Christopher Cohan Center

Technical Information Handbook
Technical Information Handbook

Rev. 3.03
January 19, 2005

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A. General

A1. Address
1 Grand Avenue
California Polytechnic State University
San Luis Obispo, CA 93407
www.pacslo.org

A2. Contact Numbers
Managing Director
Ron Regier (805) 756-6557
Email: rregier@calpoly.edu
Fax (805) 756-6088

Theater Operations Manager
Nancy Cochran (805) 756-7234
Email: nc cochran@calpoly.edu
Fax (805) 756-6088

Box Office Manager
Terri Hopson (805) 756-7235
Email: thopson@calpoly.edu
Fax (805) 756-6088

Technical Services Manager
Jim Chernoff (805) 756-1410
Email: jchernof@calpoly.edu
Fax (805) 756-7250

Production Coordinator
Eli Zabala (805) 756-7245
Email: ezabala@calpoly.edu
Fax (805) 756-7250

Event Staff (Call Steward)
Joan Strom (805) 756-7247
Email: jstrom@calpoly.edu
Fax ..........(805) 756-6088

A3. Directions to the Loading Dock

The Performing Arts Center is located on the Cal Poly campus where Grand Avenue ends at Perimeter Road.

From US Hwy 101 Northbound
Take “Monterey Street—Cal Poly” exit and stay to the right of the freeway to Grand Avenue, then turn right (away from the freeway).

From Hwy 1 (Hearst Castle, Cambria, Morro Bay, etc.)
Drive to Hwy 101 and get on Northbound (right at Walnut). Stay right, prepare to exit for “Grand Avenue—Cal Poly” as above.

Equipment Unloading & Buses
- Follow Grand Avenue PAST all parking and PAST the PAC to stop sign where it ends at Perimeter Rd. facing the University Union.
- Turn LEFT and go PAST the driveway and small loading dock on the left.
- Turn LEFT on Tahoe Road (before the red-roof Mott Gym. Go to the end (curves left).
- Park in a marked space or at/on the large loading dock.
- Display campus permit AND dock pass (obtain from Stage Manager inside).
- Enter through Stage Door [Artist Entrance] to right of large loading dock.

Cars may unload or load at the dock, but must move to the designated parking spaces when completed. Buses & trucks may stay at the loading dock. By special arrangement, a limited number of cars may stay.

A4. Client and Artist Parking

All campus parking regulations are strictly enforced by Campus Police year-around, including breaks between quarters and summertime.

All persons working in the Performing Arts Center must park in designated parking spaces in the G-1 lot or the Parking Structure off Grand Avenue, or the lot adjacent to the Loading Dock (See also "EVENT PARKING" below).

All vehicles require a paid campus parking permit Monday thru Thursday 7 am to 10 pm, and Friday 7 am to 5 pm (or paid time on a meter). No campus permit or meter is required Friday night, Saturday or Sunday, or on a holiday. However, the loading dock always requires an additional, special pass (see below).

Daily permits may be purchased at the entrance kiosk at Grand Avenue, at vending machines in the Parking Structure and lots, at Campus Police or from the Technical Office for $4.00 per day. Weekly permits are available from the kiosk or Campus Police for $12.00.
By special arrangement, a limited number of vehicles may unload and remain parked in the loading dock area. They must obtain a special loading dock pass from the PAC Technical Office. This is in addition to any paid campus permit required.

A fire lane is designated adjacent to the PAC curb and 20 feet out, and other red-painted areas. **No vehicles may be parked in this area.**

### A5. Event Parking

The Parking Structure is reserved for public parking for campus events after 5:00 pm. Crew may utilize this. A fee of $5.00 per car is charged. No permits or passes will be honored.

A vehicle already inside when Event Parking begins incurs no additional fee if it does not leave.

Client members, performers and crew may park in the surface lots (with a permit as needed), by identifying themselves to the lot attendant (the "NO EVENT PARKING" lot).

Clients should coordinate their parking needs with Parking Administration at 756-6675.

### A6. Backstage Access

No access is permitted to the backstage from the lobby doors. **Enter and exit through the loading dock area Stage Entrance or the Grand Avenue Stage Door** (located past the Box Office).

Passenger & instrument drop-off / pickup will be allowed at the YELLOW CURB in the Loading Dock area for Harman Hall events.

Clients using the Pavilion are required to enter via the Grand Avenue Stage Door.

Passenger & instrument drop-off / pickup will be allowed at the WHITE CURB (5-min zone) on Grand Avenue in front of the Box Office.

### A7. Loading

There is a 3-bay loading dock at 48-inches height, fully paved. There is a ramp (2 feet in 30 feet) up to a roll-up door (8-feet wide x 14-feet high) onto a service hallway 12-feet wide x 14 feet high. Stage access is via a 16-foot wide door upstage center. There is also a long handicap ramp from pavement up to the loading dock.

