the patrons coming to the Annenberg Center on any given night, we ask that **performance start times are spaced 30 minutes apart from any pre-existing performance.** Please check the Annenberg Center website for a listing of major events and with the Student Event Coordinator for any other events.
  - Before the first performance, storage locations must be established for all non-performance materials. Including tools, extra lumber/set pieces, Marley rolls, etc. These locations must be free of audience and performer pathways.
  - Before every performance, the stage and ancillary performance spaces must be swept clean of debris.
  - Space sharing performances must account for their time to change over between shows. This time includes audience exit time, change over time and audience entrance time. A minimum of one hour is recommended.
  - **Emergency exit pathways must remain clear during the entire performance. This includes the “voms” and ante-room hallway.** For this reason, all props and costumes must be stored outside of these locations.
  - A show should begin within ten minutes of the ticketed performance time. Any further delay will result in an additional hour billed to all staff positions working the performance.

- Groups are required to make a live pre-show announcement before every performance including the following statements:
      - Please silence cell phones or other noise making devices at this time.
      - Once the show is over, please exit the theatre. (*optional*: to greet cast and crew)
      - Alcohol is prohibited at this event.
      - (*optional*) The use of cameras or other recording devices is prohibited at this performance.
      - Audience members are not permitted backstage before, during or after the performance. Anyone who goes backstage will be escorted from the building.
      - Other announcements (including the use of haze, strobe light, nudity, etc.) may be required depending upon the content of your show.
- *Strike Call*:
  - Strike immediately follows the final performance.
  - The theater space must be returned to the condition in which it was found at the time of load-in. This includes the complete strike of the electrics hang and the cleaning and sweeping of all stage and backstage areas.
  - After strike has ended, student producers must tour the facility with the Event Coordinator to assess the space and equipment, making notes of any damages at that time.
  - All scenery, props, costumes and personal property must be removed from the Annenberg Center during the strike. The Center is not responsible for anything left beyond the strike. NOTE: Special arrangements may be made for pick-up of rental equipment beyond the date of the strike. Such arrangements must be made in advance with the Center's Event Coordinator.
  - The Annenberg Center no longer has garbage dumpsters at the loading dock. Any large pieces of trash must be removed by the group. Any trash left on the loading dock or inside the Center will be charged to the group on their final bill.

## PRODUCTION STAFFING

Productions will have a balance of staff from both the Annenberg Center and your group, depending upon the space you are in. **All student technical crew must be able to attend a minimum of two rehearsals and all of the performance dates**, unless special arrangements have been made by the two week meeting with the Annenberg Event Coordinator.

- In the Prince Theatre:
  - Student Positions:
    - **Stage Manager**: In charge of coordinating front of house, booth technicians and on stage activities.
    - **Run Crew/Asst. Stage Manager(s)**: (*optional*) As needed by the production, crew to set props, move scenery, assist with changes or other duties as assigned.
    - **Light Board Operator**: In charge of running all light cues for the show, including stage light and house light.
    - **Sound Board Operator**: In charge of running all sound cues for the show, including pre-show, during show, live mixing and post-show cues.
  - Annenberg Staff Positions:
    - **Supervisor**: In charge of overseeing all technical aspects of the production.

- In the Zellerbach Theatre:
  - Student Positions:
    - **Stage Manager**
    - **Run Crew/Asst. Stage Manager(s)** (*optional*)
    - **Follow spot Operator(s):** (*optional*) As needed by the production, crew to operate the follow spot lighting equipment.
  - Annenberg Staff Positions:
    - **Supervisor**
    - **Light Board Operator**
    - **Sound Board Operator**
    - **Deck Technician:** (*required if using flying scenery or Main Curtain*) Assists in flying scenery moves.

## THEATRE CONFIGURATION

Theatre configuration determines the number of sellable seats for a show. Please do a walk through of the space to understand how these different configurations affect your performance.

