



Theater Technical Specifications

The following Technical Specifications detail the necessary facility information. This information does not constitute the full understanding of the engagement between **14th Street Y Theater** and the occupying **Company**, as it does not supersede any contract document but can be attached as a technical rider to a signed contract.

General Description:

14th Street Y Theater is a hybrid black box style theater with sprung floor, flexible seating options, and lobby area. There is a full tech balcony, floating fixed electrical grid, and two backstage dressing rooms. Repertory proscenium style setup includes 3 wings with either a white cyclorama or black traveler curtain upstage backdrop. Crossover is hallway behind theater accessible from upstage right and left doorways.

Building Hours:

The building is open 6:00am-10:00pm, Monday through Friday, and 7:00am-8:00pm Saturday and Sunday for regular business hours. Security hours in the building are 5:30am-11:00pm Monday through Friday and 6:30am-11:00pm Saturday and Sunday. Company access to the building is only during regular business hours unless negotiated with the 14th Street Y. Any time that extends beyond regular business hours and into Security hours for the building must be negotiated with the 14th Street Y. Company may stay past this time if they agree to pay the additional cost of security and in order to keep the building open. When arranged, Company must be fully out of the building 30 minutes prior to the Security hours end time.

Special Note on 2nd Floor Restrooms: Monday-Friday between the hours of 2:45pm-5:45pm: **ALL ADULTS** (including staff and members) may only use bathrooms on the 1st floor.

Delivery Hours and Details:

When our onsite schools are in session Monday through Friday, deliveries must be done before 8:30am, between 10am-12pm, between 1:30pm-2:30pm, or after 3:30pm. Also deliveries must be done in respect of 14th Street Y members utilizing the lobby, stairwell, and elevator. The theatre is on the second floor up two sets of stairs (18 stairs total). There is no street parking/standing in front of the building at 14th Street but unloading and loading can occur in the bus lane with a person staying with the vehicle.

Relevant Entry Dimensions:

1. Front Doors (double wide)- 5' wide x 6' 11" tall
2. Elevator- 7' 2" wide x 4' 11" deep x 7' 4" tall with entry door 3' 6" wide x 7' tall
3. Stairwell Doors (double wide but with central divide that can't remove)- 2' 6" wide x 6' 9" tall
4. Theater Doors (double wide)- 5' 6" wide x 6' 11" tall

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Accessibility:

The building, theater, and dressing rooms are ADA accessible. The tech balcony isn't wheelchair accessible. The theater doesn't have communication equipment set up to accommodate patrons who are deaf, hard-of-hearing, or deaf-blind. Arrangements would need to be made to rent such equipment along with operators or interpreters. The recommended company for these services is Inclusive Communication Services (www.InclusiveASL.com; Info@InclusiveASL.com; (347) 927-5770) which is a certified woman-owned business enterprise.

Stage Dimensions:

1. The theater is 2700 square feet. 51' deep X 53' wide
2. Typical "proscenium" style setup with 3 wings
 1. 22' deep from "proscenium" edge to white cyclorama/black traveler curtain
 2. 24' deep from "proscenium" edge to upstage black painted back wall.
 3. 34' wide from leg to leg edge.

Seating:

1. The theater can seat up to 120 capacity, depending on seating configuration.
 - a. 108 adjustable and retractable seating system designed to accommodate multiple configurations.
 - b. Capability to create side and in the round seating with platforms and chairs.
 - c. *The Director of Production must approve seating configurations **one month** before your first performance.*
 - d. The retractable riser system is moved only under the supervision of the Director of Production.
 - e. No storage is permitted underneath the seating system.
 - f. No liquids or food are permitted on or around the seating system.
 - g. No climbing on the parts of the seating system that are retracted.

Suspended Fixed Grid:

1. Grid Height is 20' 6" from floor to middle of pipe.
2. Bottom of the catwalk is 18'-0" from floor.
3. Catwalk pipe height are 21'-0" ~ 24'-0" from floor.
 - a. Walking is not permitted on the catwalk as it has not been certified for walking upon, but a limited number of lights may be hung on the catwalk with the genie.
1. Weight Capacity load of 35 pounds per linear foot. This does not apply to the extensions past the perimeter suspension points.
2. Grid must be evenly weighted.
3. There are no linesets that fly.
4. Aerial work is prohibited.



