

## **BACKSTAGE POLICIES**

**These Backstage Policies have been established for the safe and efficient operation of the building. They are part of the User Agreement, Usage Policies, and other integrated documents. Contact the Production Department for details.**

**ACCESS** There are four (4) loading dock doors located at the West End of the building on G Street between 5<sup>th</sup> & 6<sup>th</sup> Avenue. The southern most dock door (#1) is equipped with an adjustable loading ramp and is the only bay that will accommodate scenic elements longer than 15 feet. With Dock Door #1 being the only adjustable loading ramp, trailers and trucks will be allowed to park there for a maximum of 24 hours with the prior approval from Production. There is NO parking for personal vehicles. Active loading and unloading of personal vehicles have a time limit of twenty (20) minutes. All of the stages, except the Voth, are on the same level as the bays, and each has a scene dock door-allowing access of any scenic element that comes through the bays. To insure access to the loading dock bays, production should be given a delivery and pick-up schedule at the pre-production meeting. The schedule for loading doors is posted at Security.

**PARKING** **NO** parking is allowed at the loading dock, sidewalks or Town Square Park. Vehicles in violation will be towed at Owner's expense. User should advise all staff and stagehands to use the various public parking areas nearby.

**CAST and CREW** All cast and crew members must enter, check in and leave by the stage **crew entrance** door entrance located on 5th Avenue & G Street (Security entrance).

**SECURITY** Users must submit a manifest of names to the Production Department one week prior to their load in for all people needing backstage access. The User will specify who adds names to this list.

Daily individual passes must be signed out/in from Security from 8:00 am to 12:00 midnight. Large groups will be responsible for checking in and issuing their own group badges. Passes must be available upon request at all times backstage unless in costume. Those without backstage passes will be asked to leave. There are no exceptions to the above. For information about checking in/out children (17 or younger), please see Chaperone Policy (page 24).

Personal Property: Lock boxes may be provided for User on all stages upon request. User must supply padlocks.

**DELIVERIES** Materials delivered to the Center when the User is not in the building will be accepted only when prior arrangements have been made. ACPA will not accept any C.O.D. goods. ACPA is not responsible for loss/damage of any goods delivered.

**STORAGE** Storage for any user's equipment is not available. Backstage corridors may not be used for storage. Special exemptions may be obtained from the Fire Marshall's office. Adequate access must be left to all doorways, fire extinguishers, fire exits, stairways, elevators, and dock doors. Fire doors must remain closed at all times. Once the User has loaded out, all equipment must be removed as well. Storage fees for equipment not removed when User loads out will begin the following day.

## **ACPA PRODUCTION STAFF**

Each theatre has a Production Manager: Fred Sager - Atwood Concert Hall; Mark Florez - Discovery Theatre; Wendy Odden - Sydney Laurence Theatre; Stephen Crawford - Elvera Voth Hall, lobbies and Skybridge Events. This Production Manager will act as the Center's central liaison making sure all technical aspects of an Event are accommodated, including, but not limited to, assigning support areas, keys, labor calls, equipment, general problem solving, etc. This Production Manager is not a laborer except by special arrangement at an additional cost to the User. This Production Manager or other production staff member may not be exclusively assigned to a User's Event.

## **TECHNICAL INFORMATION**

ACPA Production Office (Production) will provide floor plans, elevations, lighting circuit diagrams, sound circuit diagrams, line set schedules, and inventories of sound, lighting, and rigging equipment. Additional information is available upon request about dressing room diagrams, Atwood orchestra shell drawings, specs on lighting, sound, rigging equipment and ACPA technicians' costs.

Production must receive the following, three (3) weeks in advance:

1. Technical Rider information
2. Equipment Rental requests
3. Shop Order requests for lighting, sound, and rigging
4. Technical Schedules

Special technical requests must be made no later than one (1) week in advance. Please note; all equipment is on a "first come, first served" basis. Production does not guarantee certain equipment will be available for all requests.

## **DRESSING ROOMS, ACTORS LOUNGES, WARDROBE ROOMS**

A standard complement of rooms is available for each theatre. Additional rooms may be available for rent. The Elvera Voth Hall does not have dressing rooms but may be arranged at an additional cost.

## **FACILITY KEYS**

The User will be issued keys to the stage house, dressing rooms, technical booths, etc. as assigned by Production per User request. The Stage Manager and/or Technical Director have responsibility for the User's assigned keys.

## **EQUIPMENT**

User is responsible for all ACPA equipment. Replacement value of any lost or damaged equipment will be added to the Final Settlement. Please refer to the Theatre Information Sheets for more detail on the following equipment.