- **Prince Theatre Options:**
  - End Stage/Proscenium:
    - Row “A” in: 200 sellable Seats
    - Row “A” out: 177 sellable seats
  - Thrust or Tennis Court: 211 sellable seats
- **Zellerbach Theatre Options:**
  - BALCONY
    - No Balcony
    - Balcony
  - SOUND MIXING POSITION
    - Mix Position Out
    - Mix Position In

**Most – 912 Seats**

**Least – 668 Seats**

## PRODUCTION SUPPORT SPACES

The Annenberg Center provides groups with a number of support spaces in addition to the stage, house and backstage areas of each theatre. Please discuss your needs with the Event Coordinator to reserve the proper amount of space for your show, including:

- **Dressing Rooms**
  - Eight dressing rooms (four large and four small) and two downstairs classrooms, support all the shows happening at the Center. We will make every effort to give you as much space as possible. To avoid confusion with other productions, Dressing rooms will be available for use the Monday of production week.
- **Costume Shop**
  - Available for laundry maintenance and repair work.
- **Scene Shop**
  - Available for touch up painting and special repair work.
- **Green Room**
  - Available for most productions as a communal space to eat, relax and study with other productions at the Center.

## SPECIAL EFFECTS

Special Effects cover a wide variety of topics. This includes the use of water, sand/dirt, stage weapons, chemical or dry ice, fog or atmosphere, rigging, flying scenery or props, stage combat, snow, or any other non-standard element. If you have any doubt, please address concerns as soon as possible.

- **Open Flame is prohibited on any stage space by the University of Pennsylvania. Open Flame includes the use of candles and lighters.**

- All special effects must be approved in advance by the Annenberg Center Director of Operations and the Student Performing Arts Technical Director and must comply with all existing safety codes in construction and execution.
- All City of Philadelphia fire codes and regulations will be strictly enforced at all times. At this time, smoking of all types is prohibited by the City of Philadelphia.

### **GUEST ACTS**

Guest acts must abide by all of the same policies and procedures as the primary group. They must attend at least one rehearsal with all of their technical elements in place. Guest acts must arrive with the primary group at call time before their performance, unless special arrangements are made in advance with the Center’s Event Coordinator. **If a guest act does not arrive by the time house opens, the guest act will not be able to perform.**

### **BOX OFFICE**

The Annenberg Center provides the following services for Student Performing Arts through the Box Office:

- **Tickets:** Professionally printed, customized tickets for all patrons.
- **Staff:** Trained managers and cashiers handling ticket sales at the box office window, online and via phone.
- **Pre-pulled Tickets:** Optional sales by student company members on Locust Walk.
- **Complimentary Tickets:** Optional reservations at the Box Office for patrons you want to see the show for free.

### **Company Manager**

In order to make sure all the information is coordinated properly, please choose one group member to act as the Company Manager for the production. This person should be available to schedule visits to the Box Office, including during performance times. Whenever the Company Manager interacts with the Box Office, they should **always speak with the manager on duty.**

### **TICKETS**

- In order to provide accurate tickets in a timely manner, please make sure to complete and return the ticket request form at least **3 weeks** before your first performance. (please note: The Annenberg Center will not be able to accommodate shows without a ticket request form turned in by this time.)
- At the time the form is turned in, the acting Box Office Manager will review it with you and give you an estimated date the tickets will be ready to sell live, on line and available for pre-pull.
- Tickets purchased online and via phone will be available to pick up at the “Will Call” window. (please note: The Annenberg Center does not hold tickets without payment for any reason.)

### **STAFF**

- Staff will be provided at the best location available in the Annenberg Center (usually the Box Office) during regular business hours, (10 AM – 6 PM Mondays through Fridays) from two hours before your performance through thirty minutes after your scheduled curtain time.
- In order to best serve your patrons, the Company manager should briefly meet with the manager on duty one hour before each performance time.

## **PRE-PULLED TICKETS (Locust Walk Sales)**

- With your request, the Box Office will pre-pull 50 tickets per performance for student company members to sell.
- If you sell out of these tickets, the Company Manager can request tickets in groups of 25 from the manager on duty.
- In order to avoid over-selling the theater, (and patrons not being admitted to see the performance) all pre-pulled tickets must be sold as a cash for ticket transaction.
- In order to avoid double printing tickets, **pre-pulled tickets cannot be reprinted for any reason**. Ticket sellers should inform buyers of this at the time of sale, as the Box Office will strictly enforce this policy. For this reason, it is important that both you and your patrons are extremely careful with the tickets.
- The Box Office will accept the return of up to 50 tickets per performance for sale at the Box Office free of charge. If you desire to do this, the Company Manager must return with all the tickets they wish to sell by 3 PM the day of the event, or 3 PM the Friday before a weekend performance. (please note: There is a \$0.25 restocking fee per ticket if you return more than 50 tickets.)

