

## **I. Information**

Direct all technical questions to Keith Cooper, Jacoby Auditorium Manager at (541) 440-4704, email [keith.cooper@umpqua.edu](mailto:keith.cooper@umpqua.edu).

**Theater Location & Directions** The Theater is located on the campus of Umpqua Community College in Roseburg, Oregon. South of Eugene and north of Medford, exit 129 off I-5. Follow the signs leading to the College

### **In Case of Emergency**

MERCY MEDICAL CENTER (541) 673-0611

POLICE 911

FIRE 911

UCC SECURITY (541) 440-7777

### **Accommodation Information** Hotels near the Theater:

MOTEL 6 3100 NW Aviation Dr. Roseburg, OR 97470 (541) 672-3269

SLEEP INN & SUITES 2855 NW Edenbower Roseburg, OR 97470 (541) 464-8338

SUPER EIGHT 3200 NW Aviation Dr. Roseburg, OR 97470 (541) 672-8880

## **II. Personnel Policy**

Jacoby Auditorium requires a house manager to be present at all events even if the show is bringing in their own sound and or lighting system or operator.

## **III. Non-Union Theater**

Jacoby Auditorium is a non-union Theater that does not employ union members as technicians or stagehands. For large labor calls we employ the use of casual labor, and work study students.

## **IV. No Smoking Policy**

There is no smoking allowed in Jacoby Auditorium. This policy applies to artists, members of their band or crew, the staff of the Theater and the audience. Smoking is permitted outside the Theater only, in designated areas away from entry doors.

## **V. No Alcohol Policy**

There is no alcohol allowed on the Umpqua Community College Campus. This policy applies to artists, members of their bands or crew, the staff of the Theater and the audience.

## **VI. Auditorium Seating**

Section I (A-S) = 810. Section II (AA-EE) = 200. Total House Capacity = 1010.

The seats are arranged in a continental-seating plan with handicap seating available on the house left side. There are exceptional sightlines from all seats in the house. Seats located on the extreme right and left sides have slightly obstructed entrances and exits, however, these seats are satisfactory for most concerts, recitals, and center stage performances.

\* For a seating diagram please contact the Jacoby Auditorium Manager or visit our website at [http://www.umpqua.edu/FormPubs/other/jacoby\\_seating.pdf](http://www.umpqua.edu/FormPubs/other/jacoby_seating.pdf)

## VII. Stage

### *Standard measurement reference points:*

- The center line (CL): A line separating stage left from stage right.
- The plaster line (PL): A line at the opening of the proscenium that is considered to be the foremost edge of the stage.
  - o Width of Proscenium Opening = 60' 0" with the main valance. There is a formal proscenium arch.
  - o Height of Proscenium = 21' 9"
    - § The main or grand valance can be lowered to reduce the height of the proscenium.
  - o Height from the Grid to the stage floor = 52'
    - § The distance from the stage floor to the grid is the same in all locations.
  - o Distance from front of apron or thrust to plaster line = 7' 5"
    - § The main stage is thrust 7' 5" forward with a permanent portion of the stage floor.
  - o Distance from plaster line to back wall = 37' 8"
    - § The space behind the back wall acts as the crossover and is 5' wide.
  - o Distance from the front of the pit cover to the first row of seats = 2'
  - o Wing space – stage left = 7'
    - § The locking rail is stage left.
  - o Wing space – stage right = 32'
    - § The scene shop is located offstage right. Wing space *includes* shop depth.
  - o Stairways to audience: Two 36" wide stairways of three steps each lead from either side of the apron into the side isles.
  - o Orchestra Pit: The pit is located under a removable cover that is in place for most performances. The pit is semi-circular in shape. The pit cover is non-hydraulic.
  - o Acoustic Cloud: Five (5) acoustic panels (clouds) are available upon request. Suspended from the lighting grid, each panel is approximately 3' wide X 30' long.
  - o Acoustic Shell: A thirteen section collapsible Wenger Corporation acoustic shell is available upon request. Each section is 3' wide and variable in height. The sections of shell are broken down and stored on carts normally located upstage behind the cyc.
  - o Stage Floor: The permanent stage floor is made of hard maple and has a stained finish. **NO SCREWS OR NAILS MAY BE DRIVEN INTO THE STAGE FLOOR.** Only Theater provided spike tape may be used on the floor.
    - Floor Covering: Jacoby does not own or use any covering on the stage floor.
  - o Risers: Inventory of Risers:
    - Choral Risers = Five (5) sections of three level risers
    - Band/ Seated Choral (8", 15", & 24") available upon request

### Backstage Entrances:

*Artist's entrance* – A single door entryway located past the loading dock in the rear of the Theater.

