



BOULDER'S CATALYST FOR CREATIVITY  
SINCE 1992

## In House Production Checklist

### Date & Venue

Check with the Client Relations Manager (Vonda) to ensure your preferred Date and Venue are available. Vonda will add your event to the Google Calendar to ensure your space is reserved and that proper staffing can be provided. Vonda can also provide context on other events going on that date, planned exhibitions, staffing needs, etc., to help start your planning and ensure you will have what you need.

### Tech & Equipment

Client Relations Manager (Vonda) can reserve the equipment you may need, such as TV, mics, etc., in our equipment calendar as well as connect you with our tech directors who can provide advance and/or day of tech support depending on what your needs are. This is also a good time to discuss the configuration you envision (if you are using a space like the Carsen or Vandeveer that will require any staff setup).

### Marketing

General Marketing Materials are submitted through your ticketing form (listed below). Below are the general marketing guidelines for presenters at the Dairy. If you need help developing these materials, contact Marketing Director (Brandi) [bnumedahl@thedairy.org](mailto:bnumedahl@thedairy.org).

**Flatscreen Ads:** The specs are 1280 x 720 pixels, RGB or jpeg accepted (with horizontal image). The following information MUST be included on this image: Name of Event, Name of Presenting Organization, Date(s) and Time(s) of Event. If you do not submit this with the ticketing form, please send to b.

**Posters:** You can drop off 4 11x17 posters (vertical). Please leave these at the front desk with a post-it note that indicates they are for the "marketing department."

**Facebook Events:** Please remember to invite THE DAIRY to co-host your event. Social media sharing at the discretion of Dairy marketing staff.

**Boedecker Cinema flatscreen ad:** The Dairy offers clients a flatscreen slide advertisement in the Boedecker Cinema for two or more weeks before their event, at a two-week minimum, at \$100 per week.

## **Staff**

If your event is scheduled and on Google Calendar at least 8 weeks in advance, this will trigger the Operations Team to schedule appropriate staff. If not, you must contact the Operations Team (Vonda) to ensure staffing can be provided. Depending on your event, you may need Box Office Associate, House Manager, Cafe Staff/Concessions Staff/Remote Bartender, Tech Director/Cinema Technician, and/or Dairy Volunteer (volunteer duties include ushering, handing out marketing materials, scan tickets, and/or greet your patrons). If your staffing needs are greater than the minimum House Manager, Box Office (as needed), and Cafe (as needed) staff, it is best to set a Pre-Production Meeting (explanation below) with the Operations Team.

## **Front of House/Catering Needs**

Client Relations (Vonda) can provide details on the dairy's preferred caterers and policies surrounding food and beverages if you plan to offer refreshments. Remember that the cafe will generally be open and staffed 1 hour before any ticketed event and close after intermission unless otherwise specified. All food and beverage requests need to be approved by Front of House Manager to ensure they meet the requirements of the Dairy's Liquor License and/or City of Boulder's Special Events Liquor License. Please keep in mind that the Dairy has a cap on the amount of donated liquor that can be accepted per year which is intended for fundraising events.

## **Ticketing Form**

Please fill out a ticketing form for all confirmed public events, whether ticketed or non-ticketed. In addition to the Ticket Build, ticketing forms contain vital information for marketing, staffing, and accessibility for your event. The information submitted on your ticketing form is also provided to our patron services staff at the box office and to your house manager day-of. Please fill out your ticketing form here: <https://thedadairy.org/ticketing-form/>

Ticketing forms are due 8 weeks prior to your event to guarantee that your event is staffed and marketed before the monthly calendar is distributed. If you are less than 8 weeks out from your event, please fill out a ticketing form ASAP.

## **Comps List**

If you are offering Complimentary Tickets or any other separate RSVPs to a ticketed event not filtered through the Dairy's Box Office/online Ticketing Portal, please submit a Comp List at least 24 hours in advance to the Dairy's Box Office. Please create a Google Sheet with Name(s), Date(s), Number of Tickets, and any notes on special requests and accessibility and share with [frontdesk@thedadairy.org](mailto:frontdesk@thedadairy.org). This process will allow the box office to see when new comps have been requested and update accordingly.

## **Volunteers**

On your ticketing form, you can indicate if you would like the Dairy to add a volunteer shift on our sign-up portal for your event. Volunteer shifts are generally added about 6 weeks for the upcoming month's event. Volunteer duties include live performance ushers, and cinema will call, greeters, parking attendants, special events set up and strike and office administration duties upon special request. Volunteer shifts are generally 45 min - 1 hour, but can be longer if necessary. Dairy policy for volunteers is to invite volunteers to stay for events once their shift has ended, only if the event has not sold out. Please work with the Volunteer Coordinator (Edie) on your volunteer request.