- A. No Center equipment may be used as set pieces.
- B. Orchestra Shells: A full shell is located in the Atwood Concert Hall and Discovery Theatre. A portable shell is available for use in any theatre. Only ACPA qualified labor will set up orchestra shells. User must pay an additional fee for the set up and take down of shells.
- C. Pianos: Users may rent ACPA's pianos, if available.
- D. Tech Tables: ACPA can provide a tech table for the User's directors and designers.
- E. Risers: Risers and staging are available at an additional cost.

F. Tables/Chairs: Each theatre has table/chairs available for use. Additional banquet tables, chairs, and skirting may be rented.

G. Music Stands: Music stands and lights are available at an additional cost.

H. Lighting/Sound Equipment: Individual theatre inventories are included as part of the rent. Additional equipment can be requested, but an additional cost may be incurred.

**Soft goods** Assignment of additional soft goods is on a "first come, first served" basis at no additional cost. Production must be notified in advance of soft goods being moved or added.

**Rigging** Additional rigging hardware is available for use by qualified riggers. Additional costs may be incurred.

**Lifts/Ladders** Lifts and ladders are available to trained individuals based on the daily use schedule. Usage of lifts/ladders must follow OSHA standards.

**Work lights** Work Lights are provided on SL/SR of the Fly Gallery, the Electrics and the Front of House lighting positions. Moving, unplugging or altering existing work lights may result in hazardous working conditions and must be coordinated with Production.

### **ORCHESTRA PITS**

A pit lift is installed in the Atwood Concert Hall. Standard configuration for the lift is at stage level without seats. Seats may be installed on the lift which will increase the capacity by a maximum of seventy-four (74). Installation/removal of pit seats will be done at User expense. Due to egress (if at house level) and equipment concerns, no dancing is allowed (except by professional dance company members) on the Atwood pit. It is important that User notifies both Ticket office and Production if pit seats are used or changed.

The standard pit configuration for the Discovery Theatre is a fixed cap at stage level. The pit cover may be removed and restored at an additional cost.

### **STAGE MANAGER**

The User must have an ACPA qualified stage manager at all times. This requirement may be waived for meetings or receptions with the rental of the Voth Hall, Skybridge or Lobby spaces. A list of qualified personnel is available from Production. All access to the stage must be arranged with the stage manager or ACPA Production Department. Stage Manager candidates may request qualified SM status by submitting a letter with a resume to Production and completing the SM training program at ACPA. Stage Manager candidates will then be reviewed. Final decisions for qualifications will be at the discretion of the Production Department.

### **TECHNICAL DIRECTOR**

The User may be required to provide a qualified technical director for their production.

### **USER PERSONNEL**

Production must approve User technical personnel before they work in the Center. Persons who are not performing a function required for an Event in progress are not allowed in the backstage areas unless approved by User. A list of qualified technicians is available from Production.

### **CREW REQUIREMENTS**

ACPA reserves the right to determine User's minimum crew requirements needed for safe operation of the facility. If Production deems it necessary, the User will be charged for any additional labor required to load in, run or load out an Event. Minimum crew requirements details on pages 22-23 of these Regulations.

## **STAGE LABOR**

Stage labor can consist of one or more of the following:

- User's technicians (qualified by ACPA)
- National touring technicians (qualified by ACPA)
- I.A.T.S.E. Labor Union (3 hour minimum)
- ACPA Staff Members (3 hour minimum)
- A combination of any of the above.

Technical job descriptions are available from Production. Designers can be hired independently by the User or through Production. Production reserves the right to augment or replace individuals on a labor call. Stage labor individuals wanting to be qualified in specific areas may submit a letter and a resume to Production for review. Job descriptions for each technical position are available from the Production Department. Final decisions for qualifications will be at the discretion of the Production Department.

## **FIRE PROTECTION**

All sets and soft goods must be made of non-flammable materials or treated with fire retardant chemicals. Any set that extends into the auditorium past the fire curtain will be subject to inspection for compliance by the Anchorage Fire Department. Such sets should not impede the travel of the Fire Curtain.

## **TECHNICAL WORK**

Construction (except the installation or disassembly of stage scenery) is prohibited. No facility wall or ceiling surface may have any item attached to it with glue, adhesive tape, screws, nails, tacks, or staples. No painting is allowed in the facility except with the express approval of Production. Cost (or estimated cost) to repair any damage to the facility will be charged the User in Final Settlement. Production must approve any exceptions to this policy in advance, in writing.

All ACPA soft goods must be flown out before any touch-up painting will be permitted. NO EXCEPTIONS.

If WELDING of any kind is necessary, written approval must be received by production staff as very specific requirements must be met.

Technical work is done only on days rented by the User. Exceptions must be in writing and signed by the ACPA President.

