

HIGH POINT THEATRE
est. to entertain

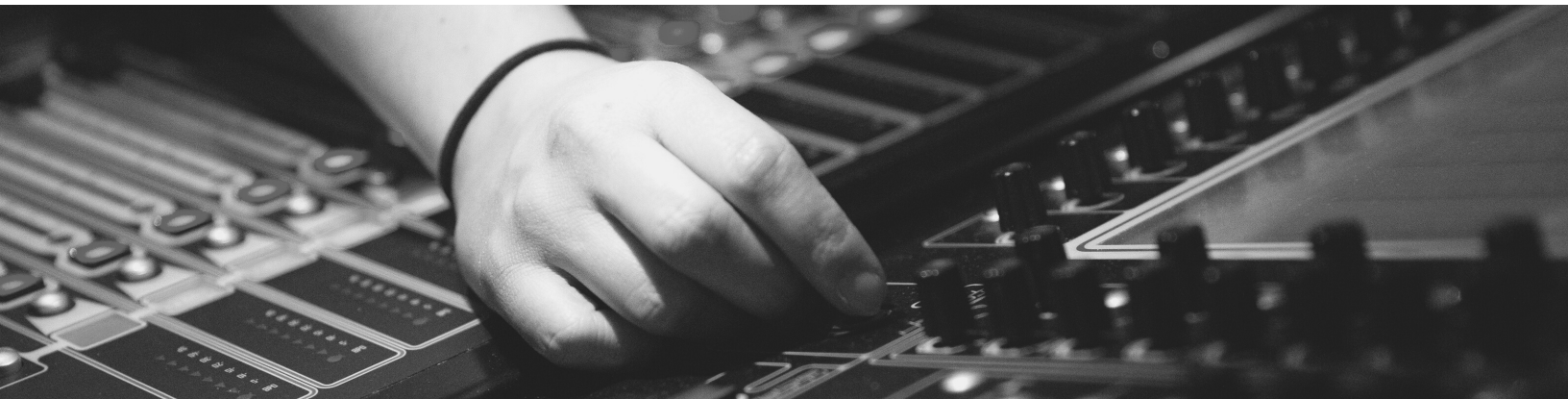
TECH MANUAL

Our House. Your Show.



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HIGH POINT THEATRE

220 E. Commerce Ave., High Point, NC 27260 | 336.883.8523 | highpointtheatre.com



About Our Theatre

High Point Theatre is on a mission to entertain High Point, NC, and beyond by pairing national names with hometown hospitality.

Owned & operated by the City of High Point, High Point Theatre is a full-service, state-of-the-art, downtown venue with excellent visibility, high quality sound and lighting as well as projection and streaming capabilities to craft any level of production.

Our Team

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House Manager

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Additional Employees: 4

LOCATION & PARKING



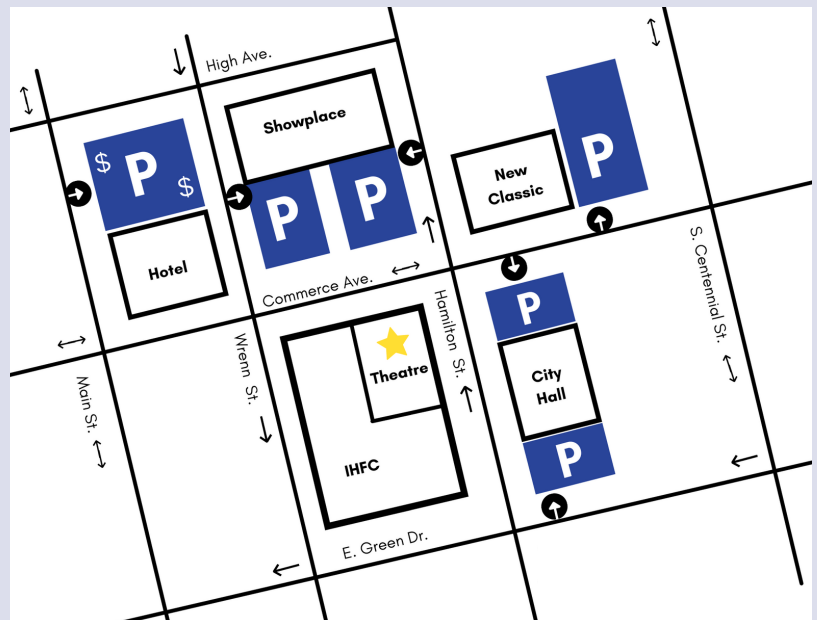
LOCATE

220 E. Commerce Ave., High Point, NC 27260

The Theatre is located in the northeast corner of the International Home Furnishings Center (IHFC) building on the 200 block of Commerce Avenue in downtown High Point, NC.

