



2016-2017 State Theatre Festival
At Charlotte Performing Arts Center
Informational and Technical Packet



Location of Charlotte Performing Arts Center:

Charlotte Performing Arts Center is located at 378 State Street in Charlotte, Michigan. We are attached to Charlotte High School and will be using spaces in both the Performing Arts Center and the High School for the festival. There is a small parking lot in front of the Charlotte Performing Arts Center, but we are going to ask that all buses, trucks and other vehicles associated with your production park in the lot behind the Performing Arts Center. You may then use door #45 or the High School main entry as access points from there.

To get to Charlotte Performing Arts Center:

From Detroit on I-96

- Take Interstate 96 West from Detroit to I-69 South to Charlotte Exit 60.
- Turn west (right) on M-50 that changes to East Shepherd Street.
- Cross Cochran Ave and continue on West Shepherd Street to State Street.
- Turn Right on State Street and then left at the entrance to the Charlotte Performing Arts Center.

From Grand Rapids on I-96

- Take Interstate 96 East from Grand Rapids to I-69 South to Charlotte Exit 60.
- Turn west (right) on M-50 that changes to East Shepherd Street.
- Cross Cochran Ave and continue on West Shepherd Street to State Street.
- Turn Right on State Street and then left at the entrance to the Charlotte Performing Arts Center.

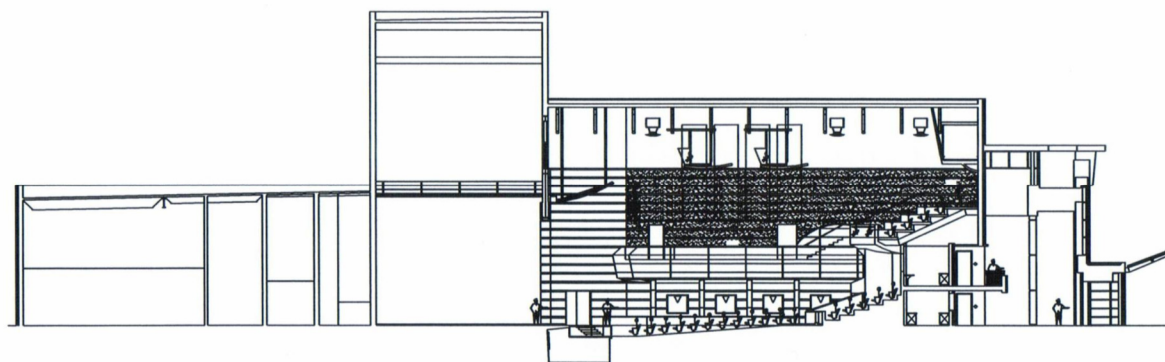
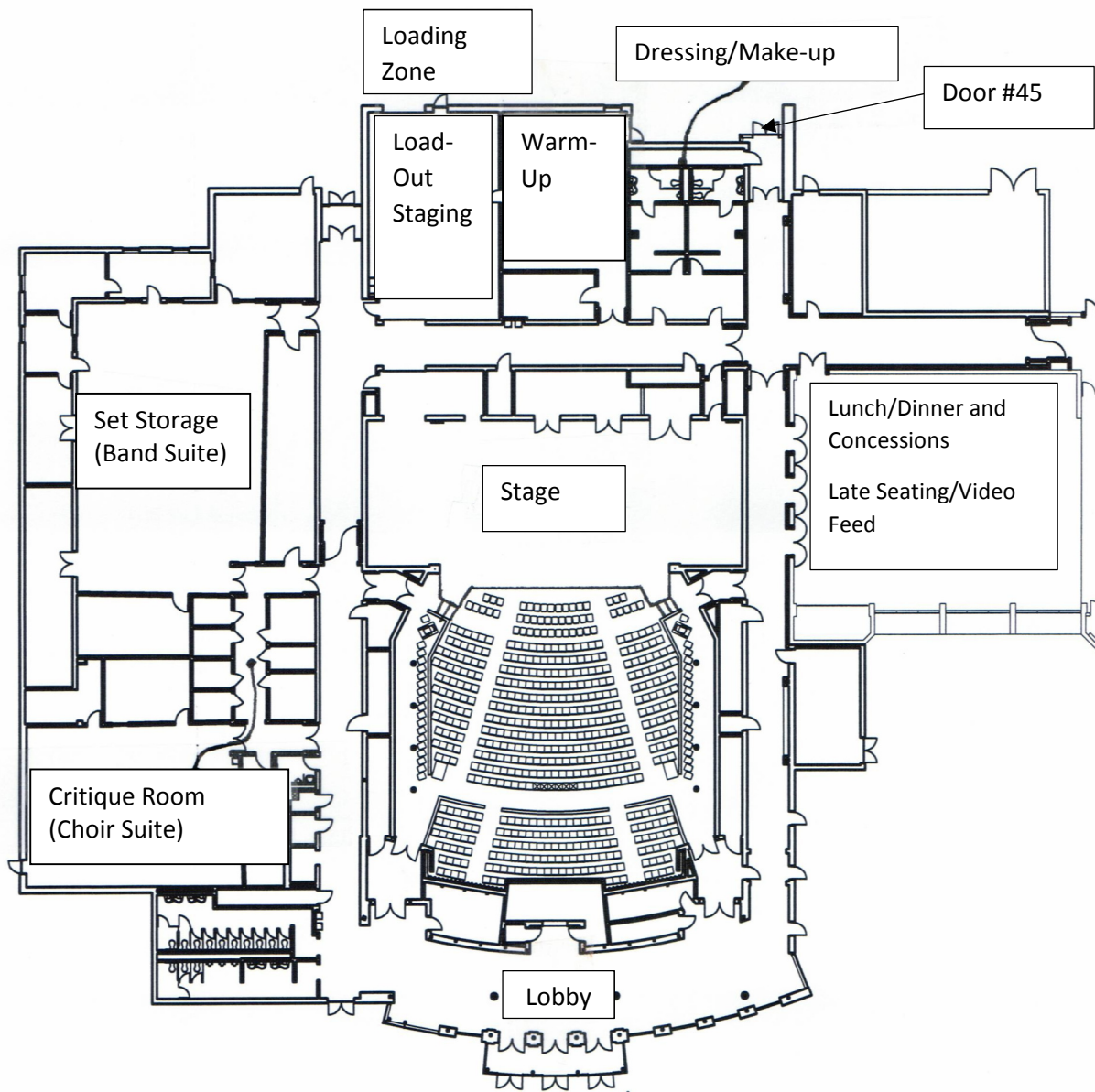
From Flint on I-69

