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Loading Dock/Parking
Load –in Path
Rigging Diagram
Orchestra Pit
Venue Seating
Venue Layout
GENERAL INFORMATION

Technical Services:
Production Manager/Facility Manager
Brian E. James
225 Squires Student Cent.
Blacksburg, VA 24061
Vox: (540) 231-3499
Fax: (540)231-3776
Email: production.services@vt.edu

Box Office:
Ticket Office Manager
Erica Milgram
225 Squires Student Cent.
Blacksburg, VA 24061
Vox: (540) 231-5615
Fax: (540) 231-5430
Email: emilgrim@vt.edu

House Management:
House Manager
Kevin English
225 Squires Student Cent.
Blacksburg, VA 24061
Vox: (540) 231-6906
Fax: (540) 231-5430
Email: housemgmt@vt.edu

Area Hotels:
There are a variety of local hotels, please contact the Presenter for this information.

Taxi Services:
There are a limited number of Taxi Services in the area, please contact the Presenter for this information.

Restaurants:
There is a wide variety of food in walking distance, including fast food, sandwich shops, delis, vegetarian, Chinese and other interests. Please contact the Presenter for more specific information.

Handicapped Access: The Handicapped seating is at the rear of the Center Right Orchestra seating. There are 3 wheel chair locations, no buddy seats. The access to the hall is from the same door use for venue access, and the hallway crosses the load in path. A house ALD system is available and must be supplied an audio feed for all non-rock and roll events. Load in ramps must be removed for audience entrance and exit times.

Emergency Numbers:
All emergency Services: 911 (from campus phone)
University Police/Dispatcher: 540-231-6411
Hospital Emergency Room: (540) 953-5122
If additional numbers are needed, please contact the presenter.

Laundry:
Off site facility, about 1 mile away with coin operated machines.

Shipping:
If you need to have a package sent to you while in this venue, make the arrangements with the local presenter. The local production staff will not receive packages on behalf of a show.
Directions to Venue:

To reach the campus from Interstate 81 (southbound and northbound):

- Take Exit 118, which has ramps to several different Christiansburg and Blacksburg exits. Take Exit 118B onto U.S. 460 West; this ramp connects directly to the Christiansburg Bypass. Follow the signs for Blacksburg/Virginia Tech.
- Merge onto North Franklin Street after 3.5 miles.
- Drive 2.7 miles, through eight traffic lights, to the ninth traffic light, at Yellow Sulphur Road.
- Drive for 3.5 miles on U.S. 460 to the Prices Fork Road exit for "Downtown." (From east 460 take Prices Fork Rd. exit & turn left at end of exit ramp.)
- Turn right at the third light - Toms Creek Rd. / Stranger St.
- Turn right at the top of the hill - Old Turner St., just before McBride Hall.
- **Loading dock is to the left at the end of the parking lot.**

*Most tractor trailers have to back down Old Turner Street*

Time Zone:
Eastern

**Bus/Truck Services**

**Power:**
100amp, 3phase, 5wire disconnect available
A separate “RV” connection panel is also available with the one of each type of connector listed below:
(1) NEMA-1450 (50 amp-single phase 4 wire connector)
(1) 3 Wire range plug (30A)
(1) Edison Duplex

**Notes:**
The “RV” connection panel and the 100 amp disconnect orginate from the same master breaker.

**Water and Sewage Connections:**
Connections for water and sewage are not available.

**Parking:**
- **NO truck engines, bus engines or generators are to be running between 8am and 5pm Monday through Friday.**
- All parking arrangements must be made with the local presenter
- **All emergency access areas must remain clear of trucks and busses**

*See Attached Diagram*
MANAGEMENT

Local Production Contact:
Assistant Director for Production Services (Local Production Manager)
Brian James
Coordinator of Production Services
Tyler Humphreys

Phone: 540-231-3499  Fax: 540-231-3776  email: production.services@vt.edu

*The phone/fax and email for the above will reach both Tyler and Brian
**The local staff offices are not in this venue

Office Hours:
Monday through Friday
10 am to 6pm (Eastern Time)

Tour Production Office:
Located in a hallway adjacent to the stage, see diagram.
A local phone book will be provided for your use.

Tour Office Phone Numbers:
These must be arranged for ahead of time with the local presenter.