PARK

- Free and Paid lots surround the Theatre
- In City lots, do not park in reserved spots
- Handicap spots are first come, first serve
- **Trucks:** 100' of single-lane parking is available on S. Hamilton St. This can be reserved for production use with advance notice. Other truck parking must be coordinated in advance & may be at least a block away from the facility.



LOADING

LOAD

Loading happens at the rear of the Theatre at 201 S. Hamilton St. The stage floor is located 8' below the sidewalk level. There are two access options for the facility.



Rollup Door

Access from the street at sidewalk level. It is 7'9" wide x 14' tall and opens up onto a 5' x 8' hydraulic lift to lower equipment to stage level. (2000 lb. weight limit.). This lift stops 18" above stage level; with a 4' wide metal ramp down to the deck.



Loading Dock

The dock is 39" high and leads directly to the freight elevator. The Rollup Door's ramp is also a dock plate. Freight elevator is 8'6" long x 6' wide x 7' tall. Elevator doors are 6'2" tall x 4'6" wide. Elevator access to Stage level, Dressing rooms, Front of House, and Balcony/Booth levels.

OVERVIEW



Seating

900 Total (24 additional may be setup on Orchestra Pit)
625 Orchestra Level
275 Balcony
6 wheelchair spots in Orchestra Rear

Stage Dimensions

Proscenium Height: 19'9"
Proscenium Width: 52' (Legs set to 40' opening)
Depth: 32' from plaster line to back wall
29'3" from plaster line to Cyc.
2' from PL to front edge of pit at Center Line.
Elevation above house floor: 3'

Orchestra Pit

45' wide x 6'6" deep. The pit is on a hydraulic system that runs from stage level to the trap room below stage and may be positioned anywhere in its travel area.

Grid Height

59'9" from the stage to the bottom of the grid.
6' from the grid to the roof. As a general rule: We do not move line sets from their positions.

Stage Floor

Sprung pine floor, painted black.

Fasteners

The Theatre does allow clients to screw or lag scenery into the floor. Any holes made by fasteners must be filled during load out.

Dance Floor

Dance companies must use a "Marley" dance floor for their productions. We have one available to rent.

Wing Space

Approximately 25' available on both sides. Light Ladders high trim is 10'.

Crossovers

There is normally a 3' crossover upstage of the Cyc and a full crossover hallway under stage.

Production Office/ Green Room

The Production Staff is welcome to use the Green Room for a Production Office. The Green Room is just off Stage Right. It has a restroom, coffee station, makeup mirror, and seating for 6-8.

Stage Manager's Console

The Stage Manager may be located either in the Production Booth, or Backstage Right. The backstage position has ClearCom, and dressing room paging. The Production Booth has an audio monitor for show feed, ClearCom, and dressing room paging. The Production Booth is located under the balcony, and is accessible via the freight elevator from backstage or through the lobby.

Stagehand Labor

The Theatre is a non-union house. We utilize a local production company to fill calls with competent technicians. Clients needing labor for their production will absorb the cost of that labor, as noted in the contract. Contact must be made with the Technical Director at least 6 weeks prior to the event to make crew arrangements.

Handicap Access

Handicap access to Front of House is via wheelchair ramp just inside the main entrance. Handicap access to the stage area is through the Lobby and back to a freight elevator, located behind the Main Gallery.

House Policies

The High Point Theatre is a smoke-free facility. Any use of live flame (including everything from lit cigarettes and candles to flash pots and smoke effects) in productions requires a permit from the High Point Fire Marshal. If your production uses any kind of smoke/haze or flame effects, please inform the Senior Technical Director at least 6 weeks prior to your event to arrange for the permits.

SOUND



Inputs

Digital— Digico 40x8 Stage Boxes (2). CAT5 connection points are SL at Stage Manager's desk.

Analog— Whirlwind Concert Series 40 x 16 snake w/ split box SL, 10' monitor fan, feed to house mix position, w/ 20' FOH fan.

Control Locations

House mix position in back row House Right. (under balcony) Area is approximately 4' x 8'. Auditorium seats not removable. Mix position has Clear Com, 2- 20A outlets, snake inputs to backstage and snake to Production Booth.

Production Booth Position is under balcony with limited channels to/from Whirlwind snake.

Touring Audio

With advanced notice, touring productions may use their FOH sound equipment. In this case the FOH Processing Rack may be located at the House Mix Position or backstage left. It is 150' up/over/down/around from FOH to BSL.