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Dressing Rooms:

1. The theater has two chorus style dressing rooms available, each can fit about 6-8 people. Additional space can be made available for a use fee and advanced notice, please inquire within.
2. Single occupancy unisex bathroom backstage. There are showers within the building and special request must be made in advance for use.
3. There are no laundry facilities within the building.
4. Steamers must be used in main theatre space and not backstage in order to not set off the fire alarm system.
5. Dressing rooms may not be decorated. Candles, incense, open flame, smoking, vaping, or burning anything is strictly prohibited in dressing rooms and backstage.
6. Company will be fined at least \$1000 per fire alarm instance to cover fire department response costs.
7. There is a full size refrigerator/freezer, microwave, coffee maker, and electric tea kettle available.
8. Each dressing room contains a stage sound monitor.
9. DO NOT LEAVE TRASH OR FOOD IN THE DRESSING ROOMS AS IT COULD ATTRACT RODENTS AND VERMIN.
10. The dressing room can be padlocked and there is a set of lockers in the dressing room. We highly recommend leaving valuables one of the lockers or in the dressing room with a padlock. The 14th Street Y is not responsible or liable for items left in the theater, dressing room, backstage area, or loft area.
11. The backstage hallways have security cameras. Performers should only change clothing in the dressing rooms and not in the hallways.

Haze/Smoke Effects and Chemical Fumes/Usage:

1. Haze and smoke effects are prohibited due to the sensitivity of the fire alarm system.
2. Absolutely NO open flame of any kind allowed within the building; including but not limited to incense, spark effects, smoking, vaping, or candles. Electronic cigarettes and powder cigarettes are permitted onstage only.
3. If Company sets off fire alarms through the use of open flame, haze/smoke effects, or cigarettes, Company will be fined per instance to cover fire department response costs. The total charge may be up to \$4000 per instance.
4. Spray paint, Bondo, or other noxious chemicals cannot be used indoors. Please see the Production Manager if there is any question as to whether a paint or adhesive can be used indoors and if there are any additional precautions that must be taken.

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Technical Equipment:

Lighting Equipment:

1. ETC Element 250/40 Console
2. 150 Amp Disconnect Box
3. 2- ETC Sensor 24 Rack with 2.4k Dimmers
4. 100 Amp Power Distro Pagoda
5. Worklights

Theatrical Dimming & Cabling	
24 Channel Portable Dimmer Pack with pass thru camlock	2
Console Uninterruptable Power Supply	1
Camlock extension to existing rack - 5'	1
2P&G Extension Cable - 5'	17
2P&G Extension Cable - 10'	36
2P&G Extension Cable - 15'	11
2P&G Extension Cable - 25'	12
2P&G Extension Cable - 50'	10
2P&G Extension Cable - 75'	10
2P&G Molded Two-Fer	24
12 Awg multipin extension - 100'	12
Multipin Breakout to Stage Pin Female	8
Multipin Breakin to Stage Pin Male	4
4 pin DMX cable	
5'	14
10'	6
25'	6
50'	4
Theatrical Lighting Fixtures	
19 Degree Ellipsoidal	16
26 Degree Ellipsoidal	20
36 Degree Ellipsoidal	30
50 Degree Ellipsoidal	11
S4 Jr. Barrels	
26°	2
36°	1
50°	3
Source-4 PAR 575w	29

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Atman Altspot Quartz Follow Spot, 1000w (FEL) manually operated separate from light board	1
Altman Spectra Cyc RGBA	6
Theatrical Lighting Accessories	
Pattern holders for Ellipsoidals	12A 7B
S4 Ellipsoidal Drop In Iris	5
S4 PAR egg crate louver	10
S4 PAR Top Hat	10
S4 Top Hat	20
S4 PAR Barn Door	10
Color scrollers	9
I-Cue/Scroller Power Supply	3
DMX Splitter	1
Pipe and Base	
Schedule 40 1-1/2"	
2'- no threads	
3' - double thread	1
3'6" - single thread	1
5' - double thread	7
10'- double thread	9
8'6" - 1" pipe - single thread	2
1/2" extending pipe 5'-8'6"	1
Boom Bases	
Base 50lbs 1-1/2"	8
Base 50lbs 1"	2
Base - 25lbs 1/2"	2
couplers	10
Side Arms	
10"	2
2'	20

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Sound Equipment:

1. Yamaha SL9-32 Digital Mixing Console
2. Shared Mac Computer with Qlab which also runs to projector.
3. 10.2 Speaker System
4. Wireless Com System (up to seven users)
5. The theater has an Yamaha T118PE Upright Piano available for an extra fee which covers tuning.
6. The theater has an Casio CDP- 135 available.

