



WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

HEINZ C. PRECHTER  
EDUCATIONAL AND *Performing Arts Center*

## Technical Information Packet



**This document contains technical specifications and stage use policies. Please see the comprehensive Handbook of Policies and Procedures for further information.**

**Updated August 9, 2017**

## Table of Contents

Table of Contents	2
General Information	3
Stage Policies & Procedures	4 - 5
Technical Information Packet	6 – 12
First Floor Plan	13

## **General Information**

Heinz C. Prechter Educational and Performing Arts Center (EPAC)  
Wayne County Community College District  
Downriver Campus  
21000 Northline Road  
Taylor, MI 48180

Time Zone – Eastern Standard Time

Phone: 734-374-3232  
e-mail: [performingartscenter@wcccd.edu](mailto:performingartscenter@wcccd.edu)

Deborah Duyck  
District Executive Dean, Heinz C. Prechter Educational and Performing Arts Center  
[dduyck1@wcccd.edu](mailto:dduyck1@wcccd.edu)  
Phone: 734-374-3512

Steve Wildern  
Theatre Operations Dean  
[swilder1@wcccd.edu](mailto:swilder1@wcccd.edu)  
Phone: 734-374-3232

## **Stage Policies and Procedures**

1. No tape or thumbtacks or other adhesives are to be used on the walls or other surfaces anywhere within the EPAC. Gaff, spike and glow tape may be used on the stage floor. Blue “painters tape” may be used in most areas.
2. Nothing is to be pinned or affixed to the draperies in any way in the EPAC.
3. The Theatre Operations Dean will supervise all technical operations for the EPAC. The Theatre Operations Dean should be notified of any activity scheduled in the EPAC.
4. All technical staff is under the supervision of the Theatre Operations Dean for any use of the EPAC.
5. No unauthorized or unaccompanied persons are allowed onstage, backstage, fly gallery, dimmer room, coves, catwalks, or booths.
6. No props, costumes or makeup or other item will be taken or used without permission.
7. No EPAC equipment will be taken out of the building without written permission of the Theatre Operations Dean. Such equipment includes music stands, tables, chairs, stand lights, platforms, and risers as well as any stage equipment.
8. Any group using the EPAC is responsible for returning the area to “house condition” (i.e. the condition it was in originally) following its use, unless previous arrangements have been made. This includes the greenroom, the dressing rooms, classrooms, restrooms, the stage itself, lighting plot and the loading areas.
9. No one will be allowed to operate or use stage equipment without the knowledge and permission of the Theatre Operations Dean. A technical staff is available to assist with the requirements of performances.
10. All technicians and volunteers are responsible for learning the emergency procedures and being able to implement them should the need arise. All users will follow safety instructions given by the District staff.
11. There will be no food, drinks or smoking allowed in the booths, on stage or in the loading areas at any time.
12. No scenic construction may take place inside the Theatre or onstage or in the Studio. Scenery must be constructed elsewhere before assembly in the performing space. This is to prevent the contamination of draperies and lighting or sound equipment due to dust and floating debris produced during construction. The use of power saws, handsaws, drills, sanders or any other tool which would produce sawdust, is not permitted in the EPAC.
13. Spray painting is not permitted inside the EPAC. Touch-up painting with water-based paint is permitted, with brushes and rollers only: no air guns or other painting techniques which produce overspray or splattering of paint are to be used anywhere in the EPAC.
14. Props or set pieces or set decorations which may present a substantial fire hazard are not permitted in the EPAC. All scenic elements must be properly and thoroughly

flame-proofed beforehand. This includes dried plants, papers or fabrics in large concentrations and/or "piles." Flats must be properly flame-proofed according to standard fire codes. The use of loose sand, dirt, grass, rocks, wood chips or other such material, even for a set design is prohibited in the EPAC. BEFORE YOU LOAD IN YOU MUST PROVIDE A VALID CERTIFICATE OF FLAMEPROOFING FOR ANY AND ALL SCENERY, DROPS, BANNERS AND DRAPERIES. NO UNFLAMEPROOFED MATERIALS WILL BE ALLOWED INSIDE THE EPAC.

15. No one under the age of 18 may operate any hazardous tools (circular, skill or jigsaws, power sanders, routers, etc.) on the premises. This includes personal power tools.

16. Proper clothing and appropriate Personal Protective Equipment (protective eyewear, earplugs, kneepads, gloves, etc.) are to be worn at any time assembly of scenery or use of tools is taking place. Long pants, enclosed shoes (no open toes) and shirts qualify as proper clothing. Jewelry should be kept to a minimum. Jewelry and hair should be worn in a manner that would avoid potential safety hazards. Fall protection harness shall be worn as required.