## **COMPLIMENTARY TICKETS**

In order to best serve both your performance and your patrons, the acting box office manager will accept one complete list for Complimentary (free) tickets from your Company Manager up to one week prior to the performance. These tickets will be available for patrons to pick up at the “Will Call” window.

## **FRONT OF HOUSE**

The Front of House at the Annenberg Center for the Performing Arts is comprised of a professional theater staff dedicated to ensuring a positive, safe theater-going experience for the patrons of your show. It is the goal of the FOH to provide smooth and efficient house operations for every event happening at the Center.

## **SEATING**

- Every person wishing to see the show must **enter through the house doors and have a ticket**. This includes not only general audience members but also directors, alumni, friends of the group, choreographers, VIPs, group members who want a seat in the house, family members, and videographers. Of course we want to get as many people in to see your performance as possible, but safety and fire code require that everyone in the house have a ticket.
- **No one will be permitted backstage before, during, or after a performance except group members**. Your parents, friends, and alumni are proud of you and are inclined to want to come backstage to give you a hug and a high-five, maybe even flowers. However, safety and logistical concerns make this impossible and we appreciate you conveying this policy to them in advance of your performance.
  - Loved ones, friends, and other individuals of note can be met in the theater lobby after the show.

## **SPECIAL SEATING**

Though all performances are general seating, you have the option of setting aside seats for VIPs, such as alumni, out of town guests, family members, a cheering section, etc.). In order to accommodate your reserved seating needs:

- **Seats must be reserved prior to the house opening** (at least 30 minutes before the performance).
- FOH staff can assist you in setting up your reserved seats. If you would like assistance, let the House Manager know.
  - Regardless of whether or not you would like help setting up your reserved seating, let the House Manager know about your reserved seating so that they can monitor the special seating and answer questions your audience may have about it.
- Please note that in order to get all patrons seated, your reserved seating holds may be removed 10 minutes prior to the performance if seating becomes limited.

## SHOW RESPONSIBILITIES

### OPENING THE HOUSE

- For safety and efficiency, **the house must be opened a minimum of 30 minutes before the performance**. This will allow sufficient time for the seating of your audience.
- The Stage Manager will let the Center's House Manager know when the group is ready for the house to be opened. Please note that patrons will not be permitted to enter the theater until the House Manager has opened the house.
  - Anyone who is already in the house but planning on sitting in the house during the performance must exit and reenter through the main doors with a ticket.
  - It is advisable, for the sake of professionalism, to have the stage cleared of everyone but the Stage Manager and necessary technicians before the house opens. Seeing your performers warming up or running back and forth to the booth could be embarrassing.

### GETTING STARTED

- When the show is ready to begin, which should be within 10 minutes of ticketed performance time, the Stage Manager should let the House Manager know. The House Manager will then inform any remaining patrons of the show's start and close the house doors.
  - The House Manager will be able to advise the Stage Manager of any reasons to hold the start time – if there are a large number of patrons not yet seated, for example.
- Once the house is clear and the doors are closed, the pre-show announcements can be made.

### LATE SEATING

Once your performance has begun, the House Manager and FOH staff will allow **on-going late seating to patrons as they arrive**. Generally, in order to minimize the disturbance to performers on the stage and other patrons, latecomers will be advised to find seats near the rear of the theater.

- However, if this general late seating policy does not work with your particular performance, you may choose a late seating policy better suited to it. ( For example, you may want patrons held at the back of the house until a particular point in the show, or held in the lobby until a suitable time to enter the house, or maybe you want no late seating after a particular point.)
- If you would like a late seating policy other than one that is on-going as patrons arrive, please let the House Manager know prior to the opening of the house.

### AFTER THE SHOW

At the end of the performance, FOH staff will help clear the house and do a search for Lost & Found items. If a patron does not immediately remember an item left in the theater, they can call or email the Annenberg Center's Lost & Found at (215) 573-5487 or [lostandfound@ac.upenn.edu](mailto:lostandfound@ac.upenn.edu).

Once the house is clear and any Lost & Found items removed from the house, the theater doors will be locked.

Because only individuals in the group are permitted backstage, friends, family, and other guests can be met in the lobby of the theater. If you like, Center FOH staff can assist you by directing individuals looking to connect with a member of the group to the lobby after the show.