*Stage right entrance* – A double door entryway located on the loading dock.

### Loading Dock:

*Tractor-Trailer & Large Trucks*: At the rear of the Theater. The loading dock allows direct access to the stage via the scene shop stage right. The loading dock is at stage level. There are two double doorways that are 6' 11" high and 6' 10" wide. A walk board or portable ramp is desirable for load-in/ load-out. The Theater does not own a walk board or portable ramp.

## VIII. Dressing Rooms

The Theater has two company dressing rooms and one star dressing room. All three backstage dressing rooms have bathrooms, running water, sinks and showers. Each contains a wall of well-lighted mirrors, dressing tables, and a built in clothing rack. A steamer, iron and ironing board and rolling cloths racks are available on request.

## IX. Intercom/ Monitoring/ Paging System

*Intercom:* The Theater has a single station Telex Wireless Intercom System. There are eight single ear headsets.

*Monitoring:* There are video monitors located in the dressing room hallway, backstage left, in the scene shop and the Theater Manager/ Technical Director's office. Video lines can also be run to the orchestra pit on request.

*Paging/ Audio Monitoring:* Is a single channel paging system run from the sound control location as well as a backstage patch-in. The paging system is heard in all three dressing rooms, the dressing room hallway and on all video monitors.

## X. Fly System

The Theater has 30 lines set in the "single purchase" fly system each line is equipped with a 70' batten.

\*Preset lines can be altered to the needs of the production with some exceptions. *Contact the Technical Director for Information.*

Arbor capacity = 3,500 lbs.

## XI. Grand Curtain

The grand or main curtain is made of heavy, light gray, theater velour that travels or flies with hand operated lines stage left.

## XII. Masking Curtains

*Legs:* The stage is equipped with five sets of legs which are black and measure 12' wide and vary in height from 24' to 36'.

*Teasers or Boarders:* The stage is equipped with four black boarders. Each boarder measures 12' long and 60' wide gathered and 12' long and 90' wide ungathered. The boarders are normally hung ungathered.

*Traveler:* The stage is equipped with one black traveler the hangs at mid stage. The traveler flies or travels with hand operated lines stage left. The traveler is permanently hung on line set 19, 23' 6" upstage of the plaster line.

*Backings (Blacks and Cycloramas):* The stage is equipped with blacks that are permanently hung on line set 7, 9'5.25" upstage of the plaster line. The stage is also equipped with two pro cycs. One is permanently hung upstage and is 70' wide and 25' high. The other pro cyc is hung mid stage and measures 34' wide and 20' high. The mid stage pro cyc acts as a projection screen from both front and rear.

## XIII. Lighting

*Location of the control booth:* The control booth is located at the back of the theater at center. It sits behind row Q and in the middle of rows R and S. The booth contains the stage lighting board, controls for all house lights and the Front of House sound mixing position.

- The theater does employ a standard lighting plot that changes with the various seasons. However, none of the instruments are permanently hung.
- Call Jacoby Auditorium Manager / Technical Director to arrange a pre-production meeting with our technical crew. To view list of lighting equipment see Appendix - A.

*Automated Fixture:* The theater has one Servo Spot moving light. It requires 16 channels on the lighting console to operate all on its functions.

*Color Scrollers:* The theater has 26 Wybron Forerunner Color Scrollers. These Scrollers are controllable from the lighting console. Front of House (FOH), 1<sup>st</sup> through 3<sup>rd</sup> electric and the side ladders have permanently wired data lines for scroller operation.

*Lighting Board:* The theater currently employs an ETC Express 72 x 144 channel lighting console. A wired remote focus unit is also available for calling up channels, dimmers, and cues from the stage.

Dimmers: The theater is equipped with 225 separate dimmers. It is a dimmer/ circuit system with solid-state EDI dimmer modules. Each dimmer has a capacity of 2400 watts.

Connectors: The theater is equipped with various lengths of connecting cables for use in connecting lighting instruments to circuits. The theater employs only three-pin stage pin connectors. We also have a variety of electrical adaptors available for use.