Mixing and Processing	
Yamaha LS9-32 32Ch. Digital board	1
Uninterruptable Power Supply	1
Dual CD Player	1
A/V equipment power conditioning	2
Second Board Set up	
Rane ME-60 Dual Channel 30-Band MicroGraphic Equalizer	1
Alesis akira Fx module - Stereo	1
Loudspeakers	
Main Playback Loudspeaker - 12"	2
Portable Playback Loudspeaker - 12"	1
Surround Loudspeaker - 8"	4
Subwoofer - 2x12"	2
Stage Monitor speakers- two way	2
Loudspeaker power & signal cabling	10
DI Box	3
Speakers- each speaker is patched individually	
JBL Eon Power 15 w/ stand * 2 sitting in loft L and R aimed to general audience area	3
JBL Eon Power 10	2
JBL PRX-612M Speaker * hanging from beam SL and SR just upstage of 5th LX	2
JBL EON 510 Speaker *hanging from beams US of 2nd LX	4
JBL 18" Radialing Powered Sub Woofer * sitting on floor Mid SR and SL	2
JBL JRX_ 112M 2-Way *not self powered run by amp in booth	2
QSC K8 * Sitting on floor Mid SL	1
	4
Audio Cabling	
Stage Snake 150' - 24x8	1
Pipe Grid Snake 100' - 12 Channel	1
Mixer breakout cable - DB25 to XLR	1
Mixer breakout cable - 8 chan XLR to XLR	2
Mixer breakout cable - 8 chan XLRM to 1/4" TRS	1
Mixer breakout cable - 8 chan XLRF to 1/4" TRS	1
Standard Mic / IC cable, 10'	10

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Standard Mic / IC cable, 25'	10
Standard Mic / IC cable, 50'	5
Dual RCA to TS cable - 10'	4
1/8" Stereo to TS cable - 5'	4
2 Channel Clear-com cable - 150'	1
2 Channel Clear-com cable - 25'	8
2 Channel Clear-com cable - 50'	4
XLR 2-Channel Y Split	8
Intercom line splitter	4
Audio Adapter Kit	1
Stereo RCA to RCA cable - 6'	8
1/4" TRS cable - 10'	6
Production Intercom Equipment	
2-Channel Powered Master Station	1
2-Channel Beltpack	8
Headset Standard	4
Ultra-light	4
Handset	1
Portable Microphone Equipment	
XLR Shure 58s handheld	9
Shure Mini- Condenser Over head	2
Shure SM- 57LC Cardio Dynamic Mic	4
Shure Beta 58A	4
Miniature Cardioid Condenser	2
Crown Pcc-160 floor mics	4
Shure ULXP124/85 Combination Handheld/Lavalier Wireless	2
Portable Wireless Microphone System\	
UHF Wireless Dual Channel Combination System	2
Antenna Splitter\	1
6-channel XLR to XLR snake, 25'	1
Rack Mounted Light/Power unit	1
Portable Stands / Accessories:	
Straight stand	1
Boom Arm	4
Music stands	6
Service Distribution and Feeder Cables	
10 Awg Edison extension cable - 25'	10
10 Awg Edison extension cable - 50'	10
10 Awg Edison extension cable - 100'	5

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Projection Equipment:

1. Shared Mac Computer with Qlab which also runs to sound board.
2. **Extra cost for use of Projectors. See Price List.**