- Take Interstate 69 around Lansing all the way to Charlotte Exit 60.
- Turn west (right) on M-50 that changes to East Shepherd Street.
- Cross Cochran Ave and continue on West Shepherd Street to State Street.
- Turn Right on State Street and then left at the entrance to the Charlotte Performing Arts Center.

From Battle Creek on I-69

- Take Interstate 94 East to Interstate 69 North to Charlotte Exit 60.
- Turn west (left) on M-50 that changes to East Shepherd Street.
- Cross Cochran Ave and continue on West Shepherd Street to State Street.
- Turn Right on State Street and then left at the entrance to the Charlotte Performing Arts Center.





Shop

Stage

House

Lobby

Main Stage Division:

I. Performance Space

a. Dimensions

The playing area for the Charlotte Performing Arts Center will 24' deep by 40' wide. It will start approximately 2'-6" from the edge of the apron. There is approximately 13' feet upstage of the playing area to the back wall of the stage. The playing area will be marked in white.

The remainder of the stage dimensions are as follows:

Proscenium

Width 55'

Height 24'

Thickness 2'

Stage Width

SL wall to SR locking rail 86' 8"

Offstage Width

SR (proscenium to locking rail) 17' 4"

SL (proscenium to SL wall) 17' 4"

Stage Width

SR (center line to SR locking rail) 41' 10"

SL (center line to SL wall) 44' 10"

Stage Depth

DS edge of apron to back wall (US) 40' 4"

US edge of proscenium to back wall 34' 4"

House curtain to back wall 33' 4"

House curtain to DS edge of apron 4'

b. Locations of Legs and Width

Leg Locations (distance behind the proscenium) and the width they will be set at are indicated in the following table:

CURTAIN	DISTANCE UPSTAGE OF PROSCENIUM	WIDTH TIED (or PRESET OPEN)
Main Traveler	1'-8"	48'-0" (Adjustable)
Leg 1	6'-4"	46'-0" (Tied Dead)
Leg 2	12'-4"	44'-0" (Tied Dead)
Mid-Stage Traveler	18'-4"	42'-0" (Adjustable)
Leg 3	25'-0"	40'-0" (Tied Dead)
Rear Traveler	33'-0"	40'-0" (Adjustable)

c. Orchestra Pit