17. Because of the potential fire hazard, and in keeping with fire laws and risk of damage nothing but the existing rigging may be hung on the Theatre grid.

18. All maximum occupancy designations for EPAC rooms will be strictly enforced.

19. Storage space is extremely limited and only available during your contracted time in the space. Please discuss your storage needs well in advance of your arrival. Please note that extra costs may be incurred for the storage of any materials related to your event outside of your contracted time.

20. For aesthetic reasons, as well as fire codes, users of the EPAC may not leave debris, set pieces or other equipment outside the building and doors. The District is not able to dispose of large set pieces, props, furniture, costumes or other items related to your event. Anything brought with you must be taken with you when loading out.

21. If at any time during the mounting of a production the Theatre Operations Dean determines that safety is being jeopardized or safety rules are not being followed, operations may be suspended until such time as the violations are rectified.

22. Indoor Pyrotechnics, Smoke, Haze, Fog and other special effects shall only be allowed with prior permission from the EPAC. Fire effects of any kind, including the smoking of a cigarette onstage must have special permission granted by EPAC, WCCCD and the Fire Department of the City of Taylor.

23. Helium balloons are not permitted in the theatre. The use of glitter, confetti, sparkle spray, glitter hair and body sprays, hay or straw, fake snow and any other confetti or glitter-like substance is prohibited in the EPAC.

24. No doors may be propped open.

## Technical Information Packet

### Loading Dock

There is an electronic Dock Leveler adjustable from 2' – 4'. Loading Dock is level with the stage floor. There is space for one truck/trailer at the loading dock. Arrangements must be made for parking trucks/trailers on site for the duration. Trucks may not be left running in the loading dock area.

There is no forklift available.

Passage from loading dock to stage is through the following (3) three doors:

Loading Dock Rolling Door to workshop dimensions are 12' w. x 10' h.

Workshop to Corridor Door dimensions: 10' w. x 15' 4" h.

Corridor to Stage Door dimensions are: 9' 8" w. x 15' h.

So...maximum height from truck to stage is 10', maximum width is 9' 8".

### House

Main Floor: 570 fixed seats/8 Barrier Free locations, total 578

Balcony: 230 fixed seats/4 Barrier Free locations, 234 total

Total Seating: 800 fixed seats/12 Barrier Free locations

### Production Office

Available by arrangement.

### Stage

The EPAC has a proscenium stage. Elevation is equal to first floor and dock height.

Stage Floor construction: Center playing area, approx. 55' w. x 35'd. is painted masonite over plywood, felt and 2x6 lumber spaced 16" o/c over reinforced concrete. Wing space is painted reinforced concrete. All painted black.

There is no trap room and the floor is not trapped.

Nails, screws, lag bolts, etc. may not be used in the floor without special permission from Theatre Operations Dean.

Orchestra Pit has a manually installed deck with (3) playing heights:

Pit level is stage minus 9' 2".

Seating level is stage minus 3' 4" (level with seating area)

Stage level is...level with stage.

Proscenium width: 40' 0"

Proscenium Height: 24' 0"

Proscenium thickness: 1' 8"

Stage Width: SL locking rail to SR wall: 78' ½"

Wing Space SR: proscenium to wall: 20' 4"

Wing Space SL: proscenium to locking rail: 17' 8 ½"

There is a spiral stair to the loading gallery in the UL corner.

Stage Width: SR (CL to wall): 40' 4"

Stage Width: SL (CL to locking rail) 37' 8 ½"

Stage Depth: DS edge of proscenium to back wall (US) 40' 4"

DS edge of orchestra pit to back wall @ centerline: approx. 53'

DS edge of orchestra pit to DS edge of proscenium @ centerline: **13'**

US edge of Proscenium to back wall: 38' 8"

House curtain to back wall: **39'**

House curtain to apron at CL: **3'**

Crossover: via 5' wide corridor behind US wall – SR to USL

**Rigging**

Counterweight system is single purchase 1:1 ratio

Top of grid is 61' 0" above stage floor

Loading Gallery is SL at elevation 50' 10", access via spiral stair, UL

Bottom of grid is **approx. 60'** above stage floor

Locking rail is SL

Batten length is: **62'**

Batten travel is: **50'**

Batten low trim is **5'**

Batten high trim is **55'**

Electric Batten travel is: **48'**

Electric Batten low trim is **5'**

Electric Batten high trim is **53'**

Batten is 1 1/2" I.D. Schedule 80 Pipe

Batten has **7** lift lines

Pipe weight is: **approx. 225lbs.**

Arbor capacities of: general batten: **1795 lbs** lbs.

Electric batten: **2309** lbs.

Orchestra Shell Ceiling: **None**

Fire Curtain: @ plasterline.

