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Music Hall



Music Hall

Music Hall, the seventh building constructed on the University of Wisconsin campus and the fifth oldest still standing, is located at the foot of Bascom Hill, across the street from the Humanities Building. It is the home of University Opera productions and the site of several offices and areas for stage construction, costume making, and dressing rooms. The Carol Rennebohm Auditorium, a 380-seat theater renovated in 1985, is one of the most attractive performance halls in the area.

Music Hall Address

925 Bascom Mall
University of Wisconsin-Madison
Madison, WI 53706.

Personnel

Your day-to-day work will rely heavily on communication with several people whose time, resources, and schedule will affect your work. Open communication with these people is key to accomplishing your tasks in a timely and effective manner.

William Farlow

(608) 262-3142

wlfarlow@wisc.edu

Bill is the head of the Opera Department within the School of Music. He is your main supervisor, and the professor of the Opera Workshop class. He conducts class in Music Hall, and will have occasional requests about the space. His office is in Music Hall, Room B70.

Ann Larson

(608) 263-5972

annlarson@wisc.edu

Ann is the Head Office Administrator in the School of Music (SOM) Office. She knows all the ins and outs, and can direct you to the proper person within the SOM for questions ranging from ordering information to health insurance. Her office is in the main office for the School of Music, 3rd floor Humanities, Room 3561.

Jim Schaeffer

Jim is the Technical Director for Music Hall. He is a member of IATSE, thus, not in Music Hall full time. The basement is his area, so if you need materials or tools from the Music Hall shop, contact him ahead of time. You can get his contact information from Bill Farlow or Justin Richardson.

Justin Richardson

(608) 263-1893

jmrichardson@wisc.edu

Justin is the facilities manager for the Humanities building, as well as Music Hall. He schedules the events that take place in Music Hall. You will want to keep in contact with him about scheduled events taking place, since that will affect your work schedule. Also, some of the companies that rent Music Hall do not take care of the equipment, and that needs to be communicated to him. He is extremely busy, so call to make appointments if you need to see him.

Contact him if you need:

- Music stand lights
- Supertitles projector

The SOM keeps these items in his office, Room 1530, Humanities.

Accounts

You are responsible for purchasing consumables and supplies to fit your needs for the academic year. Keep track of all costs for products and shipping, as you do have to stay within a set budget for the year.

Ordering Supplies

The Opera Department has a student worker in charge of ordering supplies. Work with that person to set up Purchase Orders (PO's) for your specific ordering needs. Setting up a new PO takes 30 days, so look ahead if you know you will need to order a product from a specific company. In emergency situations, the SOM has a credit card available.

Purchase Orders

The Opera Department has several existing PO's with companies. The student purchasing agent may not know about all of the PO vendors used by the SOM, so you may need to go to Ann Larson.

BE AWARE that if you spend your own money it will take about 6 months to be reimbursed, so get the full list of vendors ahead of time.

PO's specific to your needs in the Opera Department may need to be renewed annually, so make sure that the following PO's are set up at the beginning of the academic year.

Production Advantage

(800) 424-9991

Address: PO Box 1700, Williston, VT 05495

Web address: <http://www.proadv.com/>

PA is a great and inexpensive resource for consumables like lamps, tie line, gaff tape, gel, as well as any other theatrical supply you may need.

Praxair

271-5400

1426 Parkside Drive

Madison, WI 53704

Praxair deals in dry ice. As a UW program you are entitled to a HUGE discount, but you need the PO ahead of time. Even if you don't end up using it, it's better to set this up just in case. They deliver daily as needed.

Babcock Hall Dairy Store

262-3047

1605 Linden Drive

Madison, WI 53706

Babcock Dairy has packers (coolers) to rent for storing dry ice. The dairy is a part of UW, but you still need to set up a PO for this service.

Architectural and Work Lights

Music Hall's everyday use is as a classroom space and rehearsal space, not necessarily a performance space. Thus, it is outfitted with lighting systems to fit these needs as well. One of your responsibilities is to maintain these systems for everyday use. A weekly check of these systems is sufficient.

Architectural System

Music Hall's architectural system is an ETC Unison. It has its own set of dimmers in the dimmer room, on the north wall. The system has 5 settings to choose from. These are:

- House—House lights only, at full
- Lecture—House lights at half, downstage area lit for speaker
- Concert—House out, centralized wash for a performer
- All On—House lights at full, wash on the stage
- Off—Everything off

These settings are controlled by any of the ETC Unison keypads located throughout the building. There are keypads located:

- In the light booth
- At the house entrance HR and HL
- Backstage SR and SL

Programming the settings is simple and takes only a few minutes. It may be necessary to re-program after performances by outside companies, as they tend to re-patch the system. Follow these steps to re-program the architectural lights:

- Load the rep plot patch into the light board (if it has been re-patched).
- Open the LCD touch screen that controls the architectural system, located on the windowsill behind the light board.
- Using the light board in STAGE setting, set dimmer levels to the look you are trying to achieve (House lights are dimmers 193 through 203).
- On the LCD touch screen, hit RECORD, then the name of the setting you are recording.