Hearing Assist

Listen FM system independent of the house sound system. House Management is responsible for receiver distribution.

Monitor/ Paging System

All production areas are covered by audio monitors & paging system. (Dressing rooms, production booth, green room, TD Office, Box Office) Monitors run off shotgun mic in balcony rail. Paging system able to call selected locations or whole system.

Intercom

Clear Com base station in Production booth. Wired stations located in lighting, sound booth, projection booth, follow spot alcoves, house mix position, center auditorium (tech table), backstage Left & Right, Fly rail, and Trap Room. House manager contact via radio.

Mixing Consoles

Digico SD9 (House Mix position)
Digico SD9 (Monitor console)

House PA System

Speakers:

JBL Vertec Line Array System (stereo). Each side has 4 flown Vertec 4887 speakers.

Subs are QSC KW181 18" 1 box per side. 2 additional are available.

2 JBL VRX932 Boxes—Down/Center Fill flown at Center

4 JBL VRX928 Boxes—Front Fill (portable)

Amplifiers

FOH Hi's—Crown Macrotech 2402

FOH Mid's—Crown Macrotech 5002

FOH Center Cluster— Crown Macrotech 5002

Monitors—QSC RMX 850 (x4)

Signal Processing

FOH— QSC Qsys core 110F

Monitor Speakers

EAW LA215 2-way 15" monitors (x8)

EV Eliminator Drum Fill

SOUND (con't)

Microphones

AKG D440 (x4)
AKG D112 MKII (x1)
AT PRO 37 (x2)
AT 2020 (x2)
Sennheiser e 609 (x2)
Shure Beta 98H (x1)
Shure Beta 52 (x1)
Shure KSM 137(x1)
Heil Pro Plus (x2)
Heil PR 31 BW (x2)
MXL 990 (x1)
sE Vkick, (x1)
sE V Beat w/clamps (x3)
sE V& X (x1)
sE 8s (x4)
DPA d:vote 4099P Stereo Piano Microphone System (x1)
Crown PCC 160 (x4)
SM 58 (x6)
SM 57 (x5)
ULXD (x12 handhelds) (x8 beltpacks)

Headsets & Lavaliers

Shure WL93 Black Lav (x3)
Samson SE10 single ear tan, (x6)
Isomax Headset, (x5)

Direct Box Inventory

Radial JDI (x4)
Radial Pro DI (x4)
Whirlwind IMP 2, 1 channel (x5)
CBI DBGL Pro Direct Box (x3)
Whirlwind PCDI (x2)
EDBI DI (x2)
AR-133 active di box, (x2)

Playback

Denon DN 1000F CD player
Tascam CD200 CD Player
PCDI

Cable

10' XLR Cable (x)
25' XLR Cable (x)
50' XLR Cable (x)
10' NL4 Speaker Cable (x)
25' NL4 Speaker Cable (x)
50' NL4 Speaker Cable (x)
100' NL4 Speaker Cable (x)
Various Sub Snakes

Stands

Table mic stands (x)
Straight mic stands (x)
Short boom mic stands (x)
Tall boom mic stands (x)
Guitar stands (x2)



LIGHTING



Power

There are two three-phase company boxes located off Stage Right. One is 120/208v 800A/leg, one is 120v, 125A/leg. Both have bare wire connectors.

Dimmers

384 ETC Sensor dimmers/ dimmer per circuit.
2.4k each.

Consoles

Ion Xe 20. (2) 23" touchscreens
X-keys, standard keyboard, and Trackball mouse.
WiFi RFU via app.

Eos software Via Nomad Puck. (2) 23" touchscreens
X-keys, standard keyboard, and Trackball mouse.
WiFi RFU via app.

Control/DMX

The Theatre has limited Distributed DMX. (2nd Universe)
If you require complex lighting control, please notify the Theatre Technical Director at least 4 weeks prior to your event.

Houselights

Can be controlled from Stage Manager's console SR, Unison Panel in Light booth, and/or Lightboard.