i. Pit Position

Our pit will be positioned at the main floor house level. It is separated from the front row of seating by a walkway and a railing through the center section. ALL EQUIPMENT MUST REMAIN WITHIN THE PIT, which is a wood surface area. NO EQUIPMENT WILL BE ALLOWED OUTSIDE OF THE PIT on the carpeted area. Please note that this means your audience will be looking through the pit to the stage.

ii. Equipment Available

There will be chairs, stands, one 6' banquet table, one upright yamaha piano (tuned to A440) and up to 20 stand lights and miscellaneous cables and extension cords available. It is up to you to set up, light and cable during your load-in and spike time and to strike during your load-out time. You MUST RETURN PIT TO ITS ORIGINAL CONDITION. There will be one Telex Headset located in the pit.

iii. Dimensions

The orchestra pit is 8'-4" deep at center, 4'-0' deep at each end. The Orchestra pit is 44'-9" wide.

iv. Entry

Entry into the pit will be at the main floor orchestra level through removed sections of railing on the house right and house left side. These sections of railing will provide you with a 5'-0" wide entry.

d. Head Set Locations

Telex BP-1002 single channel boxes with Telex PH-1 headsets will be located in the following locations: back stage left behind proscenium, back stage right behind proscenium, control booth at light board, main floor sound board location (ROW M, Seats 112-114), orchestra pit, two in the spot booth at the top of the auditorium.

e. Curtain Pulls

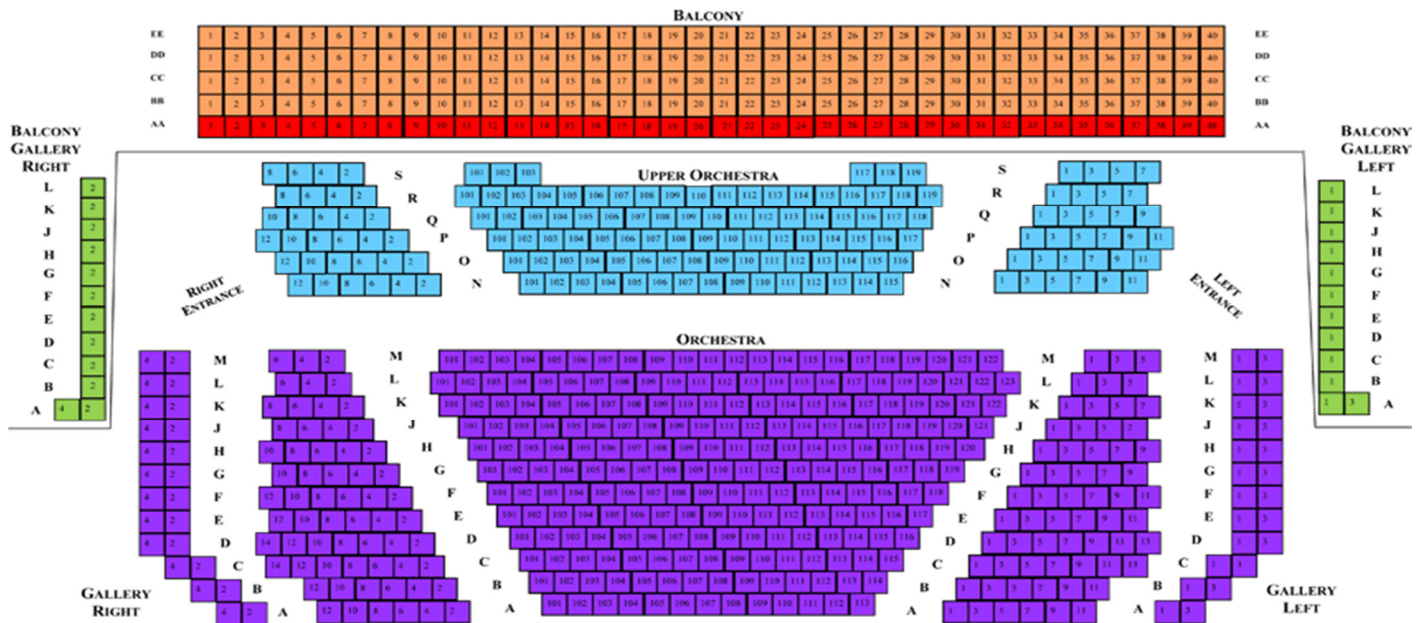
Curtains (Main Traveler, Mid-stage Traveler, and Rear Traveler) are located back stage left with hand over hand white nylon with steel core ropes. You may spike with cloth spike tape for your curtain pulls, however, all your spike marks **MUST** be set and removed during your spike and strike times. The festival pre-sets will be marked with dual PURPLE spike marks and will be reset prior to each show's load-in and spike period.