Internet Access:
This must be arranged for ahead of time with the local presenter.

Green Room:
There is no Green Room for this Venue.

Stage Managers Console:
There is no Stage Manager’s console for this venue.

Rehearsal Rooms:
There are no rehearsal rooms for this venue. Please work out alternate arrangements with the presenter.

Crew:
Trained student crew and volunteer students.
The Presenter supplies the majority of the labor using volunteer student staff.
Handicapped Access to the Stage:
A motorized wheel chair lift on house right is supplied.

Policies: (listed policies are non-negotiable)
- This venue is a non-smoking venue, and alcohol is not to be served at any events in this venue.
- *There is a HARD performance curfew of 12 midnight.*
- The Virginia Tech Police have the authority to be anywhere in the venue at any time.
- Any use of any pyrotechnics, smoke machines, fog machines, open flames or other similar environmental/pyrotechnic effects must be approved through the Virginia Tech Environmental Health and Safety Office 30 days in advance. Contact the local Production Manager to arrange for this.

HVAC:
The auditorium does not have HVAC control; there are intake fans that pull outside air into the venue. If control of this is needed, please leave plenty of time and notify ahead of time, control for this system is through a central campus system, and not controllable from within the venue.

Dressing rooms are connected to the main building HVAC; control of this system is limited. There is no control of the system from within the venue.

Showers:
There is one shower located on either side of the stage; hot water is not a problem. Towel arrangements are to be made with local presenter.

Fire Safety

Fire Alarm:
The venue is equipped with a fire alarm using a combination of heat and smoke detectors. It is imperative for you to advance anything that may affect the fire alarm.

Curtain Speech:
All curtain speeches to be discussed directly with presenter.

* A pre-show fire safety announcement must be made no more than 5 minutes before show time. This can be pre-recorded (house supplied CD) or made live, the facility manager must approve the wording for all live announcements.

Security:
Any specific security needs must be discussed with local presenter.
LOAD-IN AREA

- Trucks and busses must not block emergency service vehicles Access to the building, or block exits from the building needed for fire egress.
- Parking is available about ½ mile away in another parking lot if engines must stay on.
- Any truck or bus that is left to park in the loading area, must have a driver that is immediately accessible by phone or radio to move the vehicle in case of an emergency.
- Measurements (listed from the exterior of the building moving toward interior)
  - Height of dock to ground
    - 37.25” (3’-1 ¼”)
  - First door:
    - 96” tall x 70.5” wide (8’ x 5’-10 ½”)
  - Second Door
    - 101.5” tall x 68” wide (12’-5 ½”)
  - Rise to Stage
    - 25” high (2’-1”)
  - Third Door
    - 95.25” tall x 62” wide (7’-8 ¼”)
  - Fourth door
    - 83” tall x 67.75” wide (6’-11” x 5’-7 ¾”)

See attached diagram
CARPENTRY

Seating:

• Before production kills, the seating capacity is 2939
• Standard production kills bring the capacity to 2887
• General public will not be seated in the pit area

See attached seating diagram

Stage Dimensions:

Proscenium Opening: 58’ wide x 17’ tall
Stage Depth to Back Wall: 35’10”
Apron: 6”-0” lip to main drape

Wing Space:

Stage Right: 11’-0” unobstructed, there is an additional 5’-0” with a 7’-9 ½” height
Stage Left: 15’-0” that is unobstructed except for storage of a few items.

Grid Height:

Grid Height 33”-11”
Maximum out trim on house battens: 30’-9”

Orchestra Pit:

• Non-moveable
• Removable access stairs on house left and right.
• See diagram for dimensions
• Baby grand piano stored in pit, this is not removable

See attached diagram

Stage Height:

To Audience level: 3’-0”
To Pit Floor level: 5’-6”

Stage Floor:

Dark stain finished wood floor. No traps are available. There are non-functioning floor pockets on stage right and left. The floor is in fairly good condition; there are only a few spots with digs or splintering (found mostly up-stage).

House Drapes (Goods):

Main Drape:

Red traveler that is manually operated downstage right.
This curtain can only be used as a traveler.

Legs:

3 Sets. 20’ tall by 8’ wide: partial fullness.
All legs on dead hung on pivot tracks.
**Borders:**
5 available: black. 60’ long x 5’ tall: with partial fullness.