Projectors:		
Panasonic DW830	1	1.7-2.4 and 1.3-1.9 lens available- THIS IS OUR FOH PROJECTOR AND CANNOT BE MOVED http://www.panasonic.com/my/business/professional-av/projectors/large-venue-projector/pt-dw8300_dw90x.html
Hiatachi Projector CP-X206/CP-X306	1	http://www.aboutprojectors.com/pdf/hitachi-cp-x206-manual.pdf
Video switcher	1	4x1
VGA		
5'	4	
10'	2	
25'	1	
50'	1	
100'	1	
HDMI		
5'	5	
25'	2	
4x1 switcher	1	
Baylon Set	1	
Da-Lite 88703 Fast-Fold Deluxe Screen System (9 x 12')		* can be hung from grid or on stands

Soft and Hard Goods:

Fabric	
White Cyclorama- 35' w x 20' 6" h	1
Black Scrim- 47' w x 20' h	1
White Scrim - 47'w x20'h	1
Legs 4' 7" w x 20' h	6
Blackout Traveler Panels 14' w x 22' h	4
Wenger Seating Platforms	
6'x3'	4
8'x3'	8
8" Legs	24



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16" Legs	24
Wooden Platforms	
4'x8'	1
Wall Flats	
4'x8'	8

Ladders and Personnel Lift:

Genie Personnel Lift and Ladders can only be used or operated by skilled, experienced personnel according to all industry standard safety procedures.

1. Genie Single Person Lift
2. 21' Little Giant MXZ A-Frame Ladder
3. 12' step ladder
4. 6' step ladder
5. Extension ladder

Tools/Expendables:

Expendables are not provided and should be brought with the Company. **This includes all tape, gel, and templates. Any expendables used from stock will be billed to Company.**

Use of tools may be arranged with the Director of Production but it is recommended to bring all tools you will need.

The tool and expendable room remains locked at all times and can only be opened by the Director of Production with their permission and supervision.

Scenery:

All scenery must be treated with flameproofing and have a valid Flame Resistance Certificate. The Director of Production must have this certificate on hand before the goods are hung. Flameproofing Treatment and Flame Resistance Testing/Certificates can be done through Turning Star at <https://turningstar.com/>

Furniture and Props:

Basic theater furniture or props such as chairs, rehearsal cubes, folding tables, and stools are available. Information about what additional furniture or props may be available can be requested from the Director of Production. You must make arrangements with the Director of Production **at least one week prior** to your load in for items you would like to use, a list of items you are using will be made, and any damaged or missing items will be charged to your security deposit.

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Greening Policy:

Our goal is to recycle and reuse as many materials as possible. Depending on availability of storage space, it may be possible to leave behind set pieces, props, wood, and etc. that you feel may be useful to other groups coming in. However, these items **must** be approved by the Director of Production.

It is the renter's responsibility to dispose of any item we don't approve for reuse. If unapproved items are left behind, the removal of those items will be billed to your security deposit based on crew hourly rate and cost of disposal for the amount of time needed to dispose of items.

Arrangement can be made for access to Material for the Arts with advanced notice.

Prop Weaponry:

Company must have a Fight/Weaponry Coach when weapons are used. A detailed list of all weaponry used in a production must be given to Director of Production **at least one week prior** to your load in. A detailed arrival and departure time of the weaponry into the building must be set in order for us to inform security. Weapons must be locked up when not in use in the available backstage cabinet. Weapons may not leave the theater space at any time. Any sound effects or blank ammunition blasts must be approved and times when these are being used must be arranged in order to notify security.

Floor procedures:

1. Company may not use screws or nails into the floor. All scenery must be self-standing/supported.
2. You are welcome to paint the floor, but if you do so, it must be water based paint and you must plan for time to restore it during your strike. If you plan to use texture for your paint treatment, then you must cover the floor with additional Masonite or plywood as a show deck.
3. All soft goods **MUST** be tied up/back from floor during paint calls. If you are unsure of how to do this without damaging the soft goods please ask the Director of Production to help you. Any repairs necessary to damaged soft goods will be deducted from your security deposit.
4. The paint for the floor is Rosco Tough Prime Black or Insl-X Aqua Lock Plus Black Flat Water-Based Acrylic Primer and Sealer. To restore, you have the following options:
 - i. You may purchase paint yourself.
 - ii. You can use our paint, and we will deduct the cost from your security deposit. Minimum charge for paint is \$60. Five gallons is \$300.
 - iii. We can do the restore for you at the cost of paint, plus \$35/man hr worked.
5. The Director of Production must know the plan for the restoring of the floor two weeks prior to your load in day so we can plan accordingly.
6. Movable pieces should use wheels or sliders with a diameter greater than 1.5 inches and round edges.
7. **DO NOT** saw or use sharp tools directly on the floor. If you damage the floor, we will deduct the cost of the repair from your security deposit.
8. If you need to paint in the space please notify the Director of Production so they can get you drop cloths.
9. If any touch up painting not on the floor needs to take place please see the Director of Production.