Main Act curtain: lineset #1 @ 1'3" from Plaster (see hanging plot)

Operation is Guillotine with Center split or Traveler

Fullness = 50% box pleated. KM Fabric, Inc. Navy #1118

Teaser: lineset #2 @ 1' 11" (see hanging plot)

Tormentor: Lineset #3 @ 2' 7"

Part of fire protection? No

Teaser and Tormentor are not "working" battens. Cannot be cleared.

No scenery, lights. Etc. may be attached to batten of valance or tormentor panels.

**No scenery or equipment may be placed across curtain line which might prevent fire curtain from reaching stage floor.**

House Goods

<u>Item</u>	<u>color</u>	<u>material</u>	<u>fullness</u>	
Main Rag	TBD	velour	50%	
Teaser	black	velour	0%	
Tormentor	black	velour	0%	
Legs	black	velour	0%	seven sets (incl. tormentor)
Borders	black	velour	0%	five sets (incl. teaser)
Travelers	black	velour	50%	mid and rear
Cyclorama	white	muslin	0%	
Scrim	black	sharkstooth	0%	
Rear Projection Screen				

**Dressing Rooms**

All Dressing Rooms are on stage level:

- (1) Green Room 10' x 20' with 4 mirror stations.
  - (1) private dressing room with private toilet, lav & shower. Note: access is through Green Room – if used as Green Room, unavailable as dressing room.
  - (2) Men's dressing rooms, (4) mirror stations ea. (total 8) which share toilet/shower facilities.
  - (2) Women's dressing rooms, (4) mirror stations ea. (total 8) which share toilet/shower facilities

**Laundry Room**

Washer and Dryer located in loading bay area.

**Rehearsal Studio**

The Studio is suitable as a rehearsal room. It is directly behind the stage on the first level and is available by arrangement.

Size: 63'w. x 31' 7" d. and is enclosed by folding partition walls from the lobby extension.

**Electrical**

**Company Switch**

400A 3P company switch with Posi-Lock connectors @ USR – Presenter must provide their own connectors, feeder and distro.

There is no isolated company switch scheduled for audio

**Dimmers**

(4) ETC SR48+ dimmer racks (up to 384 circuits)

**Lighting Control**

ETC ION Console may be located in Lighting Control Booth, Mid House or Onstage SM.

FOH	Hang	Height from Stage	Aprox. Throw to stage	# Circuits
Catwalk #1		35'	43'	36
Catwalk #2		35'	51'	44
Catwalk #3		35'	69'	24
SL Box Boom			9'	8
SR Box Boom			9'	8
Balcony Rail				8
Stage		US from Plaster		# Circuits
ELX 1		3' 3"		24
ELX 2		5' 3"		24
ELX 3		8' 7"		24
ELX 4		10' 7"		24
ELX 5		17' 11"		24
ELX 6		23' 3"		18
ELX 7		29' 11"		12



## Electrical Cont'd

### Lighting Inventory all with 20A three-pin stage connectors

- (8) Source 4 5° w/ HPL750/115 lamp
- (20) Source 4 10° w/ HPL750/115 lamp
- (36) Source 4 14° w/ HPL750/115 lamp
- (16) Source 4 15° - 30° Zoom with w/ HPL750/115 lamp
- (38) Source 4 19° w/ HPL750/115 lamp
- (48) Source 4 26° w/ HPL750/115 lamp
- (30) Source 4 36° w/ HPL750/115 lamp
- (24) Source 4 50° w/ HPL750/115 lamp
- (36) Source 4 PARnel w/ HPL750/115 lamp
- (8) Altman 7' 6" 3-circuit R40 Borderlight with 300 watt R40 Flood lamp

- (4) City Theatricals Source 4 Iris #2180
- (2) City Theatricals Follow Spot Handle #1360
- (16) 5" top hats for Source 4 15° - 30° Zoom fixtures
- (48) 5" top hats for Source 4 19° - 50° fixtures
- (36) 4-way Barndoors for ETC Source 4 PARnels
- (24) Standard Pattern Holders for Source 4's
- (12) Glass Pattern Holders for Source 4's
- (120) 5 5/8" 50° Roundels for Altman 7' 6" 3 circuit R40 Border Lights

- (24) Two-fers 36"
- (20) 12/3 SO Extension Cable 5'
- (20) 12/3 SO Extension Cable 10'
- (20) 12/3 SO Extension Cable 25'
- (20) 12/3 SO Extension Cable 50'

- (42) 12" sidearm w/tee
- (8) 50lb. Boom Base w/ 10' schedule #40 1.5" I.D. pipe
- (8) City Theatrical Boom tie off
- (4) City Theatrical 10-inch Floor Boom Base

Follow Spots: (2) Canto 1200

### Projection

- (1) Epson PowerLite Pro G5950NL – Middle Throw Lens #1 or 2, located at balcony rail for front projection. Integrated CPU and patched to Yamaha board.
- (1) Denon DN-500BD 1RU Professional Blu-ray Disc Player

### Lighting Control Booth

Dimensions and location: on main floor, access from back row through 3' door and three stairs.

