

VHS Theater User Guide

These rules are in addition to the Theater User Agreement and do not replace nor contradict it.

The building is new. Please help keep it in good condition. Use common sense and treat the space and equipment with care and respect. Report any damage with equipment to the theater manager immediately: ajames@vashonsd.org.

You may not bring/consume alcohol on campus and this is a non smoking campus per RCW 28A.210.310 20 U.S.C. 7101

Do not use any equipment in the theater unless you have been trained in its proper use and operation. Examples of equipment included: ETC Elements light board, Mackie sound board, high lift

ALARMS AND ACCESS

There are two (2) alarm systems: the school/main building alarm system, and the theater alarm system. When you arrive for rehearsal or tech work in the theater, always enter from the back entrance of the theater. The alarm system panel is on the wall next to the door. If the system is armed, you will hear a discordant 'bee-bop....bee-bop...bee-bop,' series of tones. Using the 4 number code on the card key provided, press those 4 numbers on the system keypad and press "Enter." The LED message line on the keypad will say, "System is disarmed."

Depending upon the day, or activity in the high school's *main* building, the main building's alarm system might also be armed. Or not. So, please check the status of the main building's alarm by walking back outside from the theater's rear entrance and around to the front main entrance of the school building. You will see a standing post which is a card sensor, which when waving your keycard in front of it, will open the leftmost door of the four doors at the school's entrance. When you enter, the same wall-mounted keypad is on the left. The same tones sound IF the system is armed. There will be no tones sounding if the system has been disarmed by someone before you. Otherwise, you disarm the system in the same way as the Theater's side.

Please sign in on the clipboard with your name, your location (theater), and the time you entered the main building. Note, in the far right column, if the system's status WAS armed or DISARMED when you entered.

You have access to restrooms inside the theater dressing rooms and in the hallway in the theater wing of the building. ***If anyone walks towards the main school office when the main school building alarm system is ARMED, an alarm will be triggered. False alarms like this scenario, generated by in-building theater user groups, generate a fine from the county assessed to the school district which will be charged to the user group.***

For performances, you will have access to the full main hallway (the Great Hall) but neither the upstairs nor classroom areas, the lunch room (dining commons) nor the kitchen. Front-of-house supplies and leftovers will need to be sorted backstage or taken home.

THEATER ClearCom INTERCOM SYSTEM

The theater is equipped with one (1) Production Intercom Master Station in the Sound System Equipment Rack, four (4) Belt Pack Interface Stations (Stage left) and three (3) Wall Mounted Speaker Stations (Band Room, Dressing Room #1, Dressing Room #2). The Theater Manager will provide training on the use of this system.

THEATER PRODUCTION VIDEO / AUDIO PERFORMANCE FEED.

The theater is equipped with a video camera. The camera's video output signal is connected to the video monitor in the Makeup Room and to the projector in the Band Room ("green room") for projection on the white board during rehearsals and performances. Audio monitoring is accomplished by the over-stage hanging microphone. That audio signal feeds to the dressing rooms' wall mounted speakers.

The theater house wall-mounted camera is not to be adjusted nor any of its settings altered. It is a fixed camera specifically for performance monitoring and not to be used for video / audio capture of performances.

TOOLS, HARDWARE, CONSTRUCTION

Theater users need to bring their own tools, paint and brushes, gaffers tape, glow tape, muslin and other expendables. Please take these items with you when you leave.

There is a chop saw available in the shop to use. Some hardware is available for community use: L-braces, hinges, wheels, door knobs, etc. Please return them when you strike.

The theater's scene shop is fairly small, and the equipment that needs to be stored there occupies most of the floor space. Please speak with the theater manager if you need to store items in the shop space.

You may use screws to attach scenery to the stage floor. Make certain all screws are fully removed from the stage floor and large (bolt) holes are repaired at the end of strike.