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Dance Floor:

1. 3- 34' x 6' 6 ½" Reversible Black/Grey Dance Floor
2. Company may either supply or pay 14th Street Y for tape to lay Dance Floor. Gaff tape and Vinyl tape are the only acceptable types of tape used on the floor and must be approved by the Director of Production.

Box Office:

1. There is a box office table and space available for signage.

Front of House (FOH) Policies:

Each event requires at least two Front of House Managers present to handle the tickets at the box office and guest/patron relations at the theater entrance (safety, directions, assistance seating). **The 14th Street Y requires at least one of the Front of House Managers to be a certified fire guard (FDNY Certificate Of Fitness- F03) present at all times when an audience (public or private) is occupying the space.**

14th Street Y Box Office utilizes OvationTix. This can be setup with the Theater Manager. Comp Requests will be organized with the OvationTix in order to avoid overselling a show beyond the theater capacity.

Front of House Managers are the representatives of the Theater at the 14th Street Y to all theater production patrons, ticket buyers, guests, performers and Theater rental staff.

The Company must provide someone to facilitate with our Front of House staff for every performance as representative of the Company.

14th Street Y Theater's Front of House Manager's responsibilities include:

- Run the Box Office for all Theater productions and events.
- On-site ticket sales dealing with cash and credit card ticket purchases.
- Guest and patron relations.
- Efficiently check in patrons and guests to theater productions and events.
- Have knowledge of the overall Theater calendar and current productions.
- Manage part-time, volunteer, or rental production FOH staff at performances and events.
- Maintain fire safety and security as a certified Fire Guard and communication with Security.
- Maintain the appearance of the Front of House and Seating with appropriate cleaning and communication with Facilities.



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-Front of House will have a separate radio system in order to communicate with your Stage Manager the opening and closing of the house as well as late seating.

You will receive a One Sheet to fill out that will provide our Box Office with information on late seating, length of the event, adult content, and any other issues that FOH needs to be aware of. This is to be returned to the Director of Production at least one week prior to engagement.

Cleaning:

Included in your occupancy is the option of a once a day mop and sweep and trash removal by our staff. If you would like to take advantage of this service, please schedule with the Director of Production **two weeks prior.**

Our staff will need an hour period in which they can work, and the theater must be free during this time as coordinated with Company tech schedule.

If you would prefer, or if scheduling is too difficult for you, you are welcome to clean the space yourself, and you can request a clean mop and bucket anytime during regular business hours from the Director of Production. We can also provide trash bags which can be left in the hallway for pick up after performances.

There is a slop sink that you can use, located next to the men's bathroom on the 2nd floor. Please be courteous to other building patrons while using this sink.

DO NOT LEAVE TRASH OR FOOD IN THE THEATER AS IT COULD ATTRACT RODENTS AND VERMIN.

Security:

The 14th Street Y is a secure building with cameras in many of the public hallways and common areas. Please provide a security list to the Director of Production one week before you arrive. This list will be left with the security guard and your cast and crew on this list will be able to enter the building. All cast and crew members may receive a badge lanyard identifying you as a theater resident and it must be worn in the building when not in the theater. This is for identification purposes; please return these at the end of your time in the building.

Insurance:

Companies must provide 3 separate proofs of liability insurance of \$1,000,000 with the below-named as additional insured. Insurance must be obtained by a New York State licensed provider rated A or better. Insurance must cover the period of ENGAGEMENT. Proof of insurance must be provided to the 14th STREET Y at least 2 weeks before ENGAGEMENT. Please include a waiver of subrogation and primary and noncontributory endorsements.