Distance from control booth to proscenium front: 67' @ elevation of 4' 8"

## Audio

The EPAC Theatre Operations Dean has the ultimate authority and final say in all matters relating to sound limits for all events

Our house audio system is appropriate for many types of events. It may, however, be necessary for you to augment our system or rent an independent system. Please review the following information carefully and have a detailed discussion with our technical director regarding your needs.

### Audio control Booth

Located in Balcony. - Distance to Proscenium front: 54' 9" @ elevation of 17' 2"

Optional FOH mix position on left section Main Floor rows Q/R

Mixer: Yamaha IM8-32

Main cluster: (2) NAV 4800 Graphic Equalizer  
(3) QSC CX 702 power amps  
(5) JBL AM 6212 (three @ proscenium L/R/C and one ea. Effects L/R)  
(2) SBA 760 Powered Subwoofers.

Stage Monitor: (1) QSC CX302 Power Amp  
(2) EV Sx 100+ (we usually use for foldback on stage)  
(4) EV ZX1a powered speakers

Pit Monitor: (1) QSC CX302 Power Amp  
(2) EV Sx 100 (we usually use for front fill on stage)  
(2) 25' NL4 cable  
(2) 50' NL 4 cable  
(1) 75' NL 4 cable

Microphones: (3) Shure SM87A vocal mics  
(3) Crown PCC-160 floor mics.  
(1) Shure SM58  
(1) Shure SM57  
(2) ISOMAX 4RF Podium Mics.

Wireless: (2) Handheld AKG WMS400HTD 880  
(2) lavalier-type lapel mics AKG WMS400PT 407B  
(4) Shure ULXS 124/85 Handheld or lav-type  
(4) Shure MX 153 Countryman-style headset mics (3 beige, one cocoa)

| Playback: Denon DN-T625 dual cassette/cd

Assistive Listening: Soundmate ST-300, (4) receivers

mic cables, Canon XLR connectors

- (1) 150' 32/8 audio snake
- (1) 50' 8/4 Stage Snake
- (6) Atlas MS-11C Mic Stands
- (6) 16" tripod boom stands
- (6) 36" tripod boom stands
- (10) Audiocomm Headsets – wall plates throughout. 2-channel

### **Backline and Pianos**

The EPAC does not own any standard backline equipment or pianos. A variety of vendors are available.

(4) Direct DI boxes

### **Properties/Equipment (available by prior arrangement)**

(9) 4' x 8' Stage Right PolyTrac/gray carpet Decks,

(5) 18" – 24" Z-HD legs

Various other leg heights of z-leg available  
skirting

(10) Chrome Stanchions w/ (9) 6' blue velour ropes

(1) ea. A-Frame stepladders: 6', 8' & 12'

Edison Cable in various lengths

(1) Genie Lift Model AWP-30S

(6) Z-leg Garment Racks

(1) Set Standard US & State of Michigan flags/stands

(6) Rubbermaid 55gal. rolling trash bins

(5) 55' rolls Adagio black Marley

(24) Manhasset Music Stands on cart

## Hangqing Plot

Lineset #	Distance from plaster	House Goods	Info & Notes
	0"	Fire Curtain	dashpot SL
1	1' 3"	Main Act Curtain	
2	1' 11"	Teaser	
3	2' 7"	Tormentor Panel	
4	3' 3"	Electric 1	
5	5' 3"	Electric 2	
6	5' 11"	General Purpose	
7	6' 7"	Border	
8	7' 3"	Legs	
9	7' 11"	General Purpose	
10	8' 7"	Electric 3	
11	10' 7"	Electric 4	
12	11' 3"	General Purpose	
13	11' 11"	Border	
14	12' 7"	Legs	
15	13' 3"	Front/Rear Projection Screen	
16	15' 3"	General Purpose	
17	15' 11"	Mid Stage Traveler	
18	16' 7"	Legs	
19	17' 11"	Electric 5	
20	18' 7"	General Purpose	
21	19' 11"	General Purpose	
22	20' 7"	Border	
23	20' 10"	Legs	
24	21' 3"	General Purpose	
25	21' 11"	General Purpose	
26	23' 3"	Electric 6	
27	25' 3"	General Purpose	
28	25' 11"	Border	
29	26' 7"	Legs	
30	27' 3"	Black Scrim	
31	28' 7"	General Purpose	
32	29' 11"	Electric 7	
33	30' 7"	Legs	
34	31' 3"	Rear Traveler	
35	32' 7"	Cyc (sky drop)	