LIGHTING AND SPECIAL EFFECTS

You may use lighting equipment, instruments, gels, frames, lamps and all equipment in both booths. These are all provided. Treat the equipment with respect and care. Do not allow anyone who has not been properly trained to use any equipment in either booth.

There is a basic light plot hung that provides a general wash by areas. You may change gels on those instruments, but do not refocus them. There are more instruments available to use for specials, or to supplement the current lighting on the catwalk and over the stage.

When you strike, remove the additional lighting you have hung and return it to the proper storage area in the shop. DO NOT take down the original lighting plot. Please carefully record which new lighting instruments you hang to insure that you take down the correct instruments when you strike. Gels may be left in the instruments; we assume everyone will be changing gels for each show anyway. When you change gels, return usable gels to the designated cabinet in

the shop.

There are no ladders tall enough to reach the lighting grid above the stage. Access is only possible with our motorized lift. You must be trained on this equipment piece by the Theater Manager before you can use it. The lift has a big footprint, so you may want to have the lighting designer hang anything over the stage before the set is built. This lift is regularly maintained and and is in fine working condition.

Inform the Theater Manager if you plan to use a fog or smoke effect so that the theater's sensitive smoke and suspended particulate detectors can be adjusted properly.

No food or liquids are allowed near the lighting console, sound equipment, projector, spotlights. or any other equipment in either of the booths.

PAINTING

Do NOT paint outside on the driveway or walkways.

No spray painting is allowed on the stage or in the shop. You may use spray paint in the Fbuilding. Bring your own paint and brushes. Do not leave paint behind without prior permission. There is no paint sink, so disposable brushes are recommended, or else you can wrap them in plastic and take them home to wash. **Do not use the sink in the shop or the make-up hallway or restrooms to wash brushes.**

When painting the set, you must protect the black curtains. Tie them back (cords provided), cover them in plastic (ask Theater Manager for large trash bags), walk through them very carefully if carrying wet paint or brushes. When you spatter, take extra precautions. We encourage you to do most of your painting in the shop or the F-building. You may be charged for cleaning or replacing damaged or paint-splotted curtains.

Because of past problems and to preserve the pristine curtains, **no children under high school age are allowed to paint onstage in the theater.** Children may paint in the Fbuilding or remain in the shop area. If you want to take down any of the black curtains, you must first talk to the Theater Manager.

CYCLORAMA

The cyclorama should remain in the fully rolled-up/retracted position until all construction and painting is complete. Do not attempt to operate the cyclorama's geared/winch equipment unless you have been trained by the Theater Manager.

MAKE UP / DRESSING ROOMS

User groups must furnish their own makeup supplies (pancake, pan stick, pencils, liners, spirit glue, appliances, removers, etc.). The makeup counter and area must be thoroughly cleaned during strike activities.

There is a performance video and audio signal feed to both the makeup room and the band

room (via the Smart Projector), so performers and crew can monitor onstage performance.

Additionally, the Theater Production Intercom System includes four (4) wall-mounted speaker stations in each dressing room, the makeup room and band room (green room). The Theater Manager will train user groups on the intercom system's functionality.

HOUSE AND STAGE AREA CLEAN UP AND STRIKE

The theater is a classroom every day. Please clean up in the shop and in the theater - stage, house, and lighting booth - at the end of every work session or rehearsal. Remove all trash and take to dumpsters and appropriate recycling containers. Sweep the floor onstage and in the shop.

Pick up any litter or personal items left behind in the house after a performance.

Do not eat nor drink in the house: you may snack in the shop or the make-up hallway. Bottled water only when seated in the house - **NO OTHER LIQUIDS ARE ALLOWED, EVEN IF THEY HAVE A LID.**

The stage floor must be returned to the original black color after strike. See the Theater Manager for the specific color code and brand (available from the island's Ace Hardware).

Tape over the flashing at the front of the stage and the molding around the proscenium walls before painting near those areas. The Theater Users Agreement contains further information regarding what theater equipment is available.