## **SOUND**

User's Event shall be subject to limitations of sound level per municipal ordinance. Chapter 15.70 NOISE CONTROL.

## **SPECIAL RIGGING**

ACPA Rigging Specialist must approve all special rigging designs and personnel. All designs for special rigging must be submitted to Production two (2) weeks in advance.

## **FIREARMS & SPECIAL EFFECTS**

All incendiaries, explosives, lasers, strobes, smoke, and effects involving fluids, flames, and gasses must meet all fire and safety codes.

- Pyrotechnics. User must obtain all proper licenses, and the Anchorage Fire Marshall must approve all special effects listed above. ACPA must receive written documentation of such approval
- Firearms, smoke/fog and strobes. Patron Services must be notified a minimum of one (1) week prior to Event, to accommodate ADA requirements for posting. A 48-hour notice, prior to Event, must be given to the Plant Department of any air handling needs. Any flammable chemicals must be kept in an OSHA approved non-flammable container.
- All firearms, when not in use, must be turned in to the Security office for locked storage.

## **SMOKING**

NO smoking is allowed in the building per Alaska Statute Sec 18.35.300 or within 20' of an entrance per Revised AMC 16.65. Smoking may be allowed on stage as part of a performance script with written permission of ACPA.

## **FOOD AND BEVERAGE**

Only bottled water is allowed in the theatres during a performance. No Food or Beverage (except bottled water) is allowed in Technical Booths of any theatre. Food and Beverage is allowed in actor's lounges and dressing rooms.

Alcoholic beverages are allowed in the dressing rooms and actors' lounges with ACPA approval. No alcohol is allowed on any stage except during an approved contracted event. Only ACPA's concessionaire on contract is allowed to sell alcohol.

## **RESTORE**

All stages and equipment must be restored to the standard established by Production Check-In/Out list. If not properly restored, additional costs will be incurred. **Any ACPA equipment used by the User that is damaged or lost will have its replacement value charged to the Final Settlement.**

## **PERSONNEL CONDUCT**

All backstage personnel must maintain professional standards and practices during occupancy of this facility. Professional standards include, but are not limited to, industry safety standards, courtesy to other personnel, respect for property, and adherence to all state and local laws and regulations. Any individual not maintaining professional standards will be required to leave the facility and may face legal action.

## **OSHA**

All Users are required to comply with OSHA standards and regulations.

## **ACCIDENTS or INJURIES**

All accidents and injuries, no matter how minor, must be reported to Production and a written report completed.

## **STAGE CREW REQUIREMENTS**

### **MINIMUMS FOR ALL EVENTS**

If electrics are to be hung, there shall be a minimum of two fly people and one electrician.

If a repertory plot is used, there shall be a minimum of one electrician.

If the ACPA light boards need to be programmed, there shall be a minimum of one qualified light board operator.

If a follow spot is to be operated, there shall be a minimum of one follow spot operator.

If battens are to be flown in and/or out for a rehearsal or performance, there shall be a minimum of one fly person.

If battens are to be weighted or un-weighted in excess of a single full counterweight, there shall be a minimum of two fly persons.

If a bosen chair to be used, there shall be a minimum of one fly person attending the rail at all times while bosen chair is in use. Minimum of two fly people to load and unload weight.

If any specialized rigging or any additional rigging points created in the theater, there shall be a minimum of two riggers.

If a person needs to be flown, a minimum of one rigger and one fly person to install, inspect, and operate the system and components.

If the small shell needs to be set up and taken down with the acoustic ceiling, there shall be a minimum of one fly person and one carpenter.

If the same shell walls need to be set up and/or taken down, there shall be a minimum of one carpenter.

If the chorus risers or staging needs to be set up, there shall be a minimum of two carpenters.

If round tables and chairs to be set up and/or removed, there shall be a minimum of one carpenter.

If a personnel lift is being utilized, there shall be a minimum of one certified operator and one grip.

If ladders, catwalks, and/or power tools are used, there shall be a minimum of one position (a qualified person) and one grip.

If the dance floor is to be laid or removed, there shall be a minimum of one prop person and one grip.

If any ACPA audio equipment is to be patched, re-patched, un-patch, set up, or taken down, there shall be a minimum of one audio technician.

If the house mix position needs to be set up or removed, there shall be a minimum of one audio technician and one carpenter.

If any audio equipment is to be flown overhead, there shall be a minimum of one audio technician and one fly person.

If wardrobe boxes are to be unpacked, laundry facilities used, costume repairs, or performance dressing integrated into a rehearsal/performance, there shall be a minimum of one wardrobe person.

### **Minimums for Atwood Hall**

If legs are to be moved, removed, or added, there shall be a minimum of two fly people and two carpenters.