If you wish, you may keep a disc with these looks recorded as cues or submasters, so they can be reloaded quickly. Either way, once you shut down the light board, the architectural system will remember the looks you create.

Work lights

Instead of using stage lights for work calls, use the work lights.

- The switch for onstage work lights is located off downstage left.
- Catwalk work lights have a separate switch. Off upstage right you will find two breaker boxes. In the offstage box, the 2nd and 3rd switches from the top, on the right hand side, control the catwalk work lights.

Architectural and Work Lights

- There are separate work lights in the beams as well. Look for a wall switch as you enter each beam.
- Backstage work/running lights have switches off SR and SL respectively.
- You are responsible for keeping working lamps in all work lights and running lights. **YOU ARE NOT RESPONSIBLE FOR CHANGING OUT LAMPS IN THE HOUSE LIGHTS.** If several house lights need replacement, contact Justin Richardson.

Always make sure to turn off all lights before leaving the space.

Repertory Light Plot

A rep plot was designed for Music Hall by Dan Gallagher in 2004. You may use this plot, or design a new one yourself. Either way, it is your responsibility to maintain this plot throughout the academic year. After guest performances or University Opera productions, you have to make sure that this plot is restored for everyday use. The paperwork for this rep plot is on a CD at the back of this handbook:

- Instrument Inventory
- Channel Hookup
- Instrument Schedule
- 2004 Rep Plot Ground Plan

Supplies

Supplies for everyday maintenance need to be kept in stock. Below you will find a list of supplies, their location in Music Hall, and tips on keeping the stock from walking away.

Lamps

Lamps for lighting instruments are stored in the dimmer room. We keep in stock:

- 750W EHG (for Altman and Strand 6X ERSs)
- 1000W FEL (for Altman 1KLs)
- 575W HPL (for Source 4 ERSs)
- 1000W BVT (for 8" Fresnels)
- Par 64 MFL and WFL
- 500W FDN (for Strand Codas)

Types of work lights vary greatly. Lamps for these can be found in the dimmer room, or in the 3rd beam.

Cable

Stage pin cable is stored on a rolling cart. Usually the cart is stored off SL, but during University Opera performances it is taken to the basement. Most of the cable was replaced in 2005, but keep an eye out for any older, cracked cables. A bin of extra connectors can be found in the dimmer room.

Gaffers Tape and Tie Line

Always keep gaff tape around of course, but only leave one roll out because this is a popular item to walk away with guest companies. Same goes for tie line. Keep a box of pre-cut pieces out, but hide the spool. There's an unlabeled storage tub behind the gel cabinet specifically for this purpose.

Gel and Templates

In the light booth is a gel cabinet and cutting table. This gel is available for guest companies to use. The gel and templates stock is relatively meager, but it is organized. This stock must be kept organized to remain useful, and it is your responsibility to keep it that way.

Gel Frames, Template Frames, Barn Doors, Top Hats

- Gel frames are stored in the light booth. Tie them in bundles of 15 to store on the rack.
- Template frames are in a 5 gallon bucket in the light booth.
- Barn doors are stored in the light booth.
- Top hats are stored in the basement.

Instrument parts

A bin of extra parts is in the dimmer room. Various extra parts and older instruments can be found in the 3rd beam as well.

Tech

You are responsible for setting up and striking the tech tables for University Opera productions only. Two tech tables should be set up in the house, one for the Lighting Designer and one for Stage Management.

Tech Tables

Tech tables are stored in the alcove right inside the door to the booth.

- Stage Management Table
 - Clear Com headset and belt pack
 - Light
 - Power strip
- Lighting Designer's Table
 - Clear Com headset and belt pack
 - Light
 - Power strip
 - ETC Net 2 Video Node
 - 2 Monitors

Clear Com

Music Hall does not have a complete Clear Com system. The building is wired for Clear Com, and there is a working bay station, but there is only one headset and belt pack, and a limited supply of 3-pin XLR cable. Arrangements to borrow or rent additional equipment must be made.

Bay Station

The Bay Station is located in the Dimmer Room. Its network cables are located in the first room of the booth near the floor of the upstage wall. Once the bay station is plugged in and networked the Clear Com ports will become active.

Ports

Clear Com ports are located throughout Music Hall in the following locations:

- Light Booth (2) One in each room.
- 3rd Beam (2) HR and HL
- 2nd Beam (3) HR, HC, HL
- 1st Beam (3) HR, HC, HL
- Orchestra Pit (2) SR, SL
- Offstage (2) SR, SL
- Auditorium (1) Center of the house

As of 1/05 the Auditorium port is still broken. So, to run Clear Com to the tech tables, tie off and drop a cable from a port in the 2nd Beam.

ETC Net 2 Video Node

As of 1/05 only one of the monitor connections is working. Until that is repaired, only one monitor is required at the tech table.

Handbook Revisions

This handbook will be a continual work in progress for the Music Hall lighting TA's. As you make discoveries, have successes, or hit snags in your experiences, feel free to add or change pertinent information that will help future TA's complete their tasks without having to reinvent the wheel. Update any information, re-print pages, and burn a new CD to go in this book. Also give a copy to David Stewart for the Department of Theatre and Drama.