**Back Black:**
A black traveler with fullness: Operated from the fly rail up-stage right. Traveler only it cannot fly out.

**Cyc:**
There is not a resident cyc in this venue, one is in inventory, speak to local technical contact person about availability.

**Notes:**
The house legs and travelers do not move from where they are. NO EXCEPTIONS.

**Line Set Data:**
**Line Set Schedule:**

<table>
<thead>
<tr>
<th>Line</th>
<th>Distance</th>
<th>Item</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1’3”</td>
<td>House Screen</td>
<td>No batten/2 lift lines only</td>
</tr>
<tr>
<td>2</td>
<td>2’8”</td>
<td>Main Drape</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4’6”</td>
<td>Empty</td>
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<td>4</td>
<td>5’3”</td>
<td>Empty</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>9’3”</td>
<td>Empty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’0”</td>
<td>House Leg</td>
<td>Dead hung on Pivot Track</td>
</tr>
<tr>
<td>6</td>
<td>11’3”</td>
<td>Empty</td>
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</tr>
<tr>
<td>7</td>
<td>11’11”</td>
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<tr>
<td>8</td>
<td>13’3”</td>
<td>Empty</td>
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<tr>
<td>9</td>
<td>16’0”</td>
<td>House Leg</td>
<td>Dead hung on Pivot Track</td>
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<tr>
<td>10</td>
<td>16’7”</td>
<td>Empty</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>19’3”</td>
<td>Empty</td>
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</tr>
<tr>
<td>12</td>
<td>19’11”</td>
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<tr>
<td>13</td>
<td>22’3”</td>
<td>House Leg</td>
<td>Dead hung on Pivot Track</td>
</tr>
<tr>
<td>14</td>
<td>23’11”</td>
<td>Empty</td>
<td></td>
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<tr>
<td>15</td>
<td>25’11”</td>
<td>Empty</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>27’10”</td>
<td>Black Traveler</td>
<td>Dead hung on Travel Track</td>
</tr>
<tr>
<td></td>
<td>35’10”</td>
<td>Back Wall</td>
<td></td>
</tr>
</tbody>
</table>

**Working Height of Battens:**
Out Trim: 27’0” (Average)
In Trim: 5’11” (Average)
Truss Batten Height: 1’0”
Battens:

600 lbs, distributed capacity
11 Moving line sets
1 ½” ID Schedule 40 Truss Pipe Batten
All moving battens are 56’ long
4 lift lines per batten, at a spacing of 15’ off center.

Counter weight System Type:
Double purchase counter weight system

Arbor Capacity:
800lbs above batten weight

Available Weight:
5500lbs

Loading Gallery:
Elevated on stage right

Rigging:
Most beams cannot be rigged off of using wire rope.
Please work with local production manager ahead of time for all rigging needs

See attached diagram

Support Areas:

Crossover:
Available up-stage of the back black, or a hallway that runs up-stage of the back wall with access up-stage right and left.

Stage Access:
FOH: There is a set of stairs on stage right and left that lead to the stage. These stairs are removable.

There is an access door upstage right and left.

Storage:
Minimal storage is available on stage level in the wings, the rest of the storage is to be on show trucks, or outside. Appropriate egress points must be maintained backstage at all times. No storage available in the House.

Notes:
The back hallway cross over (located upstage of the back wall) must remain clear of equipment for fire code compliance.

See attached venue layout diagram
**Lighting**

**Power:**
400amp, 3phase, 5wire: located on the mid-stage right wall (x2).
Both disconnects have cam-lock connections
Ground and neutral are reversed.
No house turn a-rounds are available for the cam-lock panel.
2 Lug spaces are available in each panel for bare tail tie-ins off of this service.
If house dimmers are used, they will be tied into one of these panels as well as the tour equipment.
Outlets located on SR, US wall, and SR, all individual circuits (5 total)

**Dimmers:**
All dimming racks are portable and are DMX controlled
48x2.4K LMI Rack
Other available if requested ahead of time
All House dimmers must be reserved in advance, if they are not, they may not be available day of show.

**Control Board:**
48 Channel ETC Acclaim, no soft patch (talk with local technical contact about needed rentals).

**House Lights:**
Control point in sound booth, follow spot booth and Down Stage Right. Three sections of non-dimmable lights that are controlled by relays located SR, in the sound booth and the follow spot booth. All house lights are a compact fluorescent lamp.

