

Handbook 2014-2015:

ADAMS POOL THEATRE

RULES:

1. Clean up
2. No food or drink

| | | | |
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ABOUT

The Adams Pool Theatre was converted from a swimming pool to a theatre in 1994. Most of the original architecture remains. The seats are from the old Hasty Pudding Theatre on Holyoke Street (now Farkas Hall).

CONTACTS

HUPD 495-1212
UHS 495-5711
Control Ctr. 495-5560
Adams Sup. 495-2258

Aubry Threlkeld *for pool applications and management.*
Resident Drama Tutor (Adams)
aubry.threlkeld@gmail.com
C: 347.804.6568

Tom Morgan *for guidance on sets, lights, and other tech.*
Technical Director (OFA)
tmorgan@fas.harvard.edu
W: 617.495.8717 (Farkas) C: 617.360.1953

Dana Knox *for processing finances and rights.*
Production Coordinator (OFA)
danaknox@fas.harvard.edu
W: 617.495.8727 (Farkas)

IN-HOUSE ESSENTIALS

- Access: Sign out a key from the super's office (C Entry).
- Bathrooms: Located in C Entry next to the super's office.
- Capacity: 94 seated audience members plus actors.
Adding seats is *not* permitted.
- Comfort: Contact the super to turn the heat on or off.
Open the windows (mirrors) for ventilation.
Close the windows before you leave.
- Neighbors: No noise after 11pm. On Friday and Saturday, after 1am.
Do not make noise in the A Entry foyer.
Do not obstruct or make noise in the hallway offstage.
The door at the top of the stairs (to B Entry) is for emergencies only.
Do not congregate in the halls of B Entry.
- Rules: Clean up.
No food or drink. Bottled water is acceptable.

safety: Keep aisles and exits clear.

IN-HOUSE ESSENTIALS (CONTINUED)

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Keep doors closed.

No smoke, fog, or open flame.

Water-based paint only.

Use flame retardant on set constructions.

Do not leave valuables or personal possessions in the theatre.

Many people have access to the space.

Report suspicious activity or uninvited strangers to the super's office (security guard) immediately.

Report accident or injury to the drama tutor immediately and complete an accident report form.

APPLICATIONS AND RESERVATIONS

APPLICATIONS

To use the theatre for more than one consecutive night, submit an application.

Applications will be accepted at or around reading period of the preceding term to coincide with the HRDC application cycle.

The application consists of an application form and a budget form, both available on the Adams website.

RESERVATIONS

For a one-night reservation, check the pool calendar on the Adams website and, if the space is free, email the drama tutor to request a reservation.

ALL events should be FREE to audience members.

If you wish to sell tickets, notify the drama tutor immediately.

FOR SINGLE DATE RESERVATIONS

Schedule a meeting with the drama tutor for the week leading up to your event. The drama tutor will review pool policy, show you how things work, and answer any questions you have.

FOR GROUPS IN RESIDENCE (more than one consecutive day)

1. Who: Producer and Director.
With: Production Coordinator.
When: Immediately after application is approved.
Why: Consultation on budget/funding/spending policies. Discussion of royalties/scripts/scores.
**know roughly what your designers plan in the way of costumes and sets. Design ambitions will impact the budget.*
2. Who: Producer, Director and All Designers.
With: Technical Director & Adams Drama Tutor.
When: Immediately after application is approved.
Why: Consultation on set, lights and other tech/design elements.
**bring the budget you corrected with Production Coordinator and a full staff/cast list.*
3. Who: Director and Relevant Designers.
With: Technical Director.
When: Mid-Process.
Why: Review progress.
4. Who: Full company.
With: Adams Drama Tutor.
When: Load in.
Why: Review policy for residency, strike.
5. Who: Producer.
With: Production Coordinator.
When: Within a week after closing night.
Why: Close finances.
**bring all receipts and a budget form reflecting actual costs (with line item expense details).*

\$50 FINE

- The drama tutor will check the Pool Theatre every morning for cleanliness.
- If any evidence of food, drink or trash is discovered, the principle contact for the group in the space the previous evening will be fined (term billed) \$50.
- The principle contact is the person who emailed to make the reservation or emailed the application.
- You can change the principle contact on your event by emailing the drama tutor and cc'ing the new principle contact.

\$200 VENUE FEE

Any group reserved in the space for more than one consecutive night will pay a venue fee of \$200. Suggest to apply to the UC to cover this cost.

FUNDING YOUR EVENT

- Funding for Pool events comes from UC grants, OFA grants and other resources. See their websites for information.
- Apply early and do not spend more than confirmed funding.
- Grants should be awarded to "Harvard University" and brought or sent to the Production Coordinator at the Farkas Hall.
- Using that grant money, the Production Coordinator will transfer the venue fee to Adams House and pay your technical expenses.
- If you have expenses from outside vendors, contact the Production Coordinator for forms and submit them, along with original receipts, to the Production Office.
- Adams House cannot fund your event or reimburse you if you go over budget.
- If you intend to sell tickets, notify the drama tutor immediately.