Fixtures

10 ETC Source Four 10°, 575w
48 ETC Source Four 19°, 575w
48 ETC Source Four 26°, 575w
48 ETC Source Four 36°, 575w
4 ETC Source Four 50°, 575w
50 ETC Source Four ParNels 575w
15 Chauvet Ovation 915 FC Fresnels Top/Back lighting
6 Chauvet Ovation 805s Cyc lighting

FollowSpots

2 Lycian Starklite II 1272 spotlights (1200wHMI), located in permanent booths in the balcony.

Hardware

20 Source Four Tophats
20 ParNel Barndoors
8- 10" barndoors
8- 7 1/2" barndoors
0- 7 1/2" tophats
40 Source Four template holders (20 size A, 20 size B)
4 Source Four Irises
4 Rosco Gobo Rotators
8 boom stands & various height pipe

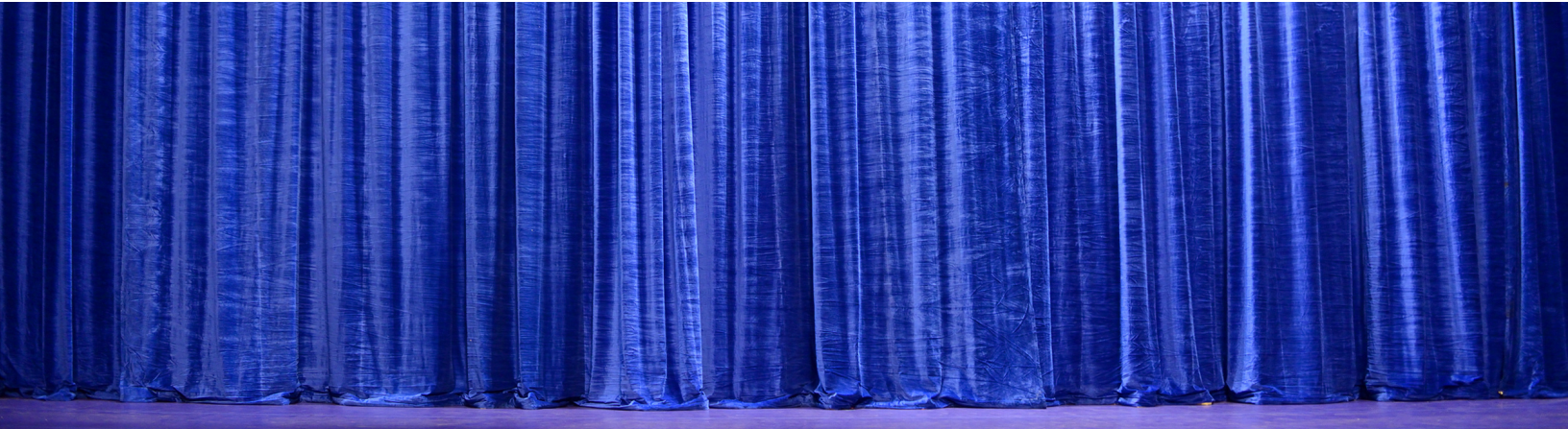
Cable

There is an ample supply of 3 pin lighting cables in lengths from 5' to 100'. There are approximately 40 two-fers and 12 edison to 3 pin adapters.

Audiovisual

Digital Projection HIGHLIGHT II 13k Laser Projector
EIKI 3500 lumen LCD Data Projector.
8' tripod-style projection screens
22' x 40' "Rubber Sheet" movie screen on line set 6
10' x 14' fast-fold front & rear projection screen
Kramer VP-443 & VS-66HDMI switchers
Dennon DN-500BD Blu-Ray DVD player

CARPENTRY



Draperies

Main Curtain: Blue velour, 28' tall. Guillotine or travel. Located 1' upstage of the plaster line. Manual operation.

Calipers (Side Stages): Blue velour to match Main. These curtains form the sides of the proscenium. They may travel open to allow performance space on the side stages.

Legs: 5 sets, black velour. 25' x 11', flat.

Borders: 5 black velour borders. 9' x 56', flat.

Travelers: Two full-stage travelers with sewn-in fullness. One at 14' upstage and one at 22'9" upstage of the plaster line. 28' x 56'. Travelers may not be relocated.

Scrim: The Theatre has a black scrim that is 28' x 54'.

Movie Screen: There is a 20' high x 40' wide projection screen located on line set 6.

Cyclorama: The Theatre has a seamless muslin cyclorama; 28' x 58'.

Fire Curtain: There is a fire curtain immediately upstage of the plaster line. Due to Fire code regulations, scenery may not break the line of the fire curtain. Please contact the Theatre Technical Director for more details.

Line Set Data

Schedule: Please see attachment for Line Set Schedule.

Battens: The Theatre has 36 line sets, 56' long. 6 are dedicated electrics. Please see attachment for distances from plaster line. The 6 dedicated electrics are motorized counterweight assist. The remainder are double-purchase.

Working Height: Low trim is 5', High trim on electrics is 29', High trim on other lines is 55'4".

Arbor Capacity: 1300 pounds.

Fly Rail / Loading Bridge: The fly rail is located approximately 22' above Stage Right, up a spiral staircase. The Loading Bridge is up the same spiral staircase approximately 30' above the fly rail.

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