## STUDENT VOLUNTEER USHERING

The Annenberg Center provides staffing to ensure a positive and safe experience for all of your patrons. However, you may decide to provide student volunteers to substitute for some Center staff, which will save you on labor costs.

Some notes on student volunteer ushers:

- If you plan to utilize volunteers in the place of FOH staff, you must notify the Patron Services Manager **three weeks** prior to your event.
- For Prince shows, you can provide up to **two volunteers**. For Zellerbach shows, you can provide **four to eight volunteers**. (Depending upon the number of seats for sale.)
- Names of student ushers must be submitted to the Patron Services Manager at least **one week** prior to the performance, so that both the Center and the show's House Manager will be aware of who to expect.
- Your student volunteers should report to the House Manager **one hour** prior to show time. At that time, the House Manager will welcome them, provide a brief training, and explain duties.
  - For Prince Theater shows, volunteers should report to the lobby of the Prince.
  - For Zellerbach shows, volunteers should report to the House Manager's booth at the stairs leading into the Zellerbach Theater.
- All Annenberg Center ushers and volunteers are required to wear a **business casual outfit of all black**, with closed toed black shoes (and we recommend those shoes be comfortable, as this role requires extensive standing/walking).

## MERCHANDISE SALES

Have merchandise such as CDs, DVDs, T-shirts, or posters you want to sell at your performance? The FOH staff is happy to assist you. Here is how it works:

- To ensure proper staffing, the Patron Services Manager must be informed of merchandise sales **three weeks** in advance of the first performance date.
- Due to University rules, merchandise can only be sold by Annenberg Center FOH staff.
- All merchandise must arrive at least **one hour** prior to the scheduled start time in order to allow enough time for set up.
  - Upon arrival, a representative of the group must do a count of all merchandise with the House Manager. At that time, the group representative can relay prices and any pertinent information regarding the merchandise.
- All sales are in **cash only** and increments of a whole dollar.
- Unsold merchandise and sales revenues will be turned over to the group representative **after each performance**.
  - Merchandise and revenues not picked up by the group become the property of the Annenberg Center.

## HOUSE RULES

Because the Annenberg Center is dedicated to providing an exceptional and, simultaneously, safe experience to all of our visitors, there are certain rules that apply to all theater spaces at the Center. You should know them.

- Food and drinks are not permitted in any of our theaters.
- Fire codes mandate that no one be permitted to sit in the aisles for any amount of time. Likewise, aisles and stairways must remain free of obstructions – including purses, bags, tripods, and coats.
- Individuals who are noticeable impaired will not be permitted into the theater.
- Out of respect for performers and other patrons, cell phones may not be used during any performance. This includes texting.

Should you have questions, concerns, or comments, feel free to bring them to the Patron Services Manager, any time, or your House Manager at the time for your performance.

## GENERAL THEATER and BUILDING POLICIES:

**Anyone arriving to a work call or performance under the influence of alcohol or drugs will not be able to participate in the rest of the week's activities (regardless of position) and will face disciplinary action from SAC.**

### FOOD & BEVERAGE:

Eating and/or drinking are prohibited in the theaters unless required as production properties. Food and drink are never allowed in the booth. Eating and drinking is also discouraged in the lobbies and rehearsal rooms and should be kept to the Green Room, which is open and shared by all groups performing in the Annenberg Center. Every group is responsible for cleaning up after themselves in the Green Room. The Green Room refrigerator is not to be used for storage of production properties or other perishable items unless through approval by the Event Coordinator.

### DAMAGES

**Any damages to Annenberg Center property or equipment, caused by a SPA group, will be charged to the group in their final bill.** The charges will be based upon replacing the damaged goods. Damages do not include normal wear and tear of supplies, such as lamp burnouts or gel replacement. Damages do include (but are not limited to) tearing soft goods, splitting or crushing sound cables, ripping speaker cones through excessive volume, breaking or staining house chairs and paint on Annenberg property.

### PERFORMANCES

The Annenberg Center is a multi-venue performance space. We do our best to accommodate all of the shows performing at any given time. It is in your best interest to take into consideration how your show may be impacted by other performances (limited dressing rooms, sound bleed from other spaces, etc.) and how other performances may be impacted by your show. Please be prepared to discuss concerns EARLY and thoroughly, as the Center cannot make changes to an event once it is in production.