<table>
<thead>
<tr>
<th>Loading Dock Bay</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>4'h X 12'w X 27'd</td>
</tr>
<tr>
<td>#2</td>
<td>4'h X 12'w X 9'd</td>
</tr>
<tr>
<td>#3</td>
<td>4'h X 12'w X 9'd</td>
</tr>
</tbody>
</table>

Dock Ramp.................9'w X 30'L with 2' Rise
Dock Door.............................14'h X 8'w

Upstage Hallway...........12'h X 12'w
Stage Door from Dock.........90'
Stage Door.....................12'h X 16'w
Dock Power............Two 200A Three-Phase 60Hz
(Bus shore power is also available)

### A8. House Information

Grand Opening September 27, 1996

**Continental Type Seating:**

- **Orchestra [main floor]**......607
- **Orchestra Pit / Lifts**........201
- **Lift #1**......................77
- **Lift #2**......................124
- **Dress Circle**..............153
- **Balcony**......................169
- **Gallery**......................152
- **Stage Boxes [not usually sold]**...........16

**Total (all seats)**........1298
**Total (main + lift #2)**....1221
**Total (orchestra concert)**.....1097

Full volunteer usher staff

- Lobby Opens (outer doors)......7:00 PM
- House Opens (audience seating)....7:30 PM
- Curtain..............................8:00 PM
- Standard Intermission...........20 minutes

### A9. Dressing Rooms

**Solo Dressing**.................(Stage Right)

- **Room #110**
  - Single Station with Private Rest Room & Shower
  - Phone Line.............(805) 756-6280

- **Room #111**
  - Single Station with Private Rest Room.
  - Phone Line.............(805) 756-6281

**Principal Dressing**...........(Up Stage Center)

- **Room #115**
  - 5 Station with Rest Room.
  - Phone Line #1........(805) 756-7132
  - Phone Line #2........(805) 756-7133
  - Phone Line #3........(805) 756-7133

**Chorus Dressing**..........

- **Room #117**.................(Men)
  - 19 Station with Rest Rooms & Showers.
  - Phone Line #1........(805) 756-7251
  - Phone Line #2........(805) 756-7132
  - Phone Line #3........(805) 756-7133

- **Room #118**
  - 20 Station with Sink

- **Room #119**
  - 19 Station with Sink

**Production Office / Green Room**

- **Room #109**.................(Stage Right)
  - Decorated as Greenroom, can double as production office.
  - Phone Line #1........(805) 756-7251
  - Phone Line #2........(805) 756-7132
  - Phone Line #3........(805) 756-7133
  - Internet available

**Wardrobe**.............(Up Stage Center)

- Wardrobe Room available with Washer, Dryer, Sink, Irons, Ironing Boards, Steamer and 3 Large Rolling Racks.
B1. Carpentry

B1a. Stage Measurements

Sprung Wood Floor, with Masonite Covering
Proscenium Opening........................................49’-10” Wide
                              23’ high at sides to 26’ at center
Apron to Plaster Line......................................9’-9”
Lift 1 to Plaster Line......................................23’
Lift 2 to Plaster Line......................................39’-6”
Pit Depth..........................................................9’-6” infinitely adjustable to stage
Plaster Line to Back Wall....................................39’
Plaster Line to column face.................................37’-6”
Centerline to Stage Right...................................44’
Centerline to Stage Left.....................................48’
Stage Floor to Pinrail....................................33’
Stage Floor to Loading Bridge.........................62’
Stage Floor to Grid........................................70’
Stage Floor to Loft Beams.................................78’-8”

B1b. Rigging

Single Purchase, Counterweight System, On T-Track Guides
Please see line schedule for exact spacing.
First Batten From Plaster Line............................2’-7”
Last Batten From Plaster Line............................35’-8½”
High Trim .......................................................63’
Low Trim .........................................................4’
Batten Length ................................................60’
Batten Arbor Length ......................................12’
Batten Arbor Capacity ..................................2000 lb.
First Electric From Plaster Line.........................3’9”
Last Electric From Plaster Line.........................30’8½”
High Trim .......................................................41’ [NOTE: THIS IS A HARD STOP]
Low Trim .........................................................4’
Electric Length .............................................60’
Electric Arbor Length .................................16’
Electric Arbor Capacity ..............................3000 lb.