Addresses needed for the COIs:

- THE 14th STREET Y - 344 East 14th Street New York, NY 10003
- THE EDUCATIONAL ALLIANCE - 197 E. Broadway New York, NY 10002
- UNITED JEWISH APPEAL-FEDERATION OF JEWISH PHILANTHROPIES OF GREATER NEW YORK, INC - 130 East 59th Street New York, NY 10022

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This is the list of AEA recommended insurance companies for showcase producers:

<https://www.insurevents.com/>

<http://www.cimaworld.com/>

<http://www.robertson-taylor.com/>

<http://www.starrcompanies.com/>

Further recommended for liability insurance and accident insurance

<https://www.phly.com/Home/Index.aspx>

<https://www.cinfin.com/>

FACILITY RIDER

A. Damage:

- a. If there is damage to any wall, floor, or door in the hallways leading to the theater the cost of labor and materials will be deducted from your security deposit. If you are transporting heavy items, please ask the Director of Production to arrange for Masonite to be laid out in the hallway.
- b. DO NOT mount anything to the walls.

B. Company are responsible for properly shutting everything down and locking up the theater (training on procedure will be provided to designated individual at load-in)

The following conditions apply:

1. Company must confirm an exact schedule for room reservations when they go to contract. Time changes will be accommodated to the best of our availability, pending on staff availability. Advance notice of schedule changes must be given with as much notice as possible.
2. Company are required to provide the Director of Production with their exact schedule and security list no later than 2 weeks before their occupancy.
3. Company breaking from their confirmed schedules will need to cover security overtime.

*Company may stay past this time if they agree to pay the actual cost of security and keeping the building open.

DEADLINES & PROCEDURES:

Pre Load In

The Theater at the 14th Street Y is a convertible black box theater. Therefore, every renter requires a different set up. We request that you inform us of your needs before you arrive so we can make sure the theater is ready for you.

We require the following at least **1 month** prior to load in:

1. Your Seating arrangement including deviation from the rep seating arrangement
2. Security Deposit
3. Production Calendar/detailed schedule

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We require the following at least **2 weeks** prior to the Monday of your load in week:

1. A list of props, platforms, costumes, etc. you intend to borrow
2. Your Audio needs including the use of our speakers
3. A plot and/or ground plan before building and hanging begins in order for us to best prepare for your load-in
4. The location of where to pre-hang our soft goods
5. The Director of Production will be available to give an orientation to your fireguard, stage manager, and house manager on space logistics. This orientation **must** occur before **any** performances take place in the space. Please make an appointment with the Director of Production directly.
6. Full list of all personnel in your production who will be coming to the theater for our security desk.
7. A member of your senior staff (usually the producer or director) to sign out any equipment being borrowed
8. Agreed plan for any restoration that will be necessary on your strike to restore the floor and borrowed items to rep condition.
9. Your finalized Load-out Schedule.

Load Out:

The Director of Production or a representative of our technical staff will be present until the end of load out. Please inform us of your specific load out schedule at least one week prior so we can arrange staff.

Be sure to leave time for the following:

1. Floor restoration (notes above)
2. Return and Check in and borrowed or rented items.
3. Restore the Lighting Grid to the Rep Plot
 - a. Hard Patch
 - b. Board Patch
 - c. Any added cabling
 - d. Rep Gels must be restored
 - e. Rep Focus must be restored
4. Restore sound board and speaker hard patch and clear any adjusted settings from the board.
5. The stage area must be clear at the conclusion of your occupancy.
6. The dressing room must be cleared out before returning keys.

**Please note: We request that you remove everything from the theater by the end of your load out time. If this is not possible, you must let us know so we can coordinate with the group loading in. We may not be able to accommodate last minute requests to come back and pick up items after load out.*

GUIDELINES FOR COVID

COVID related Health and Safety Policies are subject to change. Please make sure that your Company policies meet or exceed the guidelines currently in use at 14th STREET Y. Your engagement can be cancelled for failure to comply with COVID related regulations.

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Procedure for turning on and off Sound and Lighting Systems:

There are two work light switches: one for the main overhead works just to the right of the theater entry doors and one for the frontlight works before you go upstairs to the tech balcony on the wall next to the first aid kit (there are also duplicate switches at each entrance to the theater). Unplug and store ghostlight offstage.

