

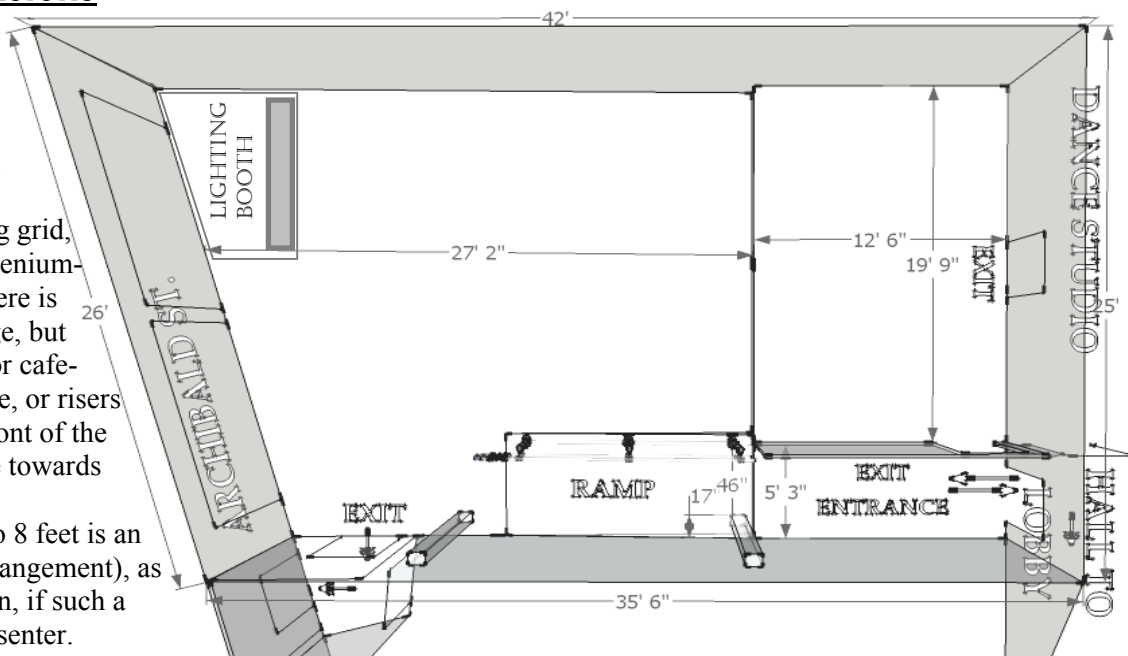
# OFF CENTER for the dramatic arts

## Layout and Technical Specifications

### STAGE AND HOUSE DIMENSIONS

Off Center is a dedicated performing arts facility with a flexible design. The space is appointed with plush theatrical drapes around the walls, a professionally installed lighting grid, and is readily usable in a proscenium-aisle seating configuration. There is a raked house and a raised stage, but the space may also be set up for cafe-type seating, with a raised stage, or risers and seating on the stage and front of the house, with performance space towards the back of the house.

Extending the stage by 4 to 8 feet is an option (by special, advance arrangement), as is an in-the-round configuration, if such a design fits the needs of the presenter.



The dimensions/capacities of the space are: *Stage*, 12' 6" × 19' 9"; *House*, 12' 6" × 27' 2" (on center); *Raised Lighting Booth*, c. 4' × 6'; *Maximum Seating* (standard configuration), 61; *Total Capacity* (including audience, staff, cast, and crew), 70.

### BOX OFFICE AND CONCESSIONS

There is a large, round reception desk in the main lobby of the building that is typically used as the box office, but a table may be set up in the hall outside the door to the Off Center suite. The Off Center banner must be affixed to whichever is being used as the box office.

Concessions may be sold in the main building lobby or, if desired, from the smaller Off Center vestibule, or from the entrance to the kitchen (which is available for use by Presenter). NO ALCOHOL may be served or consumed except by special arrangement with a state-licensed caterer.