B1c. Soft Goods

Main Teaser  Cherry Red  30’h X 60’w (Doubles As Guillotine Main)
Main Drape  Cherry Red  30’h X 60’w (Full Width Traveler)
Masking Borders  Black  12’h X 90’w (Qty 4)
Legs  Black  30’h X 32’w (Full Width Travelers (Qty 8))
Auxiliary Legs  Black  30’h X 10’w (16-oz. Commando (Qty 6))
[Use all 6 panels for a full-stage blackout curtain]
Gold Lamé  Gold  30’h X 60’w (Full Width Traveler)
Speaker’s Curtain  White  30’h X 60’w (Full Width Traveler)
Sharkstooth Scrim  Black  29’h X 60’w
Sharkstooth Scrim  White  29’h X 60’w
White Bounce  White  30’h X 60’w
White CYC  White  30’h X 70’w [seamless]
Apron Groundcloth  Black  15’ X 49’-5” Fitted to Apron
Pit Carpet  Black  Fitted Lift 1 - Orchestra Pit
B1d.  **Stage Equipment**

   - **Dance Floor**
     - Harlequin Cascade
   
   - **Risers**
     - Wenger Versalite Portable Staging
     - Wenger Step Units for 24" and 48" rise
     - Wenger Portamaster Seated Choral Risers
     - Wenger Tourmaster Choral Riser 3 step with 4th Row & Back Rails

   - 3 ea 9-foot Steinway "D" Concert Grand Piano
   - 2 ea Baldwin upright piano

B1e.  **Fly Line Schedule**
<table>
<thead>
<tr>
<th>Line</th>
<th>Distance From House Setup</th>
<th>This Show</th>
<th>Weight</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grid (68') Single Pipe</td>
<td>1</td>
<td>Not Much</td>
<td>10&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (68') Single Pipe</td>
<td>2</td>
<td>5&quot;</td>
<td>1'-3&quot;</td>
<td>Guillotine MAIN / Valance</td>
</tr>
<tr>
<td>Grid (68') Single Pipe</td>
<td>3</td>
<td>6&quot;</td>
<td>1'-3&quot;</td>
<td>Tormentors - TRAV Act</td>
</tr>
<tr>
<td>Grid (68') Single Pipe</td>
<td>4</td>
<td>10&quot;</td>
<td>2'-7&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>5</td>
<td>6&quot;</td>
<td>3'-1&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>6</td>
<td>8&quot;</td>
<td>3'-6&quot;</td>
<td># 1 Electric (High Trim 41')</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>7</td>
<td>6&quot;</td>
<td>4'-6&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>8</td>
<td>6&quot;</td>
<td>5'-0&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>9</td>
<td>6&quot;</td>
<td>5'-6&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>10</td>
<td>6&quot;</td>
<td>6'-0&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>11</td>
<td>6&quot;</td>
<td>6'-6&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>12</td>
<td>6&quot;</td>
<td>7'-0&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Ladder</td>
<td>13</td>
<td>#1 Ladder</td>
<td>#1 Ladder</td>
<td></td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>14</td>
<td>12&quot;</td>
<td>8'-0&quot;</td>
<td>#1 Border</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>15</td>
<td>6&quot;</td>
<td>8'-3&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>16</td>
<td>6&quot;</td>
<td>9'-3&quot;</td>
<td>#1 Legs - TRAV</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>17</td>
<td>6&quot;</td>
<td>9'-9&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>18</td>
<td>6&quot;</td>
<td>10'-9&quot;</td>
<td>#2 Electric (High Trim 41')</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>19</td>
<td>6&quot;</td>
<td>11'-8 3/4&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>20</td>
<td>6&quot;</td>
<td>12'-3&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
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<td>6&quot;</td>
<td>12'-9&quot;</td>
<td>FREE SET</td>
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<td>Grid (41') 1&quot; Truss Pipe</td>
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<td>7&quot;</td>
<td>13'-4&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>23</td>
<td>5&quot;</td>
<td>13'-9&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Ladder</td>
<td>24</td>
<td>#2 Ladder</td>
<td>#2 Ladder</td>
<td></td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>25</td>
<td>9&quot;</td>
<td>14'-8&quot;</td>
<td>#2 Masking Border</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>26</td>
<td>9&quot;</td>
<td>15'-3&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>27</td>
<td>10&quot;</td>
<td>16'-1&quot;</td>
<td>#2 Legs - TRAV</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>28</td>
<td>6&quot;</td>
<td>16'-7&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>29</td>
<td>6&quot;</td>
<td>17'-3&quot;</td>
<td># 3 Electric (High Trim 41')</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>30</td>
<td>17&quot;</td>
<td>18'-8&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>31</td>
<td>9 1/4&quot;</td>
<td>19'-5 1/4&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>32</td>
<td>9 1/4&quot;</td>
<td>20'-2 1/2&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>33</td>
<td>5 3/4&quot;</td>
<td>20'-8 1/4&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>34</td>
<td>5 3/4&quot;</td>
<td>21'-2&quot;</td>
<td># 3 Masking Border</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>35</td>
<td>8&quot;</td>
<td>21'-10 1/2&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Ladder</td>
<td>36</td>
<td>#3 Ladder</td>
<td>#3 Ladder</td>
<td></td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>37</td>
<td>10&quot;</td>
<td>22'-8 1/2&quot;</td>
<td>#3 Legs - TRAV</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>38</td>
<td>9&quot;</td>
<td>23'-6 1/2&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>39</td>
<td>14&quot;</td>
<td>24'-8 1/2&quot;</td>
<td># 4 Electric (High Trim 41')</td>
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<td>Grid (41') 1&quot; Truss Pipe</td>
<td>40</td>
<td>12&quot;</td>
<td>25'-8 1/2&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>41</td>
<td>6&quot;</td>
<td>26'-2 1/2&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>42</td>
<td>7 1/4&quot;</td>
<td>26'-9 3/4&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>43</td>
<td>7 1/2&quot;</td>
<td>27'-5 1/4&quot;</td>
<td>#4 Masking Border</td>
</tr>
<tr>
<td>Ladder</td>
<td>44</td>
<td>#4 Ladder</td>
<td>#4 Ladder</td>
<td></td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>45</td>
<td>15 1/4&quot;</td>
<td>28'-8 1/2&quot;</td>
<td>#4 Legs - TRAV</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>46</td>
<td>6&quot;</td>
<td>29'-2 1/2&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>47</td>
<td>6&quot;</td>
<td>29'-8 1/2&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>48</td>
<td>12&quot;</td>
<td>30'-8 1/2&quot;</td>
<td>#5 Electric (High Trim 41')</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>49</td>
<td>12&quot;</td>
<td>31'-8 1/2&quot;</td>
<td>FREE SET</td>
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<td>Grid (41') 1&quot; Truss Pipe</td>
<td>50</td>
<td>6&quot;</td>
<td>32'-2 1/2&quot;</td>
<td>FREE SET</td>
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<td>Grid (41') 1&quot; Truss Pipe</td>
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<td>6&quot;</td>
<td>32'-8 1/2&quot;</td>
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<td>Grid (41') 1&quot; Truss Pipe</td>
<td>52</td>
<td>5 1/2&quot;</td>
<td>33'-2&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>53</td>
<td>6 1/2&quot;</td>
<td>33'-8 1/2&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>54</td>
<td>6&quot;</td>
<td>34'-2 1/2&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (41') 1&quot; Truss Pipe</td>
<td>55</td>
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<td>34'-8 1/2&quot;</td>
<td>FREE SET</td>
</tr>
<tr>
<td>Grid (68') Single Pipe</td>
<td>56</td>
<td>Not Completed</td>
<td>Cyclorama (White)</td>
<td></td>
</tr>
</tbody>
</table>