If a border, cyclorama, scrim, main curtain, and/or black traveler are to be moved, removed, or added, there shall be a minimum of two fly people and four carpenters.

If the Atwood orchestra shell needs to be set up or taken down, there shall be a minimum of one certified motor operator /fly person, four carpenters, and one electrician.

If Atwood orchestra ceilings need to be moved to storage truss, there shall be a minimum of four carpenters and one certified motor operator.

If pit seats need to be set up or removed, there shall be a minimum of two carpenters.

If both house mix and monitor mix are to be used, there shall be a minimum of two audio technicians.

### **Minimums for Discovery Theater**

If legs are to be moved, removed, or added, there shall be a minimum of two fly people and one carpenter.

If a border, focus track, and/or the acoustic ceiling pieces are to be moved, removed, or added, there shall be a minimum of two fly people and two carpenters.

If a main curtain, cyclorama, scrim, and/or black traveler are to be moved, removed, or added, there shall be a minimum of two fly people and four carpenters.

If the Discovery orchestra pit plugs to be removed or restored there shall be a minimum of five carpenters.

If Discovery orchestra shell needs to be set up, there need to be a minimum of one certified motor operator/fly person, two carpenters, and one electrician.

If the ETC S4 multi PAR lights added to the shell set up, additional crew of one electrician and one fly to the normal shell set up.

If the Discovery orchestra shell walls to be moved to storage truss, there shall be a minimum of one certified motor operator, two fly persons, two Carpenters and one carpenter must be a qualified Genie operator.

### **Minimums for Sydney Laurence**

If legs and/or borders are to be moved, removed, or added, there shall be a minimum of two fly people and one carpenter.

If the main curtain, black traveler, cyclorama, focus track, and/or scrim are to be moved, removed or added, there shall be a minimum of two fly and two carpenters.

## ACPA CHAPERONE POLICY AND GUIDELINES

**Whenever children are brought into the backstage areas of the Center as part of a production, an adult must accompany them. A child is defined as anyone under the age of 18. User should plan on supplying one adult chaperone for every five children. Please distribute copies of these guidelines to all persons who will be acting as chaperones for your Event. All chaperones are required to make themselves available for a one-hour group training session/orientation in the Center prior to the load in date. Please coordinate the training time within the group and then with the production manager of the theatre.**

We hope these guidelines will help make the time the children spend in the Center to be safe, productive, and fun. We want the children to remember the Center as a pleasant place to be. The Center management gives you these guidelines as a framework from which you can organize children backstage and a means with which to achieve these ends. The Center management does however reserve the right to refuse any child or chaperone access to the building if they demonstrate an unwillingness to cooperate with these guidelines.

1. We recommend setting up a table on the loading dock to check in/out children. At this table chaperones can be given passes to wear and pick up/drop off their group of kids. Parents should know ahead of time that unless they are chaperoning they are not allowed beyond the check in/out table.
2. All chaperones are expected to be in the Center at least 15 minutes prior to the children they are supervising. You are expected to pick up the children at the sign in/out table and escort them to their destination; usually the first stop is the dressing room to get them settled.
3. Chaperones will stay with the children at all times. Any movement of children through the building, to wardrobe, the stage, etc. requires that you escort them as a group. In the Event it becomes necessary for a chaperone to escort one or two of their children without the rest of the group, the remaining children may be left temporarily with another chaperone. No child (children) may be left alone for an extended period of time without a chaperone, five minutes is a long time and unacceptable.
4. Chaperones and children should remain in the dressing rooms when not required on stage. If you wander around the building you may not hear the stage manager call for your group. The Center is a large and busy building and many areas can be very dangerous. Tours of the general building can be arranged through Julie Millington, Vice President (263-2920).
5. When your group is called to stage, please use the designated route you have been taught. In some cases you may be needed on stage to help get children into position. In most cases you will turn the children over to a stage manager. Before the children are done performing, you will need to go to your designated pick up area and help move the children off the stage and back to their dressing rooms.
6. If the children are not required on stage again you will need to escort them back to the dressing room, let them change out of costume and escort them as a group to the sign in/out table to be picked up by their parents. It is your responsibility to make sure each child is signed out and turned over to their parents. Children should never be allowed to wander up to the check out area alone.
7. If the children are required back onstage you will need to return them to the dressing room between their times on stage and have some type of quiet entertainment to keep them occupied. We suggest you ask your children to find out what they are interested in doing. Sometimes the wait can be long, so it's a good idea to have at least two or three activities that they want to participate in. This works really well at keeping the children where they are supposed to be and happy to be there. Having some snacks and something to drink can also be very helpful.