### DRESSING ROOMS

There is a dressing room that will seat up to six performers, with mirrors and clothes rack, located in the hall outside the front entrance to the house, and provision can be made for larger casts in a more Spartan space adjacent to the back exit of the theater. This larger dressing area can only be used from 5 p.m. to midnight on weekdays, and from 5 p.m. Friday night through midnight Sunday night (must be cleared of ALL items at the end of these periods).

### HOUSE LIGHTING

There are two banks of fluorescent ceiling work lights, a central house instrument on an independent rheostat in the booth for the main house light, and two rows of rope lights and an overhead, blue, incandescent fixture on the ramp (which must be plugged in before house open and unplugged at end of day) on the audience entrance ramp.

## **STAGE LIGHTING**

### **INVENTORY OF LIGHTING FIXTURES**

- 4- Altman 6" Fresnel lamped at 500 watts.
- 8- Altman 6 × 4.5 Ellipsoidal Spots (LEKO) lamped at 750 watts.
- Houselights flood fixture lamped at 500 watts.

### **DAILY START-UP PROCEDURES**

#### **Powering Up the Dimmer**

- The Dimmer Rack must be completely powered down! We know you might have another show the next day, but there are no exceptions to this rule.
- Confirm that the two-pole 50 Amp Stage Lighting breaker is turned 'off' on the main power panel before doing anything!
- With the breaker still in the 'off' position, confirm that the Dimmer rack is plugged into its wall receptacle and that any stage lighting cables currently plugged into the back of the rack are secure and tightly fit.
- Confirm that all of the six breaker switches on the front of the Dimmer rack are in the 'off' position.

You may now turn on the two-pole 50 Amp breaker and then the individual breakers on the Dimmer rack. Individual breaker switches will become lit when in the 'on' position.

#### **Powering Up the Lighting Console**

- The lighting Console must be disconnected and returned to its case at the end of every day it is used! We know you might have another show the next day but there are no exceptions to this rule.
- Remove the Console from the case, connect the power adapter to the back of the Console and plug into wall socket.
- Connect 5-pin DMX signal cable from the Dimmer Rack to the Console. The DMX cable has a male and a female end; the male end always connects to the Console and the female end to the Dimmer.

### **PATCHING AND CONNECTING LIGHTS TO THE DIMMER RACK**

- Never* plug more than 2,000 watts of total fixture wattage into an individual dimmer! This means no more than four (4) of the house Fresnels (500 W each) in an individual dimmer and no more than two (2) of the house Lekos (750 W each) in an individual dimmer. Be careful when combining fixtures of different wattage into an individual dimmer that you do not exceed the 2,000 watt limit!
- Any possible use of lighting fixtures not owned by The Off Center must be approved by the Technical Director!
- There is a household power adapter available for groups who wish to use the Dimming system to power a 'practical' fixture for a show. This is for powering standard 120 volt household lamps only! No fans, motors, etc...
- The current Dimmer rack and Console settings are configured as 'One to One'. This means whatever light(s) are plugged into dimmer #1 on the Dimmer rack will be controlled by fader #1 on the Console, dimmer#2 to fader#2, etc...
- No changes are to be made to the configuration of the Dimmer rack or the Console! The system is set-up to be run in classic 'Two scene' mode. Any custom programming of the Console must be approved by the Technical Director!

### **HANGING AND FOCUSING LIGHTS**

- Groups are welcome to move and re-focus the house fixtures to suit their shows needs.
- We ask that house lighting cables not be excessively re-routed and that their labels (black gaffer tape with #'s in silver pen) never be removed.
- All fixtures must have a steel safety cable in use and be wrench tight to the pipe.
- No fixture of any kind may be hung within 18" of any sprinkler head or from a sprinkler pipe.
- All lighting instruments must be returned to the focus/hang position in which they were found.

## **POWER OUTLETS/EXIT SIGNS**

There are a number of labeled outlets distributed around the walls of the house and stage. Please note: *Red Outlets* are intended for powering any sound equipment, but may be used for general purposes; *Black Outlets* MAY NOT be used for sound equipment. The *red outlets* are linked to the fire alarm system, and will cut out in case of a fire alarm (so that occupants can hear the alarm and emergency instructions). In addition, exit signs must never be covered over. These points are by order of the Fire Marshall, and must be strictly observed.