## **Pre Production Checklist/Meeting**

Depending on the needs of your event, it is recommended to have a pre-production meeting 1-2 weeks before your event with Operations Staff (Bill, Ryan and Vonda) to finalize any details on your staffing, tech, and front-of-house needs (tables, etc). This is also an opportunity to ask clarifying questions, go over any policies or procedures that could affect your event, and talk about any other events or activities planned at the Dairy during your event. Your technical director will get in touch with you to go over any details or you can contact your TD 4 weeks in advance.

## **Contacts**

Patron Services Manager, [JSampson@thedadairy.org](mailto:JSampson@thedadairy.org)

Sales & Client Services Manager, Vonda Neely,  
[vneely@thedadairy.org](mailto:vneely@thedadairy.org)

Sr. Technical Director, Buddy Baker  
[buddy@thedadairy.org](mailto:buddy@thedadairy.org)

Technical Director Grace Pat Tracy  
[Patrick@thedadairy.org](mailto:Patrick@thedadairy.org)

Marketing Director, Brandi Numedahl,  
[bnumedahl@thedadairy.org](mailto:bnumedahl@thedadairy.org)

Volunteer Coordinator, Edie Israel,  
[volunteercoordinator@thedadairy.org](mailto:volunteercoordinator@thedadairy.org)



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### **Front of House Rules & Policies**

#### **Reminder**

Table-skirt banners are allowed and encouraged.

No covering or obscuring the wall or throughout the  
Lobby/Galleries

No banners or signage are allowed outside the Dairy (on the atrium or patio railing).  
Each theater rental/performance is allowed one 2 x 3 poster on an easel near the  
entrance of their theater. Clients must provide a hard-backed or foam poster board  
or one pop-up.

Carsen Theater rentals are allowed smaller poster signage (with arrows, please!)  
leading to the theater. The Dairy can provide easels for this. Please don't tape anything  
to the wall.

No handwritten signs of any  
kind.

No posters or signage will be taped to any surface at the  
Dairy.

No tabletop stands are allowed at our round cocktail  
table.

Posters/tables/all marketing materials must be struck after each performance and moved  
into your theater.

No posters or signage in the Dairy's  
entryways.

No step and repeats  
allowed.

## THEATRE ETIQUETTE INFORMATION SHEET FOR EVENT PARTICIPANTS

### HOUSE

No food or drinks. Please do not put your feet on the seats. Please do not jump up on, or off of, the edge of the stage.

Once the house is open, during intermission, and after the show, please don't peak around the curtain or walk on to the apron of the stage, or walk into the house from the stage vestibule door.

### STAGE

Please do not touch or play with the drapes. Oil from your fingers can erode the flame retardant finish.

Avoid rolling heavy set pieces or pianos over the floor pockets, they cannot take the weight.

Don't go up to the galleries or catwalks, *even* if the door is open. Unless it's a part of your act and you have signed a waiver.

Please only use approved tapes. (If unsure, please ask first.)

**IF THE CYC IS DOWN:** do not cross behind the cyclorama - it causes ripples. Always stay 3' away or go through hallway.

**IF THE LIGHT LADDERS /BOOMS ARE ON STAGE LEFT AND STAGE RIGHT (MOSTLY IN THE CASE OF DANCE):** do not touch the lighting instruments, even if they are off- they may have just been on and will be hot enough to cause a severe burn. When entering or exiting the stage please stay close to the legs as possible and don't stand in front of the light ladders as you will cast moving shadows on the stage.

No one, other than cast and crew directly involved with a performance, shall be allowed or invited backstage during any performance, between the time the house opens and until such time that the worklights have been turned on after the end of the performance. Performers and crew who wish to meet audience members after the show, should arrange to meet them in the hallway or lobby.

### PERSONAL BEHAVIOR

Any Stage Crew provided by the event must wear closed-toe solid shoes and black/dark clothing.

No bare feet, socks or slippers in any area of the facility. The exception is if it's a part of your character to be bare-footed or in socks or slippers, and then only when on stage. At all other times please wear shoes (even to walk to backstage).