BUDGET TIPS

Do not spend more than your confirmed income.

Overestimate expenses; underestimate income.

Costumes borrowed from Loeb stock must be dry cleaned before return. Dry cleaning costs can be up to \$200.

RIGHTS/ROYALTIES

Confirm dates/times *and total number* of performances with the drama tutor.

Contact Production Coordinator to arrange rights.

Contracts take time to go through, so begin the process early.

Use these figures as placeholders in your budget until Dana confirms your actual costs.

Plays: \$75-100 per performance

Musicals:

Royalties: \$200 per performance

Rental package (required): \$500

Security Deposit (often mostly refunded): \$800

Incidentals (shipping, add-ons, etc): \$100

Note: standard rental period is 8 weeks back from *closing* night.

You must ticket and document the number of tickets distributed for each performance. Do not distribute more than 94 tickets to any performance (total number of seats). Submit that documentation to the drama tutor at your strike.

Adams provides a roll of carnival tickets you can use at no cost.

TO CHARGE OR NOT TO CHARGE

Adams recommends you do not charge for tickets.

If you charge for tickets, you will incur hassle and expense. See below.

IF YOU CHARGE FOR TICKETS

You must secure an entertainment license for each performance date (\$40 per date).

You must submit a cash box form after each performance to the drama tutor.

Profit returns to Adams House to fund Pool renovations.

HOW TO SECURE AN ENTERTAINMENT LICENSE

1. Visit <http://rooms.college.harvard.edu>.
2. Log in as user: pooltheatre@gmail.com; password: pooltheatre.
3. Complete "Event Registration" on the "Forms" page.
4. Print your form and bring it to the drama tutor to sign.
5. Bring the completed form, signed by the drama tutor, to the Student Life and Activities Office in the basement of University Hall.
6. The SAO will process your paperwork with Cambridge City Hall.
7. Go to Cambridge City Hall; pay for and pick up your entertainment license(s). They are \$40 per performance date. Pay in cash.
8. Contact the SAO (sao@fas) with questions.
9. *The entertainment license must be displayed in the theatre at each performance.*

CASH BOX

The Adams drama tutor can provide you with a cash box.

You must provide the starting bank.

You must complete a cash box form for each performance.

You must submit the cash box form to the drama tutor within 1hr after each performance.

TECH PROTOCOLS

Technical Elements:

Meet with Technical Director early and give frequent updates.

The Technical Director is a fabulous resource if given plenty of notice.

Set Design, Materials and Construction must meet Technical Director's approval

BEFORE your production can open.

PAINT

No oil-based paints or stains; water-based only.

Flame retardant additive is required for **most** paints used on stage.

All set materials must be treated with flame retardant: it's the law.

Rosco™ makes fire-retardant solutions for paints and fabrics.

Fire-retardant solutions are available for **free** at the NCT and Agassiz shops.

Different materials (latex paint, synthetic fabrics, muslin) use different products.

Keep windows open while painting; ventilate.

Painting the stage requires the drama tutor's permission.

You will need to paint the stage black again at your strike. (Allow \$40 for a gallon of black paint.

Painting any other part of the theatre is forbidden.

No storage: properly dispose of your paints immediately after use.

See / Ask Technical Director regarding proper storage and disposal of paint.

A.R.T. STOCK

Props and costumes may be borrowed from the Loeb Theatre for a deposit.

Costumes must be cleaned before being returned.

Contact Suzy Kadiff (617-496-2000 x 8876)

Hours: Tuesdays 1:00-6:00; Thursdays 1:00-7:30; Fridays 12:00-2:00

PROPS

Do not break real glass onstage.

Do not use real knives or weapons. Training and other protocols apply!

No open flames, including candles – EVER!

Custodians may mistake props for trash unless props are properly labeled.

LIGHTS

Do not alter the rep plot, besides dropping color. You may add instruments.

Do not hang lights from sprinkler pipes or beams.

Use safety cables.

Email Technical Director for additional lights and gels.

Dress lighting cables neatly with tie line; do not use tape.

FOUR BIG NO NO'S

9

Do not screw, nail or staple into the theatre architecture (beams).
Do not store chemicals, including paint, in the theatre.
Do not take down the black curtains without permission and supervision.
Do not use power tools without training (contact Technical Director for training).
Contact Technical Director with questions BEFORE proceeding.

ONE BIG YES

Be safe. People can get very hurt in theatres, so be careful and ask questions.