### FIRE SAFETY

- No use of open flame is ever permitted on stage in the theaters.
- All fire corridors must be kept clear at all times. Fire corridors for the Prince Theatre include the vomitoriums and the anteroom hallway.

- Occupancy may not exceed what has been deemed the legal limit for each theater. Occupancy signs are posted in each space.

## **VIDEO TAPING and AUDIO RECORDING**

Groups are welcome to videotape or audio record their performances with the following understandings:

- All videographers and audio technicians must have a ticket in order to enter the theater.
- Any videographers or audio recorders (student, amateur or professional) must arrive **60 minutes** before the scheduled performance time in order to set up their equipment.
- Upon arrival, videographers and Audio Engineers must check-in with your Event Coordinator to determine the placement of their equipment, including additional microphones. (Please note: it may not be possible to accommodate multiple cameras during sold out performances.)
- All cameras must have an operator with them at all times.
- All cables must be secured and free of audience paths and fire exits.
- Audio feeds from the sound board can be arranged, if the group provides cables to interface with the sound board.
- All extra equipment must be stored with the performing group or by house management before house opens.
- All equipment must be set up by the time house opens.
- **All equipment must be kept clear of the Emergency Exit Lane.**

## **PERFORMANCE CONCERNS**

Please let your Event Coordinator know if any of the following is used during a performance:

- Nudity
- Adult language or other situations inappropriate for children
- Smoke/Fog/Haze/Dry Ice
- Stage weapons or other loud noises
- Black light or strobe light
- Live animals
- Performers in the audience
  - including exits, entrances, audience participation, etc.
  - If a performer sits in a seat during any point of the performance, a ticket must be pulled and remain unavailable for sale. It is also highly recommended that a seat be reserved for that performer.
  - No one is permitted to sit on the steps for any length of time during a performance.
- Audience participation (including inviting alumni to sing “The Red and The Blue” or other songs)

## **Annenberg Center List**

**Brian Grace-Duff**

(for all questions, including who to contact from this list)  
Student Event Coordinator  
717-873-2865  
[graceduf@ac.upenn.edu](mailto:graceduf@ac.upenn.edu)

**James Cackovich**

(for general technical questions, projection and emergency space contact)  
Technical Staff Manager  
8-9827  
[jimcack@ac.upenn.edu](mailto:jimcack@ac.upenn.edu)

**Dan Araco**

(for audio questions)  
Sound Engineer  
6-0593  
[daraco@ac.upenn.edu](mailto:daraco@ac.upenn.edu)

**Thomas Ames**

(for lighting questions)  
Associate Director of Technical Operations  
8-3369  
[tames@ac.upenn.edu](mailto:tames@ac.upenn.edu)

**Madison Cario**

(for Annenberg policy questions)  
Director of Operations  
8-4953  
[cario@ac.upenn.edu](mailto:cario@ac.upenn.edu)

**Al Freeman**

(for ticketing questions)  
Box Office & Facility Systems Manager  
8-9081  
[freemana@ac.upenn.edu](mailto:freemana@ac.upenn.edu)

**Jennifer Glass**

(for ticketing questions)  
Assistant Box Office Manager  
8-6789  
[Jenglass@ac.upenn.edu](mailto:Jenglass@ac.upenn.edu)

**Christopher Dorman**

(for Front of House and ushering questions)  
Patron Services Manager  
8-5292  
[dormanc@ac.upenn.edu](mailto:dormanc@ac.upenn.edu)

## Sample Schedules

The following schedules represent the most common production week schedules for groups performing in the Center. These schedules take into account the current guidelines for Student Performing Arts as put forth by the Provost's Office and the SAC.

Scheduling and billing services at the Center will use these schedules until after the four-week production meeting. Once you have met with your Event Coordinator, all paperwork will reflect the schedule unique to your production.

Questions should be referred to Ty Furman.