Unless you are about to make an entrance, please don't hang around in the wings or

backstage. You may be seen by the audience, and you will be in the way of other actors trying to make an entrance, and in the way of the tech crew. **IF YOU CAN SEE THE AUDIENCE, THEY CAN SEE YOU.**

If there is a blackout at the end of your act while you are still on stage, hold your pose until lights are completely out and/or until the curtain is completely closed. Only then should you move off stage.

### **TECH REHEARSALS**

The purpose of your Tech Rehearsal is so that the technicians and crew can learn your show. You've been practicing, now it's their turn. In order to provide you with the best technical support, we ask that, if at all possible, you rehearse your show in show order under show conditions.

There will be a lot of stopping during your Tech Rehearsal while the technicians record cues, make notes and practice their "parts".

The lights may change or go to blackout in the middle of your act - keep going unless asked to stop. If you are backstage and the stage goes black, stop moving until the lights go on again and you can safely see.

If sound levels change, go silent, or if there is feedback - keep going unless asked to hold or stop.

And please don't be offended if we cut you off in the middle of your act - it's only because we are done teching it. Your Tech Rehearsal is for your technicians; your part should already be prepared by this point and you will not have time to rehearse during a Tech Rehearsal.

### **AFTER YOUR SHOW**

There are Strike Check Lists posted in each dressing room. Before you leave please be sure that the dressing rooms and backstage area clean.

### **TAPES**

ONLY TAPES APPROVED BY THE THEATRE MANAGER OR THEATRE TECHNICIANS MAY BE USED ON WALLS, FLOORS OR OTHER SURFACES OF THE THEATRES.

NOT SURE? PLEASE CHECK WITH THE THEATRE MANAGER OR A THEATRE TECHNICIAN BEFORE USING ANY TAPE NOT ON THIS LIST.

*ALL TAPE USED MUST BE COMPLETELY REMOVED AFTER YOUR EVENT.*

### **TAPES APPROVED FOR USE**

SPIKE TAPE

GAFF TAPE

GLOW TAPE

PAINTERS TAPE (*not for use on stage deck or fly rail*)

### **DO NOT USE**

MASKING TAPE

DUCT TAPE

PACKING TAPE

SCOTCH TAPE

DOUBLE SIDED TAPE

## **TECHNICIAN AND VISITING CREW SAFETY POLICIES**

Never work in the theatre alone.

Do not operate any equipment or perform any tasks for which you have not been trained.

Visiting crew may not operate any equipment or perform any tasks unless you have a signed liability waiver on file and you have been trained and a Dairy technician is supervising.

Unplug equipment and instruments before: changing a lamp, trouble-shooting, repairing, or other activities requiring caution.

Remove all loose items in your pockets before working at height.

Do not stand on anything - chairs, ladders, etc. — at height.

Know the location of fire extinguishers and first aid boxes.

Always return tools and supplies to their proper place and leave work areas clean.

When on headset, don't talk during a standby.

When on headset, don't say anything you don't want the world to know.

When going off headset, announce "*Name* going off headset" and turn off the talk button before you set the headset down. When returning to the headset, announce "*Name* on headset".

Technicians and visiting crew members may eat and drink in the booth, at the light or sound board, or at the production tech table if they are working a rehearsal or show and are not able to leave for more than two hours (if a mess is left, this privilege may be revoked.)

Always follow, and enforce with others, the safety and etiquette rules posted in the theatre, and listed in the Safety Manual

# STRIKE CHECKLIST FOR USERS

(Not all **items** may pertain to your event, and there may be others that do.)

## STAGE DECK

- ALL SET **PIECES** AND PROPS REMOVED ALL TAPE REMOVED FROM STAGE FLOOR
- ALL DRAPERY RETURNED TO REP
- STAGE SWEEP WITH DUST MOP

## BACKSTAGE HALLWAY

- ALL SET **PIECES** AND PROPS REMOVED
- BELONGINGS COLLECTED
- FLOOR CLEAR
- CHAIRS** USED STORED
- FRIDGE/MICROWAVE** EMPTIED, CLEANED
- FLOOR SWEEP WITH DUST MOP

## CATWALKS/UPPER WALKWAYS

- TIDY - NO EXTRA EQUIPMENT OR PERSONAL ITEMS
- HEADSETS RETURNED TO STORAGE
- EQUIPMENT IN STORAGE BAY NEATLY STORED IN CORRECT CATEGORIES
- FOLLOWSPOTS ARE TURNED OFF