Please check with staff before assigning flies for your show.

Notes:
- Plaster Line (0'-0") is safety curtain line (masonite joins hardwood floor).
- All battens are 60-foot with 6 pickups except Torms & Cyc (70-foot).
- Grid Top is 70-feet; Low Trim is 4-feet. Loading Bridge is at 62-feet.
- Soft Goods are 30-feet high. All legs are full-stage travellers.
- Electrics high trim is 41-feet. Cannot be altered.
## B2. Electrics

### Road Power
- 2- 800 Amp 3 Phase (120/208) Located Stage Left
- 1 175 Amp 3 phase (120/208) Located Up Stage Right

### Control Console
- ETC Response
- Or Direct DMX 512

### Auxiliary Console
- Hog II-PC

### Data Distribution
- DMX Splitter stage left, outputs at every electric

### Dimmer Type
- ETC Sensor

### Number of Stage Dimmers
- 560

### Wattage of Stage Dimmers
- 2,400 Watts

### Voltage of Stage Dimmers
- 115V 60Hz

### Location Of Circuits:

#### Electrics

<table>
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<tr>
<th>Electric</th>
<th>Description</th>
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<tr>
<td>#1</td>
<td>56 Stage Pin circuits &amp; 4-20 amp non-dim Edison circuits</td>
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<tr>
<td>#2</td>
<td>38 Stage Pin circuits &amp; 4-20 amp non-dim Edison circuits</td>
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<td>#5</td>
<td>32 Stage Pin circuits &amp; 4-20 amp non-dim Edison circuits</td>
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#### Ladders

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<td>#9</td>
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#### Grid Drops
- 12 circuits on Socapex located at SL pin rail