RESIDENCY

Be safe.
Respect the Adams House community.

LOAD IN

There is a tool kit in the theatre. Contact Technical Director for access.
Look for problems (eg: broken seats or lights) and report them to the drama tutor.

TECH WEEK

Clean up **every** evening.
You can leave sets and costumes in the theatre, but not a mess.
Turn off all lights and equipment at the end of each night.
No food or drink.

AUDIENCE

You must ticket and document the number of tickets distributed.
Open the house no less than 20 minutes before show time.
Audience enters and exits through the lower doors (by the music room).

PRE-SHOW ANNOUNCEMENT

1. No food or drink.
2. Bathroom in C Entry (through the dining hall).
3. In case of emergency, exits are offstage to your right, up the stairs behind you or down the stairs behind you.
4. Please do not congregate in the residential entryways at intermission or after the show. Adams students are hard at work!

STRIKE

Strike happens immediately after the closing performance.
Be thorough – leave no evidence of your production.
No loud noise after 11pm. On Friday and Saturday, after 1am.
Use the checklist in this handbook.

STRIKE CHECKLIST

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- Complete strike on closing night.
- Bring cash box, cash box forms and ticketing documentation to the drama tutor.
- Dismantle and remove set.
- Remove all props, costumes, and personal belongings from the theatre.
- Remove gels from theatrical lighting and return lights to original plot.
- Replace any soft goods that were taken down or moved.
- Fold all unused soft goods and place in the proper bag or bin.
- Remove all rented/borrowed equipment.
- Neatly coil and return to storage all unused light cables and extension cords.
- Remove all extraneous tape and ties from beams, pipes, and floor.
- Collect all trash; bring to B Entry trash bins.
- Sweep and mop upper-level marble area all around pool and staircase.
- Sweep and mop stage area.
- Paint stage black again if color was different for your show (ventilate).
- Vacuum carpets: area around and under seats and in the small rooms.

DID YOU CLEAN:

- In the space offstage left?
- On the stage?
- Along the marble sides?
- Under the seats?
- In the back of the house?
- In, on, and under the tech table?
- Under the stairs?
- In the small rooms?

HOUSE LIGHTS

House lights are on a household fader behind the tech table.

Note: when turning off, be sure the fader is ALL the way down.

THEATRICAL LIGHTS

Light board is on the left side of the tech table.

Turn on: press the rocker switch on the back of the console.

Turn on LCD monitor

Ensure Master fader is at “10”

Ensure cross faders (A & B) are at “10”

Use the top row of 24 faders to turn up the individual theatrical lights.

Bring all faders all the way down when you’re done.

Turn off: press the rocker switch on the back of the console.

Turn off LCD monitor

Quick Start: SOUND

OPERATION

First turn on the sound board, power button on the back.

Then turn on the amp, power button on the front. Dials should point straight up.

Turn up the appropriate device fader (computers use “ipod”) to the “0” mark.

Turn up both faders marked “Master” until sound is at desired level.

Don’t blast.

Lower all faders when done.

First turn off the amp.

Then turn off the sound board.

NEVER touch the projector.

POWER UP

Gently pull down the movie screen, like a window shade.

Press “on” on the projector remote control.

Note: you must stand in front of the projector while you do this.

While allowing the projector to warm up, follow the Quick Start instructions for SOUND on the previous page.

CONNECT DEVICE

dvd: insert your disc into the dvd player on the right side of the tech table.

computer: connect your computer using the adaptor at the tech table.

Mac: use the black adaptor provided.

PC: remove the black adaptor; use the remaining silver one.

Note: to prevent loss, replace the black adaptor when you’re done.

Troubleshooting: if you don’t see anything on the screen, press “video” or “computer” on the remote control. You may be in the wrong mode.

POWER DOWN

Turn off by pressing “on-off” on the remote two times.

THE FAN WILL CONTINUE TO TURN FOR A MINUTE. This is normal.

Gently pull up the movie screen, like a window shade.

Return all remotes to the tech table.

NEVER touch the projector.

LIGHTING

Board: ETC Express 24/48

Instruments: Rep Plot: Units NOT to be moved or refocused.