f. Judge Locations

Judges will be seated on the Orchestra level of the Main Floor. They will be located at Row M, Seats 1-3; Row M, Seats 2-4, and Row M Seats 109-111.

g. Seating

Charlotte Performing Arts Center total capacity is 824. There are 547 on the main floor (344 on the Orchestra Level, 153 in the Upper Orchestra Level, 50 in the Orchestra Galleries), and 228 in the Balcony (200 in the balcony and 28 in the balcony galleries).



h. Entry and Exit Ways

To enter stage during performance, there are options at the rear of the house down either aisle and four steps located far stage left and far stage right; or doors at the stage level in the house at far stage left and far stage right onto apron; or offstage backstage man door upstage left and upstage right.

i. Backstage Crossovers

The only backstage crossover is out through either side of stage door and through the back hallway. There is no onstage crossover space available, unless you are using the mid-stage curtain to cover it.

II. Orders of the Day

a. Warm-Up Room

You will have access to the warm-up room during the 45 minutes before your scheduled spike time. This is our drama room. It will have closed circuit video feed (audio will be muted) from the stage. There will also be an upright Yamaha piano in the room. The tables and chairs will be moved over against the walls. Please stay away from the teacher's desk area.

b. Make-Up Dressing Rooms

Each school will have access to the Make-Up and Dressing Rooms during their warm-up times. You will need to vacate the dressing rooms at the start of your spike time. This will allow the next show use of the dressing rooms to prepare.

c. Judge Critique Room

Following your performance and strike time, you will move to the critique room for your judges' critique in our choir suite. This room is set-up with tiered risers and 80 chairs.

d. House Policies

i. No food or beverages

There are no food or beverages of any kind permitted within the Charlotte Performing Arts Center Auditorium.

ii. Late seating

The house doors will be shut and locked 5 minutes prior to the beginning of each production. Our usher staff will assure that the doors are shut and locked should anyone exit during a performance, they will not be allowed to return.

For late comers, there is audio and video feed in the cafeteria area of the Performing Arts Center.

III. Lighting

a. Areas

There will be nine light pools (labeled areas #1-#9) that will be controlled by Submasters #1 - #9 respectively on the board. Submasters #10 - #12 will be Red, Blue and Green Cyc Washes respectively. House lights are controlled by Submaster #24.

There will be a grand master on the board as well.