### Sample Schedule - Theatre Group

Day	Time In	Time Out	Hours	Activity
Sunday	11:00 am	1:00 pm	2	Unload Truck
	2:00 pm	6:00pm	4	Set Construction
	7:00 pm	11:00p	4	Set Construction
Monday	2:00 pm	6:00 pm	4	Light Focus
	7:00 pm	11:00 pm	4	Rehearsal
Tuesday	2:00 pm	5:00 pm	3	Light Cue Writing
	6:00 pm	11:00 pm	5	Rehearsal
Wednesday	6:00 pm	11:00 pm	5	Rehearsal
Thursday	7:30 pm		1	Call
	8:30 pm		3	Curtain
Friday	6:30 pm		1	Photo Call
	7:30 pm		1	Call
	8:30 pm		3	Curtain
Saturday	2:00 pm		1	Call
	3:00 pm	After show	3	Curtain
	7:30 pm		1	Call
	8:30 pm		3	Curtain
	Post Show		2	Strike

Sample Schedule – Dance Group

Day	Time In	Time Out	Hours	Activity
Sunday	10:00 am	1:00 pm	3	Lay Marley and Remove Row A
	2:00 pm	6:00pm	4	Light Hang and Focus
	7:00 pm	11:00p	4	Spacing Rehearsal
Monday	6:00 pm	11:00 pm	5	Light Cue Writing/Rehearsal
Tuesday	6:00 pm	11:00 pm	5	Light Cue Writing/Rehearsal
Wednesday	6:00 pm	11:00 pm	5	Projector Set-up/Rehearsal
Thursday	6:00 pm	11:00 pm	5	Final Rehearsal
Friday	7:30 pm		1	Call
	8:30 pm		3	Curtain
Saturday	7:30 pm		1	Call
	8:30 pm		3	Curtain
	Post Show		1	Strike

Sample Schedule – Space Sharing: Theatre and A Cappella Group

Day	Time In	Time Out	Hours	Activity
Sunday	11:00 am	1:00 pm	2	Unload Truck
	2:00 pm	6:00pm	4	Set Construction
	7:00 pm	11:00p	4	Set Construction
Monday	2:00 pm	6:00 pm	4	Light Focus/Cue Writing
	7:00 pm	11:00 pm	4	Theatre Rehearsal
Tuesday	2:00 pm	6:00 pm	4	Final Tech Work
	7:00 pm	9:00 pm	2	A Cappella Tech Set Up
	9:00 pm	11:00 pm	2	A Cappella Rehearsal
Wednesday	3:00 pm	6:00 pm	3	A Cappella Rehearsal
	7:00 pm	11:00 pm	4	Theatre Rehearsal
Thursday	2:30 pm	6:30 pm	4	Theatre Rehearsal
	7:30 pm		1	Call Theatre Performance
	8:30 pm		3	Curtain
Friday	5:00 pm		1	Call Theatre Performance
	6:00 pm		3	Show
	8:00 pm		1	Change over
	8:30 pm		1	Call A Cappella Performance
	9:30 pm		3	Curtain
Saturday	2:00 pm		1	Call A Cappella Performance
	3:00 pm		3	Curtain
	7:30 pm		1	Call
	8:30 pm		3	Curtain Theatre Performance
	Post Show		2	Strike

Sample Schedule – Single Day

Time In	Time Out	Hours	Activity
10:00 am	1:00 pm	3	Tech Work
2:00 pm	6:00pm	4	Rehearsal
7:00 pm		1	Call
8:00 pm		3	Performance
Post Show		1	Strike

## STUDENT RIDER - FACILITY USE SPECIFICATIONS

Student Organization(s) \_\_\_\_\_ Contact Name \_\_\_\_\_

Contact Address \_\_\_\_\_ Contact Phone \_\_\_\_\_

Space Rented \_\_\_\_\_ Contact E-Mail Address \_\_\_\_\_

Theater(s) \_\_\_\_\_

Lobbies \_\_\_\_\_

Rehearsal Room(s) \_\_\_\_\_

Date(s) of Performance(s)/Events \_\_\_\_\_ Rental Date(s) \_\_\_\_\_

(Please include all dates required, including load-in, rehearsal, performance and strike.)

Expected Attendance \_\_\_\_\_ Performance Time(s) \_\_\_\_\_

**Meeting Schedule:** (please check off when completed)

**4 Week Production, Box Office and Front of House Meeting:** \_\_\_\_\_

Discuss *Production*  
Theatre configuration  
Schedule  
Production staffing  
Production requirements and design  
*Box Office*  
Tickets  
Box Office staffing  
Pre-pulled tickets (Locust Walk sales)  
Complimentary tickets  
*Front of House*  
Special seating  
Student volunteer ushers  
Merchandise sales  
House rules

**2 Week Production Meeting:** \_\_\_\_\_

Discuss Final schedule  
Final production requirements  
Production week plans and concerns





