

# SCHAUER CENTER TECHNICAL POLICIES - TOURING COMPANIES

A **TOURING COMPANY** is defined as any event that has been "Purchased" by the Schauer Arts and Activities Center.

## **1. Technical Advance:**

COMPANY must contact Schauer Technical Director at least two weeks prior to scheduled event to discuss any backstage theater set-up and technical needs (staffing, staging, sound, lighting, AV equipment needs, etc.) related to public performance. If no contact is made reasonably in advance of the rental event, the Schauer cannot guarantee that set-up and technical requests will be accommodated. COMPANY is to make no decisions on behalf of the Schauer Technical Director. All questions and coordination from the Company or Company's appointed personnel must be directed to the Schauer Technical Director.

## **2. Amplification / Lighting Levels:**

Schauer reserves the right to control amplification levels and determines what is acceptable for any event held in the Ruth A. Knoll Theater or any other area of the facility. If the COMPANY fails to abide by the amplification levels determined by the Schauer, then the performance will be immediately halted without any liability whatsoever on the part of the Schauer. Also Schauer Technical Director in cooperation with the COMPANY shall determine the location of any sound equipment (including sound board and on-stage speakers) to be placed in the theater and the house light level to be maintained during any public event.

## **3. Staffing:**

If, at any time, the actions or performance of a COMPANY provided technician or any other personnel furnished by a the COMPANY are determined, for any reason, by the Schauer's Technical Director or his/her designated representative to be detrimental to the safe operation of the Ruth A. Knoll Theater, then that person shall be prohibited from performing any work on or around the stage areas of the theater. If need be, the person will be required to immediately leave the building.

## **4. Set Construction / Assembly:**

- No set construction or painting on stage unless pre-approved by the Schauer Technical Director.
- ABSOLUTELY NO spray paint to be used in the facility without the permission of the Schauer Center Technical Director.
- Blue and Pink Styrofoam and cardboard is prohibited by the Fire Department unless properly treated and approved by the Schauer Center Technical Director.
- Any equipment or set pieces should be placed on stage in such a way that set-up will not damage any portion of the facility. Anchoring into the stage floor or any wall surface or attaching items to or physically securing stage curtains is strictly prohibited.
- Use of tape on painted surfaces must be approved by Schauer Center Technical Director. Gaff tape is the only approved tape to use on the stage floor, if using glow tape you must first place a piece of gaff tape on the floor first.
- Poster Putty is the only approved adhesive to be used on walls or doors, etc, tape is not allowed.

## **5. Strike:**

Strike of set-up and load out must happen immediately following final performance unless alternative arrangements have been made in advance with Schauer management. Failure to remove items immediately following an event may result in disposal of such items and possibly a cost incurred to the COMPANY for disposal of such items.

## **6. Fire / Smoke:**

Schauer Technical Director must pre-approve any smoke or fire effects prior to use (including candles). Failure to do so could result in fines from the city/state and/or termination of the event.

## **7. Posted Signage:**

COMPANY and its members must follow all posted signs and rules.

## **8. Food / Drink:**

ABSOLUTELY NO food or drink allowed in control room. Drink is only allowed at house sound position if ALL equipment at house position is the property of the COMPANY. Food and drink is allowed on stage is if it being used as a prop, any props "spilled" on stage must be cleaned up as soon as possible.

## **9. Emergency Exits:**

All exits, paths to exits, and fire extinguishers must be kept clear at all times. Failure to do so may result in the immediate termination of the event and / or fines from the fire department.

## **10. Smoking / Alcohol:**

Smoking the in the building is prohibited. Smoking areas are provided outside the building. Alcohol is not allowed to be carried into the Schauer Center. All alcohol must be purchased from Schauer Center Bar service, when available.