Aisle lights MUST REMAIN ON for all shows. And no EXIT SIGNS will be covered.

House lights must not be taken below 25% during your spike time to accommodate for audience seating, and they must be returned to full between your spike time and performance time, and again at the end of your production to allow for audience egress.

b. Control Board

i. Location

The lighting board will be located in the control booth (accessible from the lobby). Only the lighting students for each show will be permitted in the control booth. We will have one of the Charlotte Performing Arts Center Tech Crew available in the booth as well. There is no food or beverages permitted in the control booth.

ii. Board

The light board we will use for the show is Leviton Innovator 600.

c. Additional Circuits

We will provide 6 individual circuits at each of the following locations that will be patched live at the board: upstage left in the rear stage wall, upstage right in the rear stage wall, down stage left behind the proscenium arch, and down stage right behind the proscenium arch. These are all stage pin circuits and YOU SHOULD PROVIDE THE ADAPTERS TO ANYTHING ELSE AND ALL EXTENSION CORDS NECESSARY.

There will be additional circuits that are standard Edison in the orchestra pit for stand lights. We will also provide two circuits in the orchestra pit that are ground isolated for use with amps and sound reinforcement equipment.

d. Spot lights

We will provide two Lycian #1209 Follow Spots in our spot booth at the top of the auditorium. We will also provide a Charlotte Performing Arts Center Tech Crew guide to get up to that point and handle the work lights in the balcony. We will have a red, blue, amber, lavender and no color in the boomerangs of each unit. Additionally, there is a diffusion lens installed in each unit.

If your production chooses to tie into our sound system, then there is a monitor feed for audio to the spot light booth. If you do not tie into our system, there is virtually no sound to the booth.

The booth is NOT SOUND PROOF and it is located over the last couple of rows of the balcony. Therefore students should plan to remain quiet in the booth, walk lightly and keep the spot booth door closed. We do have a fan for use in the spot light booth for their comfort.

IV. Sound

a. Board Locations

i. Back of Main House

This option is located on the Main Floor Orchestra section in Row M Seats 112 – 114. We will have two chairs, 5' table and telex headset. There are 6 edison plugs in 3 circuits available here for power.

It is a 75'-100' run for cables to go from here to the front stage apron. They must be taped across the aisleways and across the stairways. They run is on the outside of the Orchestra section chairs along the wall.

ii. Orchestra Pit

This option is located at the front of the main floor. We will have one circuit of ground isolated power available here, two chairs, a 5' table and telex headset.

b. Options for Tie-ins to Our System

We are also providing the option from the BACK OF MAIN HOUSE location to tie into our main house system. The tie-ins are three XLR (or ¼", we will provide the adapters) into the Right, Left, and Center accordingly for the main house speakers. The center channel is split off to. Additionally there are ¼" tie-ins for the following monitors that we will be placed for you:

- Aux 1 – Upstage left and right monitors located at 40' apart at the edge of the rear traveler.
- Aux 2 – Downstage left and right monitors located at extreme sides of the stage.
- Aux 3 – Monitor at the center of the orchestra pit.
- Aux 4 – Monitor to the spot booth. Note: if you DO NOT tie-in to the house system, then there will be NO MONITOR LEVEL in the spot booth.

V. Backstage Information

a. Load-In

Shows will have the option of loading in the night before they perform. The load in is through the scene shop to the set storage area in the band suite. The smallest door opening you need to navigate is 5'-4" wide by 7'6" high.

There is room for only one vehicle at a time in the loading area.

Load-In times on Thursday will begin at 4:00pm. Please call or email Jeffrey Hayes (Phone: 517-541-5691 or email HayesJ@charlottenet.org) in order to reserve your load-in time. Additional load-in times for Friday shows will begin at 7:00am on Friday morning.