Color Filters: The theater has an extensive inventory of Rosco, Gam, and Lee color filters. Please inquire about specific colors and cost.

Fog Machine: The theater owns a High End F-100 water based fogger with both thick and mist types of fog in stock.

#### **XIV. Electrical**

The company switch is located off stage right. We require our house electrician to hook into the 220V 3 phase (4-wire), 400-amp panel. There are two 30 amp u-ground connections directly behind the proscenium. We do have an on-stage power distro available for use. If your event is going to require an electrical hook-up, please contact our Technical Director as soon as possible.

#### **XV. Sound System**

- 1) Flying cluster of three Mackie SRM 450's hung above the orchestra pit in center, left, and right baffle areas.
- 2) Right and Left Front Fill Mackie SRM 450's located on stage floor near proscenium.
- 3) Right and Left Delay Community CPL 27 (Fills for overflow seating area)
- 4) Right and Left Front Mackie SRM 1501 Subs.

Console: Allen Heath GL-4000. 32 Channel, 8 subs, 10 aux sends

Currently the system is capable of running six monitor mixes. We have two Bose 802 monitors flying off of first electric as overhead monitors.

- Call Jacoby Auditorium Manager / Technical Director for specific sound system details. To view list of sound equipment see Appendix - B.
- We also have access to sound contractors when technical riders require more than the house system will support, please call for more information.

#### **XVI. Pianos**

The theater has two 9' concert grand pianos. The Steinway 9' Concert Grand is permanently stored in Jacoby by the Roseburg Community Concert Association. This piano is available for all events; however, the use fee must be paid in advance to the Roseburg Community Concert Association. Call the Theater Manager/ Technical Director for more information on this rental.

The theater also owns a Mason and Hamlin 9' Concert Grand that is available to rent for all events.

The theater also has several upright pianos that are available. Please inquire about the rental cost and current location.

## **XVII. Additional Equipment**

- 1 Mitsubishi XL5000 Data Projector
- 120 Black Stage Chairs
- 70 Black Music Stands
- 10 Folding 6' Tables
- 2 Non-Folding 5 ½' Tables
- 1 Electric Organ
- Complete Set of Timpani
- Bass Drum on Stand
- Lectern
- Several Ladders

JLG Man Lift 20' maximum platform height. The above items are available on request, inquire with the Jacoby Auditorium Manager.

## **Contact Phone Numbers for Umpqua Community College Special Events Office**

Keith Cooper – Jacoby Auditorium Manager <a href="mailto:Keith.Cooper@umpqua.edu">Keith.Cooper@umpqua.edu</a>	Cell Fax	541 440-4704 541 430-6331 541 440-7734
Joyce Kelly – Facility Scheduling/Special Events Coord. <a href="mailto:Joyce.Kelly@umpqua.edu">Joyce.Kelly@umpqua.edu</a>	Fax	541 440-4705 541 440-7734
24-Hour Campus Security		541 440-7777
Main College Switchboard		541 440-4600
Fine and Performing Arts Department		541 440-4691

## Lighting System Detail

**Lighting Instruments:** The theaters lighting instruments are as follows:

20	Colortran 30 degree fixed focus
12	Altman 20-40 degree zooms
24	Altman 360Q fixed focus
14	Altman 4 ½ min-zoom long throw
5	Altman 4 ½ min-zoom short throw
14	ETC 10 degree Source Four
6	ETC 26 degree Source Four
8	ETC 25-50 degree zoom Source Four
1	ETC 25-50 degree Source Four Jr.
30	ETC Source Four Parnell
6	Altman PAR 64
26	Banks of Altman Strip Lights
5	Altman Far Cyc (four windows each)
2	Lycian Follow Spots
1	Mirror Ball with 2 pin spots

Jacoby's house lighting plot: <http://www.umpqua.edu/FineArt/forms/lighting.pdf>

### **Hanging Positions:**

#### **Front of House Lighting Positions:**

**F.O.H. Slot (beam position):** Located above row Q. There are 28 circuits in FOH numbers 1-28.

**Pit Slot:** Located above row D. There are 19 circuits, numbered 29-47

**Side Slots:** Located in the auditorium walls on either side of the stage each contains 4 circuits, stage left numbered 48-51, and stage right numbered 51-60.

