

BAPAC Client Guide

PRODUCTION MEETINGS

WHAT, WHEN, AND WHY

These are meetings that are scheduled approximately one month prior to the event. **Every client of the performance space is required to attend a minimum of one production meeting.** More meetings may be scheduled if the event is complex or technical information is incomplete. The need for additional meetings is determined by the BAPAC Technical Supervisor. These meetings are held at mutually convenient times, and are scheduled by the BAPAC director.

At this meeting, the client will be asked questions regarding times, equipment, staging, etc. It is imperative that **one voice** representing the client answer these questions. This **one voice** must be empowered by the client to answer all technical questions, determine schedules, and incur expenses regarding production equipment and personnel. Final decisions are made at this meeting. Any changes are difficult to facilitate. Technical and human resources are scheduled well in advance to insure facilitation. **It may not be possible to reschedule these resources if production meetings are delayed or if changes are made afterward.**

Depending upon the complexity of the show presented, it may be required of the client to submit a light plot, sound plot, a ground plan with use of scenery, fly system, and soft goods. These drawings are generally **due 2 weeks prior to the event, but may be required earlier depending upon the schedule in the facility.** It may also be necessary for the client to supply a Stage Manager, or someone to call the show.

When the client is represented by committee, the committee members need to discuss their needs prior to the production meeting, designate their spokesperson and delegate decision making authority. **One person/one voice** from the client is needed to coordinate the event with BAPAC. If options need to be discussed before making final decisions, a **planning** meeting can be set up through the BAPAC to discuss these options. This will give the client an opportunity to explore various staging, sound, lighting, rigging, etc. possibilities before etching those decisions in stone in the production meeting. A clear and firm understanding of needs must be expressed in the Production meeting. **This is the time to fine-tune options explored beforehand and to finalize those options.**

BAPAC PRODUCTION PHILOSOPHY

The Broken Arrow Performing Arts Center is a touring facility or a roadhouse. We are presenters, **not** producers. It is our mission to assist others in mounting their produced, *packaged* shows.

***ALCOHOLIC BEVERAGES:** No alcoholic beverages are allowed on campus property.

***ANIMALS PROHIBITED:** Animals are not allowed in the space for any other reason than use in a show.

***BLOCKING OF HOUSE EGRESS:** Due to fire regulations, no aisle is allowed to be blocked in any manner.

***BROADCAST RECORDING RIGHTS:** Any broadcasting, televising in any manner, in connection to the client's use of the space must have written approval by the Director of the PAC. Any audio drop, connection, or any other tool or facility rendered for such an activity must have a minimum of 3 days notice from the client to the BAPAC Technical Supervisor.

***CANCELLATIONS DUE TO WEATHER:** Whenever the Broken Arrow Public Schools regular classes are cancelled all programs will be cancelled as well. Cancellation notice will be given on radio and television broadcasts.

***CHAPERONING OF CHILDREN:** Events incorporating children must have adult supervision at all times in the performance and support areas. These adults must be supplied by the client.

***CLIENTS EQUIPMENT USED ONSTAGE:** Any equipment used on stage or in any of the support areas that is supplied by the client, i.e. special effects devices, must approval of the BAPAC Technical Supervisor and/or the Production Manager. In accepting delivery of property addressed to the client, the BAPAC is acting for the accommodation of the client and shall not be held liable for any loss or damage thereof. Client assumes all responsibility for any property which may be placed in storage during or between events. (see **SCENERY REMOVAL**)

***CONTROL OF PREMISES:** It is understood that no agreement with the client relinquishes BAPAC's right to control the management of the facility and to enforce all laws, rules and regulations.

***CONTROL OF STAGE EQUIPMENT:** No stage rigging, stage lighting or any other stage equipment can be used or changed without prior approval of the BAPAC Technical Supervisor.

***CURTAIN TIMES:** Curtain will not be held beyond advertised times except for the following reasons: Equipment malfunction, weather or traffic conditions as determined by the House Manager, illness or tardiness on the part of a performer. BAPAC director makes the final decision determining the holding of a curtain.

***DEFACEMENT OF FACILITY:** No client shall allow nails tacks, screws, or similar material to be driven or placed in any part of the premises without approval of the BAPAC Technical Supervisor. There shall be no painting on stage without prior approval of BAPAC Technical Supervisor. Repair of all damage is the responsibility of the client.

***FIREPROOFING:** All scenic materials brought in to the space by client must be flame proofed and/or conform to the Uniform Fire Code.

***FOOD/DRINK:** No food or drink is allowed in the house (audience area) or on stage except during performance as is called for in the course of client's show.

***GREEN ROOM:** Green Room is a common area for cast and crew.

***GUESTS BACKSTAGE:** Guests are not permitted anywhere onstage before, during or after a performance or during intermission. All doors leading to the stage will be locked and no admittance gained following a performance and during an intermission. Guests are welcome to come backstage to the house right support hall if the client wishes, but no admittance to or through the stage will be allowed. This is a safety issue as well as a logistical concern. Stagehands need to be able to do their work quickly and without obstruction.