#### Drop Boxes
- 2 -- 12 Stage Pin circuit drop boxes/Socapex connectors

#### Balcony Rail
- 32 Stage Pin circuits & 8-20 amp non-dim Edison circuit
<table>
<thead>
<tr>
<th>Location</th>
<th>Type of Equipment</th>
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<tr>
<td>Spot Booth</td>
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<tr>
<td>Ante Proscenium #1</td>
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<td>Ante Proscenium Ctr Ring</td>
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<td>Pit Lift #1</td>
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<td>Pit Lift #2</td>
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<tr>
<td>Trap Pit</td>
<td>12 Stage Pin circuits</td>
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**Lighting Instruments:**

- **ETC Source Four**
  - 5 Degree: 12 units
  - 10 Degree: 30 units
  - 19 Degree: 61 units
  - 26 Degree: 78 units
  - 36 Degree: 50 units
  - 50 Degree: 40 units
- **Strand Fresnels**
  - 6" 1kw: 30 units
  - 8" 2kw: 40 units
- **Altman PAR 64**: 22 units
- **Total Fabrication PAR 64**: 49 units
- **ETC Source 4 PAR**: 40 units
- **ACL Bar (4 PAR64)**: 4 units
- **Strand Iris Cyclights, 2-Cell**: 12 units
  (These can be ganged as 4-cell—2 up, 2 below)
- **Altman Zip-Strips, 6-foot X 3-circuit**: 8 units
  (30-lamps)
- **Martin PAL1200**: 12 units

**Follow Spots:**

- 2 Strong Xenon Super Troupers 2000w (Long Throw)
  [Spot Booth Throw Distance…………….110 feet]

**Special Effects:**

- Dataflash with AF1000 standard output lamp: 4 units
- Diffusion DF-50 Haze Generator: 1 unit
- Chroma-Q Color Changers Mk1: 14 units
- Chroma-Q Color Changers Mk2: 16 units
- Source 4 Gobo Rotators: 3 units
- Rosco double index gobo rotator: 2 units
- Mirror ball: 1 unit
B3. Sound

B3a. Main House Sound System

Console: BSS FCS-920/926 Varicurve EQ (fixed)
Processing: BSS FDS-388 Omnidrive X-overs (fixed)
BSS FCS-960 30-band Eqs
BSS DPR-504 Quad Gates
BSS DPR-404 Quad Compressors

Speakers:
- Left Cluster: 2 -- JBL 3218 3-way
- Center Cluster: 3 -- JBL 3218 3-way
- Right Cluster: 2 -- JBL 3218 3-way
- Left Floor: 2 -- JBL 4892-90 Array Series
- Right Floor: 2 -- JBL 4894 Array Subs 2-15"

Amplifiers: JBL MPA Series
Effects: Lexicon PCM-90, Lexicon PCM-80, Lexicon LXP15-2
Playback/Record: Denon Cassette Decks, Denon CD Players, Studer DAT Decks, Studer, Tascam CD Recorders, Studer ¼" Reel-to-Reel Recorders
Splitters: Whirlwind 3-way stage splitter with Jensen transformers
Distribution: Whirlwind 2-way recording booth splitter with Jensen transformers
Microphones: Good assortment of AKG, Shure, Beyer, Sennheiser condenser, dynamic and wireless mics. Contact for current list.
Wireless mics: 8-channel Shure U4D-M4 with: Beta 87C heads, SM 58 heads, Beltpacks

B3b. Stage Monitor System

Console: BSS FCS-960 30-band Eqs
Processing: JBL DSC-260 System Controllers
BSS FDS-318 3-way X-overs
BSS DPR-504 Quad Gates
BSS DPR-404 Quad Compressors

Speakers: JBL 4890 Low-Profile 2-way Wedge, JBL 4732 3-way Side & Drumfill

Amplifiers: JBL MPA Series
**B3c. Portable Sound Gear**

- Console: Soundcraft Delta
- Processing:
  - BSS FCS-960 30-band EQs
  - BSS DPR-504 Quad Gates
  - BSS FDS-318 3-way X-overs
- Effects:
  - Lexicon PCM-80
  - Lexicon LXP15-2
  - Roland SDE-3000
- Amplifiers: JBL MPA Series
- Speakers:
  - JBL 4892-90 Array Series
  - JBL 4890 Low-Profile 2-way Wedge

**B3d. Communications**

- Intercom: Clear-Com 4-channel wired throughout the facility.
  - 10 channels of wireless communication on two channels.
  - Dry-line or interface for touring systems.
- Radio: 8X 2-way radios with 4-channels.
C. Policies

C1. Crewing Practices

Generally, only Performing Arts Center staff are permitted to operate sound, lighting or rigging equipment. Qualified Artist's personnel may also be permitted.

Assignments: All clients' production needs are coordinated through the office of the PAC’s Technical Services Manager, via the Call Steward.