**Circuits:**
All circuits are cables. The house has 18 installed circuits to the FOH Lighting position (see transfer panel)

**Front of House Transfer:**
3-socopex conencter located mid-stage right. All connectors wired to 6 circuit standards. The fan-outs for the socopex connections are 2P&G connectors appearing at the FOH truss.
3 25’ 6-circuit socopex cables are available from house for these connections. The house does not have fan-outs

**FOH Hang position:**
40’ Tomcat box truss hung with two 1-ton motors.
Truss hung 17’-6” into the house from the stage lip.
Height of truss is between 17’ and 25’ above stage lip.
Follow Spots:
2 Lycian 2.5Kw Metal Halide
Located in a booth in the rear center of the house.
Through distance from spot booth is 148’-0”

Lighting Units:
Various Altman fixtures all need to be discussed in advance.

Notes:
For larger shows, rental equipment in typically used to supplement house inventory.
All control lines must be run on floor between FOH and backstage areas.

Cable Pick Points:
Some steel available off stage right (see attached rigging diagram)
All hardware is to be supplied by tour unless arranged in advance.
See attached rigging diagram

Backstage Work/Running Lights:
Running lights to be supplied by tour unless arranged in advance
Work lights for general work are 1500watt flood fixtures located on SR, SL and US walls.

Personnel Lifts:
The venue has a 36’ lift resident and a second lift is available when arrangements are made ahead of time.

*******Remember, all rigging is done by lift; there is not the ability to walk steel in this venue.*******
Sound

Power:
200amp, 3phase, 5 wire disconnect, transformer isolated. Located on the Down Stage Right Proscenium Wall. Bare tails are needed for this connection. The house system and the road show power are not the same service. House system and show power are isolated ground, however they do not share the same isolated or equipment ground. Additional Edison outlets, on the same services as the road-show disconnect, are located DSR, DSL, in the orchestra pit and 2 duplex outlets on the upstage wall (all discreet circuits)

Sound System Connections:
Tour shows MAY NOT sue the house system. If additional coverage is needed, please make arrangements with the local production manager.

Control Location:
Control is located in the mid-house area between the two center sections of seats. 150’ minimum of cable is recommended to make the needed run from this position to stage. Location is 70’-0” from stage lip
See attached Venue Seating diagram

Hearing Assistance System:
An audio feed is required to tie in to the ALD system. This connection can be made mid-house or back stage right. The system is manufactured by Listen Technologies

Monitor/Paging System:
Each dressing room has a 70v, JBL Control 25t monitor permanently mounted, the mic for this is located DSR. There is no individual control over the level in each room.

Production Communications:
A two channel Clear-Com system is installed in the rack on stage right. Jacks for this system are located mid-house, down stage right/left, up stage right/left, on the fly rail, sound booth and in the follow spot booth. To ensure availability of packs and headsets, please discuss needs in the advance.

Equipment Inventory:
Mixing Consoles:
   32 channel Sound Craft series 2 console for mid-house
   12 channel Midas Verona console located in booth
**Effects Racks:**

*Booth:*
- 3 channels of Ashly Eq (GQX Series)
- 4 Channels of compression (DBX)
- CD and Cass playback
- CDR unit available

*Portable:*
- 5 channels of Ashly Eq’s (GQX series)
- Presonus compressor limiter 8 channel
- CD and Cass playback
- 1 T.C. Electronics M-One XL

**Installed Speakers:**
Combination of B&C, Eminence Beta-8A and Eminence Kilomax drivers installed in 3 clusters, time delayed and processed as needed

**Portable Speakers:**
- 3 EAW SM129z wedges
- 3 EAW JF80 speakers for center fill.

**Microphones:**
- Various Shure Microphones available discuss needs in advance.
- 4 Shure wireless receivers, with handheld and lavaliere for each. A Neuman KM184 X/Y pair is permanently installed near proscenium (for recording or orchestra support). The X/Y pair is on a remote controlled cable reel.

**Play Back Devices:**
- CD, others available if arranged for in advance.

**Press Box:**
- 1 Whirlwind Presmite active press box with XLR connectors.
- Connections for this unit are in the pit and mid-house.