Load-in times for Saturday shows for Saturday shows will take place from the end of load-out until 11pm on Friday night. Additional times will begin at 7:00am on Saturday morning.

b. Set Storage Space

Set storage will be in the Band Suite for shows each day. The Band Suite storage areas are 10'-0" x 15'-0". None of the storage areas will have access to wall space, so as to remain equal and fair to everyone, since not all spaces have walls associated with them. Please plan accordingly.

c. Load-Out

Shows #1-6 immediately following your performance, will strike into the scene shop for staging of load-out. The areas in the scene shop are 12' x 12'. YOU MUST REMAIN CLEAR OF THE YELLOW SAFETY PATHWAYS IN THE SHOP. Each day shows #1-3 will load-out during the lunch break. Then shows #4-6 will load-out following the final show each day. Show #7 will strike to outside of the performance space, and will load-out following their judge critique session.

VI. Food Options

a. Concessions

There will be concession stands open in The Dome lobby throughout the duration of the festival. They will offer a variety of snack foods, beverages and lighter fare (nachos, pizza, etc.)

b. Lunches/Dinners

You may pre-order lunches and dinners for the assigned seating times in the cafeteria. Tickets will be able to be picked up at registration. More details will follow.

VII. Homerooms

You will be assigned a homeroom in Charlotte High School for the entire duration of the festival. Homerooms will not be available until 4:30pm on Thursday night and are to be evacuated prior to the awards assembly on Saturday evening.

We ask that the homerooms be restored to their formation from any changes that you make to their set-up. Additionally, we ask that you STAY AWAY FROM THE TEACHER'S DESK AREA.

While we understand that you may need to do make-up in the home rooms, we do ask that there are no FOOD OR BEVERAGES in the homerooms.

VIII. Awards

The awards ceremony will take place in THE DOME in Charlotte High School. We will have assigned seating for each production, and ask that parents and other supporters use the bleachers on the end and in the balcony area.

Studio Theater:

I. Performance Space

Will be located in the Charlotte High School Media Center.

a. Dimensions

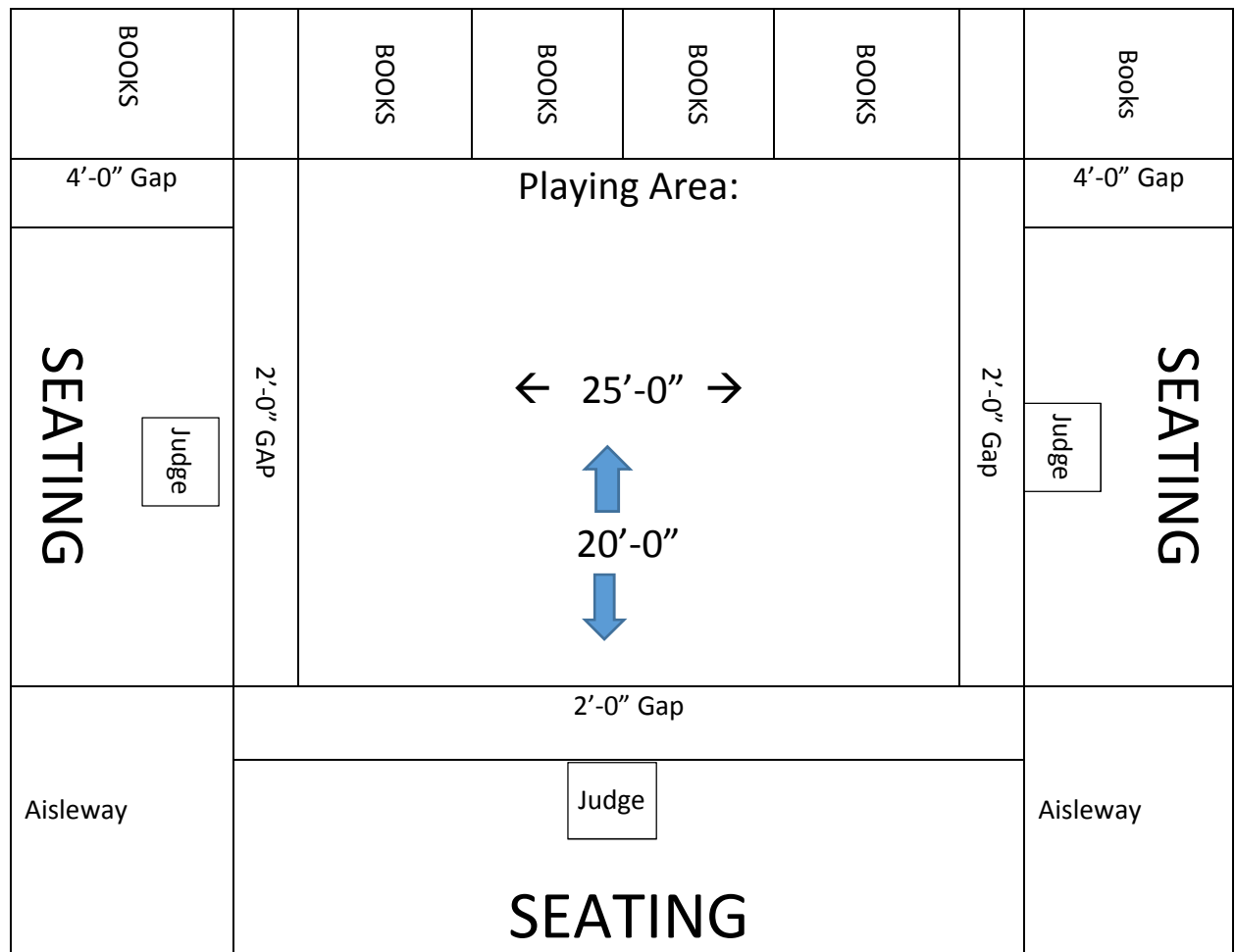
25' wide by 20' deep. There will be a 2' gap on three sides of the space between the performance area and the first row of seats. The rear of the space is a series of bookcases that will be covered over in black fabric. The area will be marked out in white tape.