Crew Size: Every event in Harman Hall requires a minimum of 3 PAC staff crew. They serve the functions of:

1. Stage Manager / Technical Lead.
2. Lighting Technician / House Electrician.
3. Sound Technician / Asst SM.

Any situation where it is deemed prudent for safety or efficiency, an additional stagehand may be required. Minimum crew call is 2 hours.

Typical House Crew Positions:

1. Technical Director/Supervisor: Responsible for opening & closing the PAC, and supervision of all activities backstage. The TD supervises all persons in the hall regardless of why they are there, and looks out for the overall best interest of the PAC & the show.

2. House Stage Manager / Flyman: Responsible for opening & closing the PAC, and supervision of all activities backstage. Runs all curtains and flown scenery. Calls show cues as needed.


4. Sound Technician: Sound system setup and mixer operation. Intercom & interconnect. Plays tapes or CDs & controls microphones as needed. Records concerts.

5. Troubleshooter / Assistant Stage Manager: Assists with staging problems, equipment failures or needs, lights or sound. Can stand fire watch if smoke is used in the show and other duties permit.

6. Folo Spot Operators: As needed, a minimum of one PAC staff operator.

7. Lighting Designer: Designs light cues for overall show and each segment. Confirms that standard concert lighting plot is accurately focused. Communicates with director or choreographer(s) as to their desires and translates that into stage “looks”. Calls light cues if needed.

8. Such additional crew as may be requested by the Company OR deemed necessary by the Technical Services Manager for proper or safe operation of the facility.

9. Call Steward/Job Steward: Arranges for necessary crew to be available. Responsible for attendance control, payroll, human resources and billing work.

10. Projectionist: Operates video or slide projection equipment as needed.

11. Parking Attendant: Secures parking area for exclusive use by Client/Artist when needed.


C2. Work Rules:

1. When 6 or more persons are working on a project, a Job Steward may be assigned whose duties include making crew calls, monitoring time & attendance, Human Resources facilitating and billing for Settlements.

2. The PAC is a non-union house. Work rules for IATSE employees working on Yellow Card shows shall be as established by the IA Local having jurisdiction (442, Santa Barbara).

3. All stagehands require a 1/2-to-1 hour meal break after 5 continuous hours of work. Client’s & Artist's employees shall observe all meal breaks at the same time as PAC stagehands. “Dry” rehearsals or work not requiring operation of technical equipment may continue.

4. In an emergency, the client and PAC Supervisor may mutually agree to waive the meal break.

5. A fire watch will be required if the smoke detectors are bypassed to accommodate the stage smoke or fog requirements of the show. This requires an additional person.

6. A 10-minute break is required approximately every 2 hours.
C3. Some House Rules

**ACCIDENTS/INJURIES:** Report all accidents and injuries immediately to a supervisor, regardless of how insignificant it seems. Emergency service can be obtained by dialling 911 from any telephone.

**ALCOHOLIC BEVERAGES:** No alcoholic beverages are allowed on campus property; but may be served at Client request by Campus Dining.

**ANIMALS PROHIBITED:** Animals are not allowed in the spaces for any reason other than use in a show or assistance dogs.

**BLOCKING OF HOUSE EGRESS:** Due to fire regulations, no aisle or part of an aisle or Exit doorway is allowed to be blocked in any manner. No equipment, tripods, stools, podiums, tables, etc.

**CAMPUS CLOSING:** If the University declares an emergency and closes the campus, the PAC will consult with the President’s office and the Director of Public Safety to make a determination as to whether a performance at the Center should be cancelled.

**CLIENT PROPERTY:** In accepting delivery of property addressed to the Artist, the PAC is acting for the accommodation of the Artist and shall not be liable for any loss or damage thereof. Artist assumes all responsibility for any property which may be placed in storage during or between the event/s.

**CONTROL OF PREMISES:** It is understood that no agreement with the client relinquishes PAC’s right to control the management of the Facility and to enforce all necessary laws, rules and regulations. Client will afford the PAC staff the right to enter any part of the PAC at any time in the performance of their normal job duties.

**CONTROLLED SUBSTANCES:** No use or possession of controlled substances is permitted at the PAC.

**DANCE FLOOR:** The use of rosin or glitter is prohibited in the vicinity of the dance floor. No sharp objects are allowed on the dance floor. It may not be painted nor may scenery be painted near it.

**DRAPIERIES:** Stage draperies may not be altered, pinned or taped. Removal or relocation must be under the supervision of PAC technical staff.