There are exceptions. Details when you meet with the Technical Director

SOUND

Board: Soundcraft Spirit M8 (12 channels)

Amp: QSC RMX 1450

Speakers: (2) JBL, permanently mounted on beams

CD/DVD: Philips DVD Player DVP 5982

Piano Keyboard: Kurzweil PC88

Keyboard Amp: Roland KC 150

PROJECTION

Projector: Sanyo PLC-EF12NL, permanently mounted

Movie Screen: Da-Lite 12-foot screen, removable with permission

Hookups: Computer (mac and pc); DVD (as above)

Computer: IBM Thinkpad

CURTAINS

2 rail-length upstage blacks

2 floor-length upstage blacks

See Adams web site for curtain plans and inventories

ADAMS HOUSE POOL THEATRE APPLICATION FORM

PROJECT BASICS

Title

Type of Project (play, musical, dance, etc)

Dates requested (indicate preferences)

Brief Description of the Project

CONTACT

Please list: Name / Year / House / Email / Cell Phone

Please list all staff members (incl. designers), beginning with Producer and Director

STATEMENTS / RESUMES

Producers and directors should submit brief statements in which they discuss their vision for the show. Why this show? Why this space? Why this team? Artistic vision?

Please include a discussion of your vision for the set and other technical ambitions.

All staff members are encouraged to submit resumes of relevant artistic experience.

FINANCES

Download the budget form off the Adams House website.

Complete the "Proposed" column and submit it with this application form.

Note: The Pool charges a \$200 venue fee, which the UC will fund.

All profits from Pool Theatre productions are returned to Adams House to support Pool Theatre renovations.

RIGHTS

Shows applying for the space must ascertain that the rights to any work in copyright are available and affordable.

All formal correspondence with publishers and copyright management companies should be handled through Dana Knox, Production Coordinator (danaknox@fas.harvard.edu).

Please be aware that rights contracts usually take 4 to 6 weeks to complete (sometimes more); it is both a practical and legal problem to cast, rehearse, advertise, or perform a show before the rights agreement is complete. So start this process early!

QUESTIONS: contact pooltheatre@gmail.com.

ADAMS HOUSE POOL THEATRE BUDGET FORM

| EXPENSES | PROPOSED | ACTUAL |
|---------------------------------|----------|--------|
| Set supplies | | |
| Props | | |
| Paint | | |
| Costume Construction | | |
| Costume Rental and Dry Cleaning | | |
| Rights and Royalties | | |
| Fees for Guest Artists | | |
| Sound | | |
| Light (rentals) | | |
| Publicity (including posters) | | |
| Programs | | |
| Copying | | |
| Venue Fee | 200 | |
| Other (specify) | | |
| TOTAL EXPENSES | | |

| INCOME | PROPOSED | ACTUAL |
|--|----------|--------|
| Confirmed Grants (specify) | | |
| | | |
| | | |
| Unconfirmed Grants (specify) | | |
| | | |
| | | |
| Estimated Ticket Sales Average Audience Size x Number of Performances x Average Ticket Price (recommended = 0) – Box Office Fees = Total Ticket Sales | | |
| TOTAL INCOME | | |

| SUMMARY | PROPOSED | ACTUAL |
|-----------------------------------|----------|--------|
| Confirmed Funding | | |
| + Unconfirmed Funding | | |
| + Ticket Income (recommended = 0) | | |
| – Total Expenses | | |
| = BALANCE | | |

CASH BOX FORM
FOR USE IF YOU ARE SELLING TICKETS

Complete a copy of this form for each performance.
The form is due to the drama tutor within an hour after the end of each performance.
Two-show days require two forms.

SHOW: _____ DATE & TIME: _____

Box Office Attendant (print): _____

House Manager (print): _____

Amount of Starting Bank: _____

Box Office Signature: _____

House Manager Signature: _____

Curtain Cash Count: _____

Box Office Signature: _____

House Manager Signature: _____

Below, list reimbursements made out of the cashbox.
Mark reimbursed receipts "paid" and attach them to this form.

| Description | Amount | Paid To (full name) |
|-------------|--------|---------------------|
| _____ | _____ | |
| _____ | _____ | |
| _____ | _____ | |
| _____ | _____ | |
| _____ | _____ | |
| _____ | _____ | |
| _____ | _____ | |
| _____ | _____ | |

Overnight Guardian of the Cash Box (print): _____

Guardian Signature: _____

ACCIDENT REPORT FORM

Date: _____

Incident Report: Front of House

To Be Filled Out by Harvard Employee/Department

| | |
|-----------------------|--|
| H.U. Contact Name: | |
| Department/Address: | |
| Telephone #: | |
| Date of Incident: | |
| Location of Incident: | |

Person(s) Injured or owner of property damaged/stolen etc.:

| | | |
|-------------------|--------|------|
| Name: | | |
| Home Address: | | |
| City: | State: | Zip: |
| Telephone: (Home) | (Work) | |

Brief Description of Incident:

*Condition of Premises:
(If Applicable to Incident)*

*Weather Conditions:
(If Applicable to Incident)*

*Names of Witnesses
Address:*

Telephone:

*Medical Assist/
Transported by:*

Additional Comments:

Use separate sheet if necessary

RETURN COMPLETED FORM TO:

Dana Knox
10-12 Holyoke Street
Cambridge MA, 02139