#### **Onstage Lighting Positions:**

**First Electric:** 3' 5" from the plaster line. Contains 32 circuits, dimmers 62-92

**Second Electric:** 11' 5" from the plaster line. Contains 20 circuits, dimmers 93-112

**Third Electric:** 18' 5" from the plaster line. Contains 20 circuits, dimmers 113-132

**Forth Electric:** 26' from the plaster line. Contains 20 circuits, dimmers 113-152

**Fifth Electric:** 32' 6" from the plaster line. Contains 20 circuits, dimmers 153-176

**Floor Pockets:** There are 11 floor pockets each containing 3 circuits. The floor pockets occupy dimmers 177-218

**Strip Lights:** Located 4' 5" from the plaster line. Contains 5 circuits, numbered 219-223.

**Side Ladders:** Located in wings 1, 2, and 3 on stage left and right.

- Jacoby Auditorium has a dimmer per circuit system. We do not have physical patch panel we use a computer soft-patch.
- If your event will require any special lighting please let our technical staff know as soon as possible so we have ample time to prepare for your arrival.
- The theater employs a house lighting plot. The house plot is extremely versatile and allows for individually controlled pools on-stage. Specific show lighting requires a minimum of 2 weeks advance notice.

**I. Sound System Details**

Console:	Allen Heath GL – 4000 32 channel, 8 subs, 10 aux sends
Speakers:	3 Mackie SRM 450's (Flown in baffle areas 20 feet above the stage floor at proscenium) 2 Community CPL 27's (delay fill right and left) 2 Mackie 1501 Subs (right and left on the stage floor) Subs are available on request only 2 Mackie SRM 450's (stage right and left on stage floor near proscenium)
Monitors:	4 Mackie SRM 450's 4 Yamaha SM12H II 2 JBL Eons 2 Bose 802 overhead stage monitors
Effects:	1 DOD Digital FX Processor
Compressors:	2 Symetrix 565 E Compressor 1 Behringer MDX 402 Dual Compressor/ Limiter
EQ's:	4 Symetrix 532 E dual 1/3-octave equalizer
Wired Mics:	12 Shure SM 58's 4 Shure SM 81's 2 AKG C2000 B's 2 Shure PZM Area Mics 1 AKG "Mouse" lecturn mic
Wireless Mics:	4 Shure UHF SM 58's 2 Shure UHF Lavalieres/ Headsets
DI Boxes:	4 DB 100 Rapco
Tape Deck:	1 Marantz PMD 501 w/ Pitch Control
CD Player:	1 Marantz PMD 320 w/ Pitch Control
CD Recorder:	1 Marantz PMD Single try CD Recorder
Sub Snakes:	2 8-channel 75' sub snakes

- Mic stands with or without boom extensions are available on request
- Connections for video projectors and other audio sources are available on request.
- The on-stage audio patch panel is located on the stage right proscenium wall

## Pipe Schedule

Line #	Distance from Proscenium	Contents
1	11' 5"	Valance
2	1' 11.5"	Grand Curtain
3	3' 5.5"	1 <sup>st</sup> Electric
4	4' 5.5"	1 <sup>st</sup> Leg
5	5' 5.5"	Strip Light
6	8' 5.25"	Empty
7	9' 5.25"	Downstage Blacks
8	10' 5.25"	1 <sup>st</sup> Border
9	11' 5.25"	2 <sup>nd</sup> Electric
10	12' 5.25"	2 <sup>nd</sup> Leg
11	14' 5.5"	Blackout Drop
12	15' 5.25"	2 <sup>nd</sup> Border
13	16' 5.5"	Mid-stage Pro Cyc
14	17' 5.5"	Empty
15	18' 5.5"	3 <sup>rd</sup> Electric
16	19' 6"	3 <sup>rd</sup> Leg
17	21'	Empty
18	22' 6"	Empty
19	23' 6"	Mid-Stage Traveler
20	24' 6"	3 <sup>rd</sup> Border
21	26'	4 <sup>th</sup> Electric
22	27'	Empty
23	28' 6"	4 <sup>th</sup> Leg
24	29' 6"	4 <sup>th</sup> Border
25	30' 6"	Empty
26	31' 6"	Empty
27	32' 6"	5 <sup>th</sup> Electric
28	33' 6"	Empty
29	34' 6"	Upstage Pro-Cyc
30	35' 6"	Empty/ Drop