## DRESSING ROOM

- BELONGINGS COLLECTED
- COUNTERS CLEAN

## BOOTH

- GARBAGE CAN EMPTIED
- FLOORS TIDY
- COUNTER TIDY
- EQUIPMENT STORED CORRECTLY

## LIGHTING EQUIPMENT

- LIGHT BOARD TURNED OFF AND COVERED
- REP PLOT PATCH RESTORED
- SHOW GELS, GOBOS, ETC. COLLECTED
- GELS USED FOR EVENT ARE FILED
- LIGHTING EQUIPMENT RETURNED TO STORAGE

## SOUND EQUIPMENT

- SOUND BOARD TURNED OFF AND COVERED
- SOUND EQUIPMENT RETURNED TO STORAGE
- STAGE MONITORS AND CABLES STORED

## GREEN ROOM

- SHOW ITEMS REMOVED
- SIGNS TAKEN DOWN FROM WALLS
- ALL TAPE AND FASTENINGS REMOVED
- MIRRORS CLEAN
- FLOOR SWEEP WITH DUST MOP
- DRESSING ROOMS EMPTY AND CLEAN

**Carsen Theater Inventory/Spec Sheet 2026**  
**LIGHTING**

Console:

One ETC Element

Dimmers:

Six Leprecon LD360HP 6-channel dimmer packs, DMX control, Edison input  
There are currently 2 packs with 1 channel non-working and 1 pack with 2 channels not working.

Instruments in rep plot:

Fifteen ETC Source4 36° Lekos 575w  
Four ETC Source4 Zooms 25°-50° 575w  
Three Selecon Fresnels 650w  
Six ETC Colorsource Spots 36°  
Six ETC Colorsource Pars  
Six ETC Colorsource Spot Jr. 25-50° Zoom

Spare Instruments:

Eight ETC Source4 Jr. 36° Lekos 575w  
Four ETC Source4 Pars with lens kits 575w

**AUDIO**

Console : One Midas DM12 12 channel analog mixer

Speakers : Two PreSonus CDL 12P powered speakers

One Apple iMac 21" with Qlab 4 pro video and audio license

Headset system with booth base station and 3 beltpacks and headsets

**SEATING RISERS** (each riser requires 4 legs)

Sixteen @ 8'X3' platforms

Seven @ 6'X3' platforms

Thirty-six 8" legs

Thirty-six 16" legs

Twelve 24" legs

Twelve 32" legs

Twelve 40" legs

Twelve 48" legs

Twelve 56" legs

**DRAPERIES**

Upstage (North wall) black velour on traveler track, split at center

Six black velour legs 18' high by 10'9" wide for legs or wall coverings

## **Carsen Theater Technical Specifications**

All lighting and sound is set up to be run from the tech booth, above the house right audience entrance.

The lighting grid is 18' from the stage floor.

The size of the room is 34' 6" wide from wall to wall (east to west) and 39' deep. There are black drapes on traveler tracks on the north wall to cover the storage area and create an upstage crossover. There are black drapes to create 3 wings on each side of the stage if desired.

Unless otherwise contracted, a Dairy technical director will check a company in at the beginning of their rental to assure that the theater is in good clean condition, that the equipment is in good working order, and to assure that the company knows how to use the Dairy's technical equipment. The Dairy technical director will also check the company out to assure that the room is in the same condition as it was upon check in. Black paint will be provided if the floor is in need of a repaint. It will be the renter's responsibility to put the room back to its original condition.

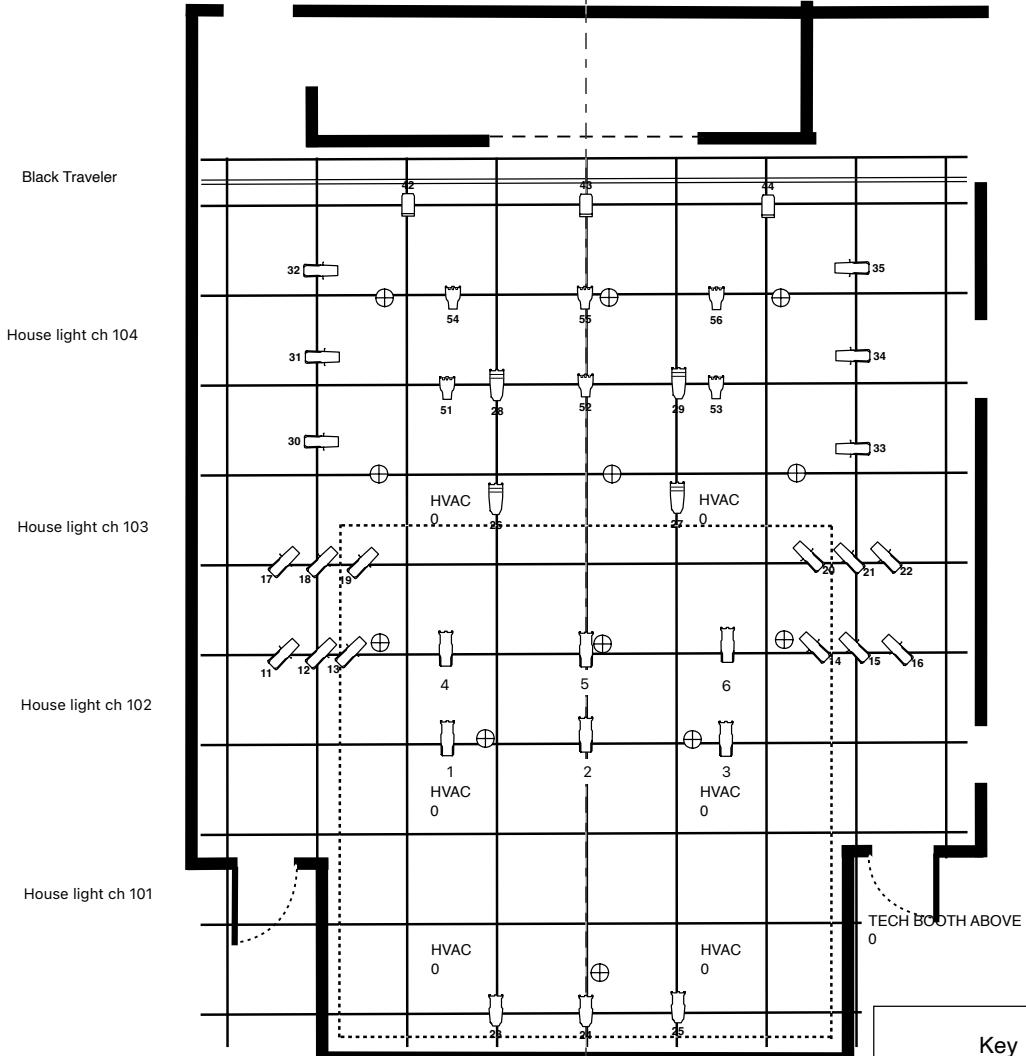
It is up to the company to keep the theaters in clean and presentable condition. The theater should be in clean condition before an audience enters. Trash and recycling containers are provided in the dressing rooms and the theaters. It's the company's responsibility to empty them before they become overflowing. The trash and recycling dumpsters are on the south end of the back parking lot.

There is no smoking or open flames allowed in the space. Any and all pyrotechnics must be approved by the Fire Marshall of the city of Boulder and executed by a licensed pyrotechnics practitioner. Any use of the theater that does not comply with the laws of the city or the rules of The Dairy will result in loss of security deposit and possible breach of contract.

Anything out of the ordinary that may happen in the Carsen Theater which may compromise the integrity of the room or its equipment must be approved in writing by the Dairy technical director. This includes, but is not limited to: tap or flamenco dancing, throwing anything (juggling balls, rice, glitter, water, flower petals), paint, hazers/fog machines, any kind of glass on stage, or any kind of food onstage. Any compromise of the theater or its equipment may result in a breach of contract, a charge to the company, and the possibility of denial of requests to rent in the future.

The Carsen Theater is a configurable performance space with the ability to have the audience in a variety of ways. Drawings of some of the possible configurations are available in the tech packet. The rep riser plot is a configuration of 5 rows of riser seating with 11 chairs per row and one row on the floor. The back row has 13, so the total number of chairs in the rep position is 68. If the presenter wishes to change the configuration, they must speak to the technical manager to understand the amount of work involved in making such a change. It's also up to the presenter to supply the crew necessary to do the adjustment and it must be returned to the original rep configuration at the end of the rental. There are enough risers to create a small variety of different configurations, but the size of the stage is affected by the size and configuration of the seating area.

**The rep light plot, drape plot, and riser arrangement must be restored upon checkout. A fee will be charged for any work left undone and future rental requests may be denied as a result. Adequate time should be contracted to assure that these things are done.**



Dairy Arts Ctr

Venue: Carsen Theater

Designer:

07/01/25

Rep  
Plot

- 36° Source Four
- 25-50° Source Four Zoom
- Acclaim Fres
- Location
- Color Source Jr.
- ColorSource 36°
- ColorSource PAR