b. Judge Locations

Judges will be seated at the front center of each section of seats. One judge on each of the three sides.

c. Seating

There will be approximately 125 seats on three sides of the performance space. There will be a two foot gap around the space between it and the first row of audience seating on three sides. There will also be a four foot aisle against between the book cases and the end of the seating for exit areas. There will be additional aisles at the two corners of the space.



II. Orders of the Day

a. Warm-Up Room

You will have access to the warm-up room during the 45 minutes prior to your production's shift-in time.

b. Judge Critique Room

Following your performance and strike time, you will move to the critique room for your judges' critique in room. This is in fact the same as the warm-up room.

c. House Policies

i. No food or beverages

There are no food or beverages of any kind permitted within the Charlotte Performing Arts Center Auditorium.

ii. Late seating

The house doors will be shut and locked five minutes prior to the start of each production. Our usher staff will assure that the doors are shut and locked should anyone exit during a performance, they will not be allowed to return.

III. Lighting

a. Areas

There will be six independently controlled areas within the performance space. They will be independently controlled by submasters #1-#6 on the light board respectively.

b. House Lights

Are only controllable through switches on the upper area of the media center. This is NOT in close proximity to the light board, so please plan accordingly. Also they DO NOT FADE.

The house lights must remain be on for audience seating during, and may not be shut down prior to the start of the time that doors are locked. They must be turned back on at the conclusion of your production.

No exit signs may covered.

c. Control Board

d. Additional Circuits

There will be two additional circuits available to you for use in your production. The run length is anywhere from 75' to 100' from the playing area.

IV. Backstage Information

a. Load-In

Load-in to will begin at 7:00am the morning of your scheduled performance to the upper area of the media center. NOTE that there are no exterior doors nearby, so please plan that you need to carry items in and that there will be stairs involved.

b. Set Storage Space

Shows will have a 6' x 6' area available to them for storage of additional set pieces on the day of their performance in the upper area of the media center.

c. Load-Out

Following the final performance of each day, the shows must load their additional pieces out of the upper area of the media center.

V. **Food Options**

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There will be concession stands open in The Dome lobby throughout the duration of the festival. They will offer a variety of snack foods, beverages and lighter fare (nachos, pizza, etc.)

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