GUEST ACTS:

Will you be using guest acts? \_\_\_\_\_(Y) \_\_\_\_\_(N)

Will the acts be the same every night? \_\_\_\_\_(Y) \_\_\_\_\_(N)

Name of guest acts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a brief description of guest acts, including performance dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MISCELLANEOUS

Tables: \_\_\_\_\_(Y) \_\_\_\_\_(N)  
6 foot: \_\_\_\_\_(How Many)  
8 foot: \_\_\_\_\_(How Many)  
Round: \_\_\_\_\_(How Many)  
Covered? \_\_\_\_\_(Y) \_\_\_\_\_(N)  
Skirted? \_\_\_\_\_(Y) \_\_\_\_\_(N)

Chairs: \_\_\_\_\_(Y) \_\_\_\_\_(N) \_\_\_\_\_(How Many)

Easels: \_\_\_\_\_(Y) \_\_\_\_\_(N) \_\_\_\_\_(How Many)

Please provide a brief overview of miscellaneous needs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERFORMANCE NOTES

Will your performance be using any of the following:

Nudity \_\_\_\_\_(Y) \_\_\_\_\_(N)

Adult language or other situations inappropriate for children \_\_\_\_\_(Y) \_\_\_\_\_(N)

Smoke/Fog/Haze/Dry Ice \_\_\_\_\_(Y) \_\_\_\_\_(N)

Stage firearms or other loud noises \_\_\_\_\_(Y) \_\_\_\_\_(N)

Date of safety course for stage firearms \_\_\_\_\_

Stage combat of any kind \_\_\_\_\_(Y) \_\_\_\_\_(N)

Do you have a fight choreographer? \_\_\_\_\_(Y) \_\_\_\_\_(N)

Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Black light or strobe light \_\_\_\_\_(Y) \_\_\_\_\_(N)

Live animals \_\_\_\_\_(Y) \_\_\_\_\_(N)

Performers in the audience \_\_\_\_\_(Y) \_\_\_\_\_(N)

Will the performer have a seat? \_\_\_\_\_(Y) \_\_\_\_\_(N)

Please briefly describe how this is used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Audience participation \_\_\_\_\_(Y) \_\_\_\_\_(N)

Please briefly describe how this is used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIDEOGRAPHY**

Do you plan to videotape portions of your event? \_\_\_\_\_(Y) \_\_\_\_\_(N)

Camera(s): \_\_\_\_\_(Y) \_\_\_\_\_(N) \_\_\_\_\_(How Many)

Location(s): (Please describe desired locations)

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*

**SCHEDULE:** Please attach a detailed production schedule indicating all usage activities from load-in and rehearsal through performance and strike. Please be as specific as possible.

\*\*\*

**STAGE MANAGER:** \_\_\_\_\_

**SPECIAL PRODUCTION NOTES:** Please note any special production needs not listed above

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BOX OFFICE**

**COMPANY MANAGER:** \_\_\_\_\_

**SPECIAL BOX OFFICE NOTES:** Please note any special Box Office needs

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FRONT OF HOUSE**

**RESERVED SEATING**

Do you plan on having a reserved seating section for your show? \_\_\_\_\_(Y) \_\_\_\_\_(N)

Who is this section for? \_\_\_\_\_

How many seats would you like to be held? \_\_\_\_\_

**MERCHANDISE SALES**

Will there be Merchandise Sales? \_\_\_\_ (Y) \_\_\_\_ (N)

Please describe your merchandise sales: \_\_\_\_\_  
\_\_\_\_\_

**RECEPTIONS:**

Do you plan to hold a Reception at the Annenberg Center? \_\_\_\_ (Y) \_\_\_\_ (N)

Date of Reception: \_\_\_\_\_  
Location: \_\_\_\_\_  
Time of Reception: \_\_\_\_\_  
Pre-Show: \_\_\_\_ (Y) \_\_\_\_ (N)  
Post-Show: \_\_\_\_ (Y) \_\_\_\_ (N)

Expected Attendance: \_\_\_\_\_

Will the Reception be catered? \_\_\_\_ (Y) \_\_\_\_ (N)

Catering Company: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Please Provide a Brief Overview of Reception Needs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL FRONT OF HOUSE NOTES:** Please note any special Front of House needs not listed above

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*THANK YOU! -- We Look Forward to Working With You.\*\***