**EJECTION:** The PAC reserves the right to eject any objectionable person.

**FIREPROOFING:** All scenic materials brought in by client or Artist must be flameproofed and/or conform to the Uniform Fire Code. The user must conform to University fire code regulations. Exceptions require the advance written approval of the Fire Marshal, and may require additional safety measures. (See also PYROTECHNICS.)

1. All scenery and softgoods shall be flame-retardant treated or non-flammable in nature. Cardboard is NOT permitted.
2. No flashpots, open flame or flammable fluids shall be permitted. Candles are acceptable as part of a production, in approved and stable candle holders. Lighted hand-held candles are prohibited.
3. No scenery, drops, properties, decorations or other combustible effects shall be used unless treated for flame retardancy.
4. No obstructions shall be placed in the exit-ways (including auditorium aisles).
5. Operation of the fire curtain shall not be impaired (such as by scenery crossing the proscenium line).
6. No flammable materials such as bunting, tissue paper, crepe paper, etc. are permitted to be used for decorations. All other materials used for decorative purposes (banners, posters, etc.) must be flame-proofed and be able to pass a Fire Department flame test. Oilcloth, tarpaper, sisal paper, nylon and certain other plastic materials cannot be made flame retardant and their use is prohibited.

**FIRE ALARM:** Clients and Artists are required to shut down operations (i.e., sound & lighting systems) in the event of a fire alarm. All persons are required to evacuate the building. The fire alarm consists of strobe lights, a siren and voice announcements to evacuate.

**FOOD & DRINK:** No food or drink is allowed on stage or in the auditorium at any time. Sports bottles or spill-proof mugs may be acceptable on stage. All catered food must be arranged through Campus Dining.

**INTERRUPTION OR TERMINATION OF EVENT:** PAC retains the right to cause the interruption or termination of any event when such action is necessary in the interest of public safety.

**MEDIA:** All media personnel you invite must check in with the Theatre Operations Manager or House Manager and/or the Technical Director (or Stage Manager) upon arrival. They should be cautioned to arrive early to allow for set-up and to allocate seats,
audio feeds, electrical hookups, etc; and tape down cables.

**NAILS & TACKS, ETC.** The PAC does not allow nails, tacks, stage screws, or similar material to be driven or placed in any part of the premises or equipment without the approval of the Technical Services Manager. Poster putty & scotch tape are not permitted on the walls.

**NON-EXCLUSIVE RIGHTS:** The PAC shall retain the right to use and license use of portions of the PAC not covered in the contract with any individual client, provided, that such use will not interfere with the client's activities.

**OCCUPANCY:** The occupant load shall not exceed the rating of the space (i.e., the number of seats available). No standees or aisle sitting. No overflow seating is permitted in the booths or backstage.

**PROSCENIUM:** Users may not alter, remove or attach to the wooden proscenium at any time.

**PYROTECHNICS:** Client or Artist is responsible for obtaining required local licenses or permits for pyrotechnic effects. Campus Fire Marshal must approve. Client is responsible for any damages arising out of use of pyro, such as burns to softgoods or dancefloor. (See FIREPROOFING).

**PUBLIC SAFETY:** Client / Artist agrees that at all times he/she will conduct his/her activities will full regard for public safety, and will observe and abide by all applicable regulations and requests by duly authorized campus and governmental agencies responsible for public safety.

**RIGGING:** Rigging shall be under the supervision of PAC Staff in cooperation with Artist's staff. All flown scenery will be inspected for safety and may be rejected for any cause by the PAC staff person in charge.

**SECURITY OF VALUABLES:** No lockbox is provided to users of the performance spaces. It is suggested that anything valuable not be brought into the backstage area. Lockable drawers are provided in the dressing rooms.

**SECURITY:** Only those persons involved with the production are permitted backstage.

**SMOKING POLICY:** Smoking is not permitted anywhere in the buildings at PAC except on-stage as an integral part of the performance. The closest smoking area is outside on the loading dock or adjacent to the dressing rooms.

**STANDARDS OF CONDUCT:**

1. All individuals have the responsibility to conduct themselves in a manner that is not sexually harassing to others. Sexual harassment will not be tolerated.

2. Any form of violence is unacceptable behavior and cause for removal or further action. This includes belligerence, physical violence and using obscene, abusive or threatening language.

3. Intoxication, whether from alcohol use or drugs, is a safety hazard and endangers everyone. Intoxicated persons will be suspended and/or ejected immediately.

**SAFETY:** Final approval or denial of potentially dangerous client or Artist equipment or processes rests with the Technical Services Manager. If an Artist's or Client’s employee or volunteer is deemed unsafe in skill or manner by the supervisor or Technical Services Manager, such person may be required to leave the building.

The Stage Manager may conduct a short safety meeting prior to a loadin covering basic safety considerations and rules. Center employees and guests may not be exposed to unsafe conditions, including excessive sound levels.

