

# **Annenberg Production Meeting Information**

## **Types of Calls**

### **Load In/Set Up:**

Time spent setting up equipment, focusing lights, programming light cues, putting up scenery, etc.

### **Tech Work/Rehearsal:**

Time spent practicing for the planned event.

### **Event/Show:**

Time related to the performance.

### **Strike:**

Time spent taking down scenery, sound equipment, lighting equipment, gathering costumes and props, cleaning out all areas used by the production and related tasks unique to the program or event.

## **Information about Calls**

All calls are billed from the time the theater space is unlocked to the time it is completely locked again. For this reason, ten to fifteen minutes will be allocated during the last hour of every call to allow students time to exit the theater.

Work calls (Load-In/Set Up, Tech Work/Rehearsal and Strike) are billed 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 calls, each call must be a minimum of two hours to a maximum of five hours with at least a one hour break separating each call. During all breaks, the theater space used will be locked and unavailable for student use. Dressing rooms and other rehearsal areas will remain open during break time.

Event/Show Calls are billed as a four hour call. All event/show calls start one hour before the ticketed performance time with three hours given for performance time. Performance times lasting longer than three hours increases the call hourly, with the first hour being the standard billing rate and each additional hour being the overtime rate. These calls are for performance only, any additional time rehearsing or using the stage or house as a reception area to audience members will be billed separately.

Strike calls are separate from event/show calls and occur immediately after the last show call of a production.

Maximum amount of time physically worked consecutively is five hours before overtime is charged. Overtime will be charged hourly until the Annenberg employee has had a one hour break. Overtime charges also apply for time worked before 8 AM or after 12AM.

### **Prince Theater Technical Options**

#### **Full Repertory**

- 1 Annenberg Center Technician
  - Group will use repertory plot as is
  - Boom positions may be added, circuited and focused by students as desired and in accordance with approved paperwork
  - Group will use repertory color
  - No hanging scenery is allowed
- No additional cost

#### **Repertory with “Specials”**

- 2 Annenberg Center Technicians
  - Group will use repertory plot as is
  - Boom positions may be added, circuited and focused by students as desired and in accordance with approved paperwork
  - Up to 9 “specials” may be added in accordance with approved paperwork, which will be hung, circuited and focused by Annenberg Center Technicians
  - Group will be able to choose color and from Annenberg stock or personal inventory, added by Annenberg Center Technicians
  - Group will be able to add “gobos” available from Annenberg stock or personal inventory, added by Annenberg Center Technicians
  - No hanging scenery is allowed
- Additional Cost: \$216.00 for one additional Annenberg Center Technician working an eight hour call

#### **Student Design**

- 4 Annenberg Center Technicians
  - Group will have full design control, with approved paperwork, which will be hung, circuited and focused by Annenberg Center Technicians
  - Boom positions may be added, circuited and focused by students as desired and in accordance with approved paperwork
  - Group will be able to choose color and from Annenberg stock or personal inventory, added by Annenberg Center Technicians
  - Group will be able to add “gobos” available from Annenberg stock or personal inventory, added by Annenberg Center Technicians
  - No hanging scenery
- Additional Cost: \$648.00 for three additional Annenberg Center Technicians working an eight hour call

Note: Hanging scenery may be added to any show but due to the wide variance in size and nature of these elements, individual estimates must be created for each production.

## **Annenberg Center Front of House Policy Explanations**

### **Seat Reservation**

- While most student shows are General Admission, the Annenberg Center will do its best to assist in seating large groups or special guests for student groups.
- In order to reserve seats, the House Manager must be informed of the number and location of reserved seats with enough time to mark off the appropriate seats with Annenberg approved signs or rope.
- The group must provide a company member to assist in identifying these large groups or special guests for reserved seating; otherwise the reserved section will be placed under the honor system.
- Under the House Manager's discretion, reserved seating sections can be filled by any audience member once the house begins to reach capacity.

### **Opening the House**

- The house is not available for patrons until it has been opened by the house manager, and will not be opened until the house and stage are clear of everyone except the stage manager, needed technicians and the SAC supervisor.
- The house must be opened a minimum of thirty minutes before a performance, to ensure patrons have ample time for seating.
- No one will be admitted into any of the Annenberg theater houses without a ticket. This includes producers, directors, choreographers, vocal coaches, staff, videographers and photographers. (Please note: videographers and photographers should arrive with ample time to set up their equipment BEFORE the house opens. They will then be asked to step out of the theater so house can be opened properly.)
- Everyone must enter through the house doors in order to be seated for performance. Anyone coming into the house through stage doors or other entrances will be asked to leave the theater, regardless of whether they have a ticket or not.
- With the exception of noted cast and stage crew, no one is allowed to go backstage from the house once the house has been opened for any reason. Anyone attempting to do so will be asked to leave the theater. This policy includes parents, friends, alumni, directors and choreographers.

### **Start Time**

- In order to best serve all of the patrons coming to the Annenberg Center on any given night, we ask that student groups do not schedule the start time of their performance at the same time as any pre-existing performance.
- A show must 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.
- When ready for a show to start, the Stage Manager should ask the House Manager if the house is clear. Once the house is clear, the doors will be shut, the preshow announcement will be played and the show can begin.

**Late Seating**

- At a group's request, audience members arriving late can be asked to wait in the lobby until there is an appropriate time for them all to be seated.
- If no late seating policy is asked for, audience members arriving late will be seated as they arrive.

**Intermission**

- We strongly advise intermissions be held to ten minutes in length.
- Ending intermission should be treated in the same way as beginning the performance, with the Stage Manager asking for clearance from the house.

**End of the Show**

- When a show is finished, audience members are expected to exit into the lobby. If you choose to have cast and crew greet audience members, please do so in the lobby once the performer has changed out of his/her costume.
- When the house is clear, the theater will be locked with the same policies as any other call.