The keys to the theater are on a wooden paddle at security. Don't forget to return it at the end of your time. It contains keys to all theater doors, the dressing rooms, and the dimmer room. Please lock up after you are done.

Lights:

1. Turn on dimmers with big company switch in the dimmer room in the lobby.
2. Uncover the light board and turn on the light board by pushing the circular button on the upper right.
3. Turn off worklights to go into show mode once you have your preshow cue up.
4. End of show: Turn on worklights, bring down any faders left up, make sure your cues are cleared out by pressing "go to cue" "0" "enter" and then turn off the light board by using the mouse and double clicking "power off device" in the right side of the screen. Cover the light board. Turn off dimmers and lock room. Plug in and place the ghostlight onstage. Turn off both worklights.

Projection:

1. If you are using projection, turn on the projector BEFORE you turn on the sound system so that way the iMac will recognize the projector when it gets turned on. There is a remote control next to the projector.

Sound:

1. Turn on sound system in these three places where they are labeled in white tape:
 - a. Turn on Sound Board (switch is labeled 1) at back right of sound board there's a switch.
 - b. Turn on power of the audio rack (switch is labeled 2) at the rack on the right of the sound board table on the upper right part of the rack.
 - c. Turn on speaker power (switch is labeled 3) at the rack on the right of the sound board table on the lower right part of the rack.
2. Turn on iMac by pressing the circular button on the lower left backside corner. The sound computer has Qlab 4 and Spotify. You must either use our recorded Pre-Show Announce, record one to use that includes the required fire exit language, or do a live introduction that includes this language.
3. On the sound board, make sure your faders are UNMUTED. These should always be MUTED when plugging and unplugging anything. Make sure they are UNMUTED when doing the show. The mute button is just above the fader and there's an orange light that appears when it's unmuted.
4. There are wireless clear com headsets for stage management that work only when the sound system is turned on.
5. End of Show: When you turn off the system after your show, you turn off the labeled numbers above in reverse order. Cover the sound board.

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Typical Weekly Schedule based off of a 40 hour work week:

Monday		
LBO, SBO, 4 TECH		
if no materials being loaded in		
Time	Call	Crew
9:00 AM	Crew Call	LBO, SBO, 4 TECH
11am-11:15am	Crew Break	
1pm-2pm	Crew Meal Break	
4pm-4:15pm	Crew Break	
6:00 PM	End of Day	Working Hours: 8

Monday		
LBO, SBO, 4 TECH		
if materials being loaded in, they must be after 10am, could start earlier without moving materials from outside		
Time	Call	Crew
10:00 AM	Crew Call	LBO, SBO, 4 TECH
12pm-12:15am	Crew Break	
2pm-3pm	Crew Meal Break	
5pm-5:15pm	Crew Break	
7:00 PM	End of Day	Working Hours: 8

Tuesday		
LBO, SBO, 1 TECH		
Time	Call	Crew
9:00 AM	Crew Call	LBO, SBO, 1 TECH
11am-11:15am	Crew Break	
1pm-2pm	Crew Meal Break	
4pm-4:15pm	Crew Break	
6:00 PM	End of Day	Working Hours: 8

Wednesday		
LBO, SBO, 1 TECH		
Time	Call	Crew
9:00 AM	Crew Call	LBO, SBO, 1 TECH
11am-11:15am	Crew Break	
1pm-2pm	Crew Meal Break	
4pm-4:15pm	Crew Break	
6:00 PM	End of Day	Working Hours: 8

Theater Technical Specifications

Thursday		
LBO, SBO, 1 TECH		
Time	Call	Crew
5:30pm	Crew Call	LBO, SBO, 1 TECH
7pm-7:15pm	Crew Break	
7:00pm	House Opens	
7:30pm	SHOW	
9:30pm	End of Day	Working Hours: 4

Friday		
LBO, SBO, 1 TECH		
Time	Call	Crew
5:30pm	Crew Call	LBO, SBO, 1 TECH
7pm-7:15pm	Crew Break	
7:00pm	House Opens	
7:30pm	SHOW	
9:30pm	End of Day	Working Hours: 4

Saturday		
LBO, SBO, 1 TECH		
Time	Call	Crew
12:30pm	Crew Call	LBO, SBO, 1 TECH
2pm-2:15pm	Crew Break	
2:00pm	House Opens	
2:30pm	SHOW	
4:30pm-5:30pm	Crew Meal Break	
5:30pm	Crew Call	LBO, SBO, 1 TECH
7pm-7:15pm	Crew Break	
7:00pm	House Opens	
7:30pm	SHOW	
9:30pm	End of Day	Working Hours: 8

Then we hire s separate strike crew with 4 hour minimum?