**Sound Notes:**
House technicians only, no exceptions, will operate the house system. If a road show needs a feed to the speaker package, arrangements must be made in advance and connection will be made at Assistant Director for Production Services discretion. Connections, when allowed, to the house system are stage right proscenium wall and mid house.

*The house sound system will auto-mute in case of a fire alarm.*

**NO ROCK AND ROLL STYLE SHOWS WILL BE AMPLIFIED THROUGH THIS SYSTEM**
**VIDEO**

**House Projectors:**
2 Sanyo PLC-XF35N 6500 Lumen projectors are available for portable use.
1 Sanyo PLC-XF45 10000 Lumen projector permanently installed on US wall in a protective cage. This until will not be moved for any reason.

**House Screens:**
2 Draper 10.5’x14’ Truss Cinefold portable front/rear screen
1 Draper 14’x18.75’ Truss Cinefold (custom cut) screen on line set 1

**Switching:**
Control located in booth using Crestron interface to Extron switcher. Manual switch can be connected mid-house.

All video input panels also have L/R RCA audio inputs

<table>
<thead>
<tr>
<th>Inputs:</th>
<th>Outputs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location-type</td>
<td>Location-type</td>
</tr>
<tr>
<td>USR- VGA</td>
<td>USR- VGA</td>
</tr>
<tr>
<td>USC- VGA</td>
<td>USC- VGA</td>
</tr>
<tr>
<td>USL- VGA</td>
<td>USL- VGA</td>
</tr>
<tr>
<td>SR -VGA&amp; Composite/S-video</td>
<td>SR- VGA Scaled</td>
</tr>
<tr>
<td>Mid House- VGA (x2)</td>
<td>Mid House -VGA</td>
</tr>
</tbody>
</table>

**Playback Devices:**
DVD, VHS, D-VHS, S-VHS, HIFI VHS (NTSC Standards)
Properties

Orchestra Pit:
Music:
  Chairs:
    Black Padded chairs, 40 available, more if requested in advance.
  Stands:
    20 available
  Lights:
    10 clip lights available
Conductors Podium:
  None available
All equipment MUST be requested in advance

Orchestra Shell:
  6 sections of a Wenger portable shell available

Platforms:
  Various 4’x8’ with fixed heights available, discuss needs in advance.

Dance Floor:
  None available we will rent one at the discretion of the Presenter if part of the contract.

Notes:
  We maintain only minimal equipment in this area, please discuss needs in advance, or make sure it is clear on your contract rider.

Venue storage on stage:
  DSL: Piano coffin
  MSL: Orchestra shells
  USL: Table and chairs
  USR: Lighting storage
  DSR Closet: Music stands, clipboards, House Management and Ticket Office
  DSL Closet: Audio storage, cable storage and miscellaneous items

All equipment will stay in place at all times (unless it is used), we have no other storage facilities.
WARDROBE

All Wardrobe issues are between the show and the presenter.

University policies prevent Presenter from paying for laundry service

Laundry facilities are off campus, about 1 mile and are coin operated.

No Wardrobe facilities are available in this venue.

All dressing rooms have wardrobe racks built in; additional portable racks are available if requested prior to show date.

Small dressing rooms located on either side of stage, one large choral dressing room is located under the stage.

There is not a wardrobe room available in this venue; typically the workspace is set up in the loading dock area.

See attached venue lay out diagram
**Virginia Tech Used Frequency List**

**VIRGINIA TECH PHYSICAL PLANT**

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Frequency</th>
<th>MHz</th>
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</thead>
<tbody>
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<td>71.9</td>
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<td>154.115</td>
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<tr>
<td>156.090</td>
<td>155.535</td>
<td>192.8</td>
</tr>
</tbody>
</table>

**Campus Wireless Ethernet:**
The campus has a wireless ether net system using the 2.4Ghz UNI band. As per IEEE standards 802.11b and G

**Squires Student Center Two Way Radio Frequencies**

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>856.73750</td>
<td>811.73750</td>
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**House Wireless Microphones Frequencies**

<table>
<thead>
<tr>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>556.375Mhz</td>
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<tr>
<td>557.425Mhz</td>
</tr>
<tr>
<td>558.825Mhz</td>
</tr>
<tr>
<td>559.950Mhz</td>
</tr>
</tbody>
</table>

**Assistive Listening Device Frequencies:**

72.025Mhz to 75.950Mhz