**SOUND LEVELS:** User’s event shall not exceed maximum sound decibel levels as established by the Performing Arts Center (maximum 95db measured at the mix position -- all frequencies). The Performing Arts Center has the audience enjoyment of the performance and their safety to consider, therefore, PAC staff will have final responsibility to adjust house sound levels as necessary.

**TELEPHONE:** A telephone with Voice Mail is provided backstage for convenience in running the event. There is a courtesy phone in the dressing room hallway and a pay phone in the lobby, plus one outside the adjacent Spanos Theatre. Please don't ask to use office phones.

Additional lines are available. Special services must be ordered at least two weeks in advance. Contact the Technical Services Manager for details.

**USES:** No part of the premises shall be used as living quarters.
Spiralifts in full seating position. With seats off lift 1 & 2 are independently adjustable from stage height to 9'6" below stage height.
Analog Telephone Services

Making Calls

1. **Outgoing**
   
   Press “7” to obtain an off-campus line (“outside line”). There is NO 2nd dial tone. Dial the number. **Please use a calling card [“O+” or 800] or call collect to numbers outside the local calling area.** Within the PAC and on-campus, just dial the 5-digit number beginning with 6.

2. **Computer/FAXs**
   
   **You may connect a FAX or modem to these lines.** Note that most of our other lines are digital and will NOT work with analog phones, modems or faxes.
   
   **A broken or “beeping” dial tone will alert you to messages waiting.** You can dial over this, but many FAX machines and modems will not sense this as a valid dial tone, so you may have to clear waiting voicemail before using your FAX or computer.
   
   Voice Mail can be turned off: Press #21#.

3. **Incoming**
   
   Voicemail service is available. See page 2 for commands.

<table>
<thead>
<tr>
<th>Greenroom (109) phone:</th>
<th>(805)756-7251</th>
<th>Extension/Box Nbr: 6 7251</th>
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<tbody>
<tr>
<td>Room 110 phone:</td>
<td>(805)756-6280</td>
<td>Extension/Box Nbr: 6 6280</td>
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<tr>
<td>Room 111 phone</td>
<td>(805)756-6281</td>
<td>Extension/Box Nbr: 6 6281</td>
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<tr>
<td>Common to all 3 rooms:</td>
<td>(805)756-7132</td>
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<tr>
<td>2nd phone</td>
<td>(805)756-7133</td>
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**Backstage Directory**

From another phone: dial a 6 and the 4-digit number....

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<tr>
<th>Jim Chernoff</th>
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<tr>
<td>Tech Services Mgr</td>
<td>112</td>
<td>756-1410</td>
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<th>Eli Zabala</th>
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<tr>
<td>Production Coordinator</td>
<td>113</td>
<td>756-7245</td>
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<tr>
<th>Joan Strom</th>
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<tr>
<td>Call Steward</td>
<td>208</td>
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<tr>
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<td>756-1512</td>
<td></td>
</tr>
</tbody>
</table>

**Administration Phones**

<table>
<thead>
<tr>
<th>Reception Desk</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>756-7555</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ron Regier (Director)</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>756-6557</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nancy Cochran</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Front-of-House)</td>
<td>756-7234</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>756-2787</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admin FAX</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>756-6088</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Joan’s admin asst</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>756-6595</td>
</tr>
</tbody>
</table>
To retrieve voicemail messages

A broken or “beeping” dial tone will alert you to messages waiting. You can dial over this. Voice Mail can be turned off:
Press #21#.

1. Call the voicemail access number - 6 6245. (From off-campus 756-6245). If you get a Cal Poly greeting, press #. If you are at a different phone, press * #.

When the system answers, you may hear:
“Please enter the box number.”

2. Enter the 5-digit extension number beginning with “6”

“Enter your password.”

3. The password is the 5-digit extension number also.

Then you will hear:
“You have no new messages” OR “You have XX new messages.” and will play first message.

### While Listening to a message
- 3 Erase/Delete + play next message
- 4 Skip to next message (this message stays “new”).
- 6 Fast Forward a bit (66 or 666 for more)
- 7 Rewind a bit (77 or 777 for more)
- # PAUSE / Unpause
- 2 Copy
- 5 Mark to Keep & skip to next message (this message is now “played”).
- 8 Hear the Date/Time stamp
- 9 EXIT

### After listening to a message
- 1 Reply
- 2 Copy
- 3 Erase/Delete + play next message
- 4 Skip to next message (this message stays “new”).
- 5 Mark to Keep & skip to next message (this message is now “played”).
- 7 Repeat last message from beginning
- 8 Hear the Date/Time stamp
- 9 EXIT

To turn Voice Mail back ON:
Press *21#.