Multiple Week Run Additional Schedule



Theater Technical Specifications

Sunday and Monday		
Theatre Dark Day or		
LBO, SBO, 1 TECH		
Time	Call	Crew
12:30pm/5:30pm	Crew Call	LBO, SBO, 1 TECH
2pm-2:15pm/7pm-7:15pm	Crew Break	
2:00pm/7:00pm	House Opens	
2:30pm/7:30pm	SHOW	
4:30pm/9:30pm	End of Day	Working Hours: 4

Tuesday		
LBO, SBO, 1 TECH		
Time	Call	Crew
5:30pm	Crew Call	LBO, SBO, 1 TECH
7pm-7:15pm	Crew Break	
7:00pm	House Opens	
7:30pm	SHOW	
9:30pm	End of Day	Working Hours: 4

Wednesday		
LBO, SBO, 1 TECH		
Time	Call	Crew
5:30pm	Crew Call	LBO, SBO, 1 TECH
7pm-7:15pm	Crew Break	
7:00pm	House Opens	
7:30pm	SHOW	
9:30pm	End of Day	Working Hours: 4

Thursday		
LBO, SBO, 1 TECH		
Time	Call	Crew
5:30pm	Crew Call	LBO, SBO, 1 TECH
7pm-7:15pm	Crew Break	
7:00pm	House Opens	
7:30pm	SHOW	
9:30pm	End of Day	Working Hours: 4

Friday		
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Theater Technical Specifications

LBO, SBO, 1 TECH		
Time	Call	Crew
5:30pm	Crew Call	LBO, SBO, 1 TECH
7pm-7:15pm	Crew Break	
7:00pm	House Opens	
7:30pm	SHOW	
9:30pm	End of Day	Working Hours: 4

Saturday		
LBO, SBO, 1 TECH		
Time	Call	Crew
12:30pm	Crew Call	LBO, SBO, 1 TECH
2pm-2:15pm	Crew Break	
2:00pm	House Opens	
2:30pm	SHOW	
4:30pm-5:30pm	Crew Meal Break	
5:30pm	Crew Call	LBO, SBO, 1 TECH
7pm-7:15pm	Crew Break	
7:00pm	House Opens	
7:30pm	SHOW	
9:30pm	End of Day	Working Hours: 8

Then we hire s separate strike crew with 4 hour minimum?



Theater Technical Specifications

Technical Items PRICING SHEET
Projector rental: \$450 week/\$200 day (includes installation/focus)
Piano Tuning: \$200 (renters are also welcome to bring their own tuner)
Floor Restoration: \$350 including paint and supplies (if COMPANY chooses to paint the floor, COMPANY may opt to restore the floor themselves with 2 coats of the appropriate paint and supplies COMPANY purchases themselves, or COMPANY can opt to have the THEATER staff do the restore for this fee).
Vinyl Dance Floor Tape: \$100
Labor Costs: All labor has a four-hour minimum.
Front of House: \$20/hr
Crew: \$35/hr
Note: Included in the rental is exclusive use of two backstage dressing rooms. If COMPANY requires other support spaces, the fees are as follows. All extra rooms are pending availability, please book early. Shows running in rep must negotiate storage of costumes and props, and times using the dressing rooms, in advance of Load In with the coordination of the Production Manager.
Extra Dressing Room/Green Room Rental: \$150/hr
Extra Rehearsal Space: \$150/hr
Party room for opening night reception, etc.: \$400 (4-hour slot, including one hour for set-up, two hours for reception and one hour for clean-up). Bar service is included, either with a cash bar or drink tickets purchased by the producing company.

For questions or further technical information, contact:

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