***INTERRUPTION OR TERMINATION OF EVENT:** BAPAC retains the right to cause interruption or termination of any event when, in the sole judgment of the BAPAC such action necessary in the interest of public safety.

***KEYS TO FACILITY:** No keys to the BAPAC will be afforded to any client or artist hired by the client.

***LIGHTING INVENTORY:** The lighting inventory will be used as is. No relamping will be done unless necessary to replace an expired lamp and no conversions will be made.

***LOADING DOCK:** Clients will use the loading dock on the south east side of the BAPAC to unload their equipment. **Immediately after unloading, vehicles must be removed.** There is **NO** acceptable parking in the dock loading area unless it is to load or unload.

***NON-EXCLUSIVE RIGHT:** The BAPAC shall retain the right to use and license use of portions of the BAPAC not covered in the contract with any individual client, provided, that such use will not interfere with the client's activities.

***OPENING OF HOUSE:** The House opens 20 minutes prior to performance. All pre-sets, sound and light checks must be completed by that time.

***PAYMENT FOR DAMAGE:** Client agrees that at all times he/she will conduct his/her activities with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly authorized campus and governmental agencies responsible for public safety.

***SCENERY REMOVAL:** All scenery, props, costumes, equipment, etc. belonging to the client must be removed by client immediately following the final performance. All items not removed from the building will be assumed trash and disposed of accordingly at strike.

***SECURITY OF VALUABLES:** No lock box is provided to clients of the performance space. It is suggested that any personal valuable not be brought into the backstage area.

***SMOKING POLICY:** Smoking is not permitted anywhere in or around the BAPAC.

***STAFFING:** All clients' production needs are coordinated through the BAPAC director or events coordinator. .

PRODUCTION QUESTIONS FOR CLIENTS

It must be understood that the performance space is rented as bare walls and floor. It is up to the client to inform the BAPAC of what is needed in the space. This includes lighting, sound, rigging, softgoods, *anything* that is needed onstage.

The first issue is to determine the *nature* of the use: dance, music, lecture, play, etc.

GENERAL QUESTIONS FOR ALL CLIENTS:

- * What are the dressing room needs?
- * If bringing in a packaged show, are copies of contract/s with artist/s ready to give to the BAPAC? Are names and telephone numbers of show's technical coordinator/s included?
- * What are the microphone needs? These would be anticipated needs. Some will not be able to be determined until onstage.
- * What are curtain, final curtain, and clear times?
- * Who will serve as the **one voice/contact person** for all technical needs? **This person must be authorized to incur expenses for client.**
- * Any pre or post show music desired? If so, what?
- * Is curtain being opened or closed during event?

- * Does client know of any press that may require an audio drop?
- * Is Security needed for backstage for artist?
- * Are interpreters for hearing impaired needed for event?

LECTURE:

- * How much of the stage is being used? Usually forestage is plenty for lecture.
- * Any A/V needs? What type? Can they be rear projected?
- * Chairs or tables needed onstage?
- * What are the microphone needs? **PACE Production may not be able to switch to wireless equipment the day of the performance.**
- * How many speakers are there? Intro speakers, main speakers, closing speakers, etc...
- * Will there be Q &A? Houselights may need to be raised during this time, and arrangements made for the facilitation of audience's questions.

MUSIC:

- * Is it a shell event? If it is not a shell event then how is the stage configured in terms of softgoods, etc.?
- * Is conductor's podium needed?
- * Is piano needed?
- * Number of chairs, stands, music stands lights needed?
- * Please provide drawing of set up.
- * Band risers needed? User needs to supply set up ground plan.
- * Followspot needed?
- * What are lighting needs? Client may need to hire an independent lighting designer if needs are complex.
- * Depending upon complexity of event, client may be required to provide a stage manager, lighting and sound plots.
- * Are monitors needed onstage? Who is client's sound person?

DANCE:

- * Is dance floor being used? What type? Client will need to provide.
- * Who is client's lighting designer? Plan and section of theatre and instrument schedule will be given to client. Lighting designer's light plot must include use of softgoods, all scenery used and lift configuration.
- * What is the source of music? Live, tape, mini disc or CD? Who is client's sound person?
- * Is a piano needed for rehearsals, performances?
- * Who is the client's stage manager? From which location is the stage manager calling the show?
- * If company includes children, chaperons must accompany. There must be one adult for every 10 children under the age of 13 and one adult for every 20 children between the ages of 13 and 17.

PLAY:

- * Who is your Scenic designer?
- * Who is your Lighting designer?
- * Who is your Sound designer?
- * For all other questions, see **Dance**.

ALL SHOPS (Scene, Prop, Costume)

These are used exclusively by the BAPAC staff. Any use by visiting companies must be requested through BAPAC and/or Technical Supervisor. Client must be supervised by a member of BAPAC Production staff, their time being compensated by the client.

DRESSING ROOMS

Those dressing rooms assigned to you are for your exclusive use during your stay. Please do not leave valuables in them, there is no lock box provided. Please do not bring visitors in the Dressing Rooms. Rolling racks are available; you can request these through PACE Technical Supervisor.

GREEN ROOM:

This is a community room for everyone involved in the event. Crew is allowed to use the Green Room except from one-half hour before performance till one-half hour after performance.