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.

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 bnumedahl@thedairy.org.
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.

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 the 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://thedairy.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 Hartman 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@thedairy.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, Matt 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.

Renter and Technical Staff; Expectations

Anything out of the ordinary that may happen in the Grace Gamm Theater which may compromise the integrity of the floor or our equipment, must be approved in writing by the Dairy technical director. This includes, but is not limited to: lag bolts, throwing anything (juggling balls, rice, glitter, water, flower petals), paint, any kind of glass on stage, or any kind of food onstage. Haze, fog, open flame, or any vape devices are not permitted. *Any compromise of the Space or its equipment may result in the loss of the renters security deposit.*

All lighting and sound is set up to be run from the tech booth at the rear of the house, with the option for a table in FOH for the lighting console, at the written discretion of the Technical Director.

The light plot will be focused and in good working order when a rental starts. The rep light plot focus must be restored upon checkout or loss of security deposit may result. Adequate time should be contracted to assure that this is done.

The rep plot must be used in the position and focus that it is in upon move in. Changing the use of the lights in the rep plot will be allowed only with the consent of the Technical Director and must be returned to their original position and focus upon checkout. *Allowing the changing of the rep plot will be based on time contracted for load in and load out.*

The performing company's contracted time in the space must include the time necessary to restore the space to the original state, and format, as when the company moved into the Grace Gamm theater. Furthermore, the rep drape plot must be restored upon checkout or loss of security deposit may result. Adequate time should be contracted to assure that this is done.

A Dairy technical director will be on-site, and readily available whenever using audio, lighting, or other such technical equipment belonging to the Dairy. The Senior TD, and Grace Gamm TD will act as a consultant regarding Dairy policies, safety procedures, and running the Dairy's own equipment, but is not labor for the company's load in or show run *unless** he or she is contracted with the company as lighting designer or otherwise beforehand. The company must provide their own able crew for the load-in, run and strike of their show.

The Technical Director is not responsible for the artistic integrity of lights, sound, projections, or scenic design, unless contracted to do so. Any request for contracted work must be submitted to the TD no later than four (4) weeks prior to the move in date. At this point, the TD will contact the senior TD, who will work through the contract, for approval. The TD will reply in a timely manner, for the sake of proper staffing.

Parking, cleaning, and Safety:

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*.

Any extra facility, maintenance, and cleaning needs, should be communicated to the TD, which will be passed on and taken care of by the proper authority for the DAC

The trash and recycling dumpsters are on the south end of the back parking lot. It is the responsibility of the company to restore the theater to its original condition as requested by the Dairy technical director. FAILURE TO RESTORE THE THEATER TO ITS ORIGINAL CONDITION MAY RESULT IN A FINE.

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 practitioner.

The green room of the Grace Gamm will be cleaned every Sunday, unless otherwise requested by the renter, or Technical Director. Safety and security is absolute priority for the Grace Gamm theater, but the responsibility for the security of possessions, renter equipment, etc. is solely on the rental company, or individuals involved. To help facilitate this for you, we offer three secure options for your possessions and equipment for dark days, which are listed below:

1, Both dressing rooms have a lock on the door, and can be unlocked using the renter key, which can be accessed via the key lockbox on the outside of the backstage door, which will be assigned upon load in.

2, The Grace Gamm booth will be locked every night, and will *only* be opened in the presence of the TD, on-site. You will not have access to these things until the TD is in the building, as the renter key will not work on the booth door.

3, We have a secure locked box, which is approx. 2'x2'x2', that can be put in the green room - a single key for this box exists, so it will be lent on an *as needed* basis, which limits this option to one day at a time, as agreed upon by the TD and renter. Best practice is still to remove valuables from the property when possible.

For rentals lasting multiple weeks, all valuables should be removed from the back room before Saturday evening, and all remaining possessions should be *on the tables* in the dressing rooms. The Dairy is not responsible for lost, damaged, or otherwise compromised equipment or possessions.

The doors to the outside of the building should not be propped open for any reason, at any time; *except* when there is a lookout with eyes on the door the whole time, and the TD is notified. This is important for building security.

Please take time during check in to familiarize yourself with the location of fire extinguishers, and the fire safety protocol in the green room.

Our west parking lot fills quickly when we have multiple shows going on at once - familiarize yourself with the overflow parking across from the park, and check www.thedairy.org to for activity in our venues. ***DO NOT*** leave any valuables in your car, regardless of where you park - we have excellent lighting in the parking lot, and cameras, but we do not assume any responsibility for possessions on the property.

Construction/Safety Expectations

1. All persons constructing or moving scenery on stage shall be properly attired. This includes: long pants, close-toed shoes (hard-sole shoes should be worn if possible since gym shoes do not afford sufficient sole and toe protection), and long hair is to be tied back. At no time will anyone wearing a dress, shorts, sandals, dangling necklaces or large rings, long loose scarves or loose sleeves be allowed to construct or move scenery.

2. When operating any power tool, safety glasses are to be worn.

3. When participating in, or in the vicinity of, abrasive sanding or spray painting, respiratory masks are to be used in addition to safety glasses.

4. Ear protection should be worn for prolonged periods of exposure to loud machinery.

5. Protective gloves are required when working with solvents or solvent based (non-water based) chemicals and materials.

6. Work areas must be kept clean and organized; periodically sweep up excessive waste and return unnecessary tools to their proper places. Before operating any power tools, make sure all allen wrenches, chuck keys or other foreign materials are clear of the machine's work area.

7. No drinks or food are permitted in construction areas.

8. The Dairy rules apply regarding smoking, alcohol, drugs, weapons, etc.

9. A person using medications, which could cause drowsiness, lightheadedness, or disorientation may not construct or move scenery.

10. At no time shall anyone operate or attempt to operate any power tools or machinery without the appropriate training, and liability waiver.

11. No one shall work alone. In case of injury or incident, there must be another person present to render aid or to assist.

12. Never attempt to repair or adjust any machines. If a machine or tool is accidentally damaged, or if there is a problem with the operation of a machine or tool, bring it to the attention of the Technical Manager or authorized person in charge.

13. Always disconnect the power before changing blades, bits, or attachments.

14. Always make sure that all power tools are turned off and the electrical power disconnected before leaving the machine.

15. NEVER leave an unattended machine running. Anyone removed from the area for a breach of rules shall not be allowed to return unless authorized by the Technical Manager or authorized person in charge.

Other expectations

16. **Supervision**: The Renter shall assume full responsibility for the supervision of their activity, as well as the conduct of all attendees and participants Theatre staff must remain in the facility throughout the entire use.

17. **Shoes and clothing**: Solid closed-toe shoes must be worn at all times in all areas of the building. Bare feet, socks or slippers, etc. are not permitted in any area of the facility. The only exception is if it's a part of a character's blocking or choreography to be without shoes, and then only when on stage. Any Stage Crew provided by the Renter must wear closed-toe solid shoes and black/dark clothing.

18. **Tobacco, Alcohol, Weapons**: The use of tobacco, alcohol and weapons are not permitted on the property. (The only exception is a prop weapon that is being used in a performance. The prop weapon must be viewed and approved by the Technical Manager or designated staff technician before it is brought into the building.)

19. **Set-Up**: The Renter is responsible for set-up of the events), under the supervision of the theatre staff required for production preparation. The Renter may not make adjustments to heating, light or furnishings/equipment without prior approval. No decorations or application of material to the walls or floors will be allowed without permission of the Technical Director.

20. **Clean-Up**: The Renter is responsible for clean up and must leave the facility in a clean and orderly condition with all furniture in the same location it was found. Please see the Strike Checklist for details.

21. **Large Events**: Large events require at least one Production Meeting with the Technical Manager to determine the
appropriate staffing, parking needs, fees and facilities for the event.

22. **Performing Rights, Licenses, and Royalties**: The Renter must agree to obtain all necessary performing rights and licenses and to pay any applicable royalties and other fees as they pertain to the event.

23. **Safety**: The center does not allow flame of any kind in the theatre. Also all materials and props must be self extinguishing. Fog machines and equivalent are not permitted. All participants shall wear solid closed-toe shoes, unless sandals or bare feet are a part of performance.

24. **Hanging Drops, Signs, Etc**: If the Renter wishes to hang any drops or set pieces, a theatre technician must supervise the process, including the requirement to submit a Liability Waiver form. The Renter is responsible for providing their own rigging hardware, and for ensuring that it is correctly attached to the item being hung and to the pipes), according to OSHA Theatre Rigging standards. The User agrees to hold harmless and indemnity the center and its employees from breakage or falling of drops, signs, etc, provided by the Renter that are hung in the theatre.

25. **Food and Drinks**: No food or drinks are permitted on stage (unless they are a part of a performance) or in the house. Food is permitted in the backstage hallway and dressing rooms. This privilege will be revoked if food is not properly disposed of, or if there is a mess during or after the event.

26. **Live Animals**. Live animals are not permitted in the facility

Inventory and Basic Space

Measurements/Tech Specs

The Grace Gamm Theater is an end stage configuration performance venue. The stage is 3” above the floor. The size of the stage is 45’ 9” wide from wall to wall and 26’6” deep from the front edge to the back wall.

The lighting grid is 18’3” from the stage floor. Please refer to the rep plot drawing for the layout of the pipes.

The theater has seating for 116. There is a 6’4” wide aisle between the front of the stage and the front seating area

LIGHTING CONTROL CONSOLE:

ETC ION 1000 1024 control channels, 10,000 cues One 2 x 10 Fader wing

LIGHTING INSTRUMENTS:

- 3 - ETC Source4 LED ellipsoidal Lustre+
- 22 - ETC ColorSource Spots
- 6 - ETC ColorSource with Fresnel lenses
- 6 - ETC ColorSource with CYC lenses
- 10 - ETC ColorSource PAR

ADDITIONAL LENSES

- 8 - 26° lens tubes
- 10 - 36° lens tubes
- 9 - Wide PAR filter

CONVENTIONAL DIMMING

- 2 - 6-channel Leprecon Packs (ULD-360)

AUDIO SPEAKERS (Refer to Lighting Plot for positioning)

- 6 - Renkus Heinz UBRK/81B (E, F, G, H, I, J)
- 3 - Renkus Heinz TRX121 (A, B, C)
- 2 - Renkus Heinz TRX-82/12 (K,
- 1 - Subwoofer - Danley THmini (D)

EQUIPMENT

- 1 - Allen & Heath Qu-6D digital mixing console
- 1 - QSC PLD4.3 Audio Amplifier 900W/channel
- 3 - QSC PLD4.2 Audio Amplifier 500W/channel
- 4 - Shure wireless systems with Countryman headworn lavalier microphones 1 - Apple IMAC with QLAB Pro-bundle license and Dante virtual sound card license

VIDEO

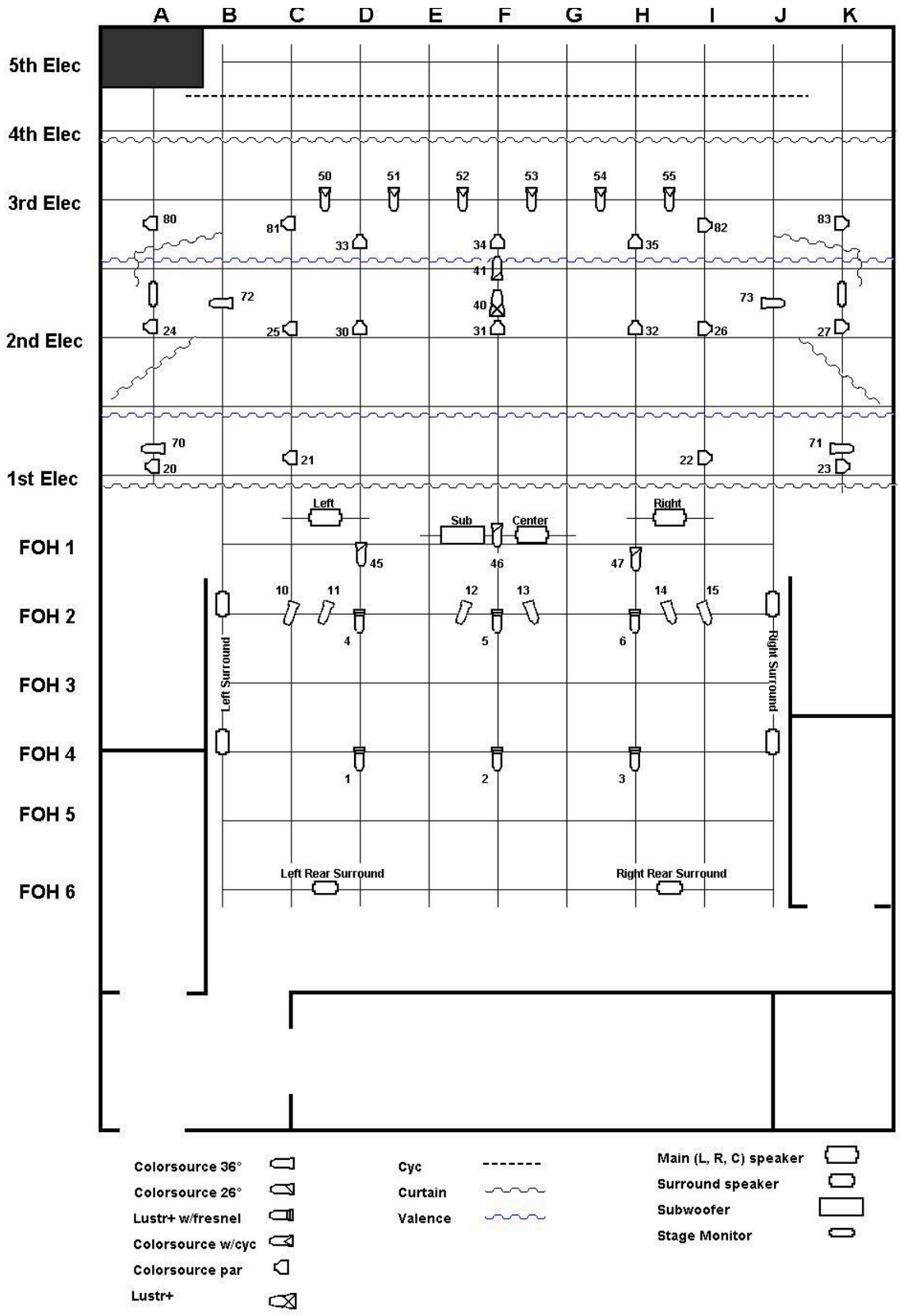
- 1 - Panasonic PT-DZ780UB with supplied 1.7-2.4:1 zoom lens

Staff

Contacts
Grace Technical Director, Pat Tracy, patrick@thedairy.org
Senior Technical Director, Buddy Baker, buddy@thedairy.org
Patron Services Manager, Jenna Hissong jenna@thedairy.org
Sales & Client Services Manager, Vonda Neely, vneely@thedairy.org
Marketing Director, Brandi Numedahl, bnumedahl@thedairy.org
Volunteer Coordinator, Edie Israel, volunteercoordinator@thedairy.org

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DAIRY ARTS CENTER
BOULDER'S CATALYST FOR CREATIVITY SINCE 1992


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Right Surround
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Left Rear Surround
Right Rear Surround
Colorsource 36°
Colorsource 26°
Lustr+ w/fresnel
Colorsource w/cyc
Colorsource par
Lustr+
Cyc
Curtain
Valence
Main (L, R, C) speaker
Surround speaker
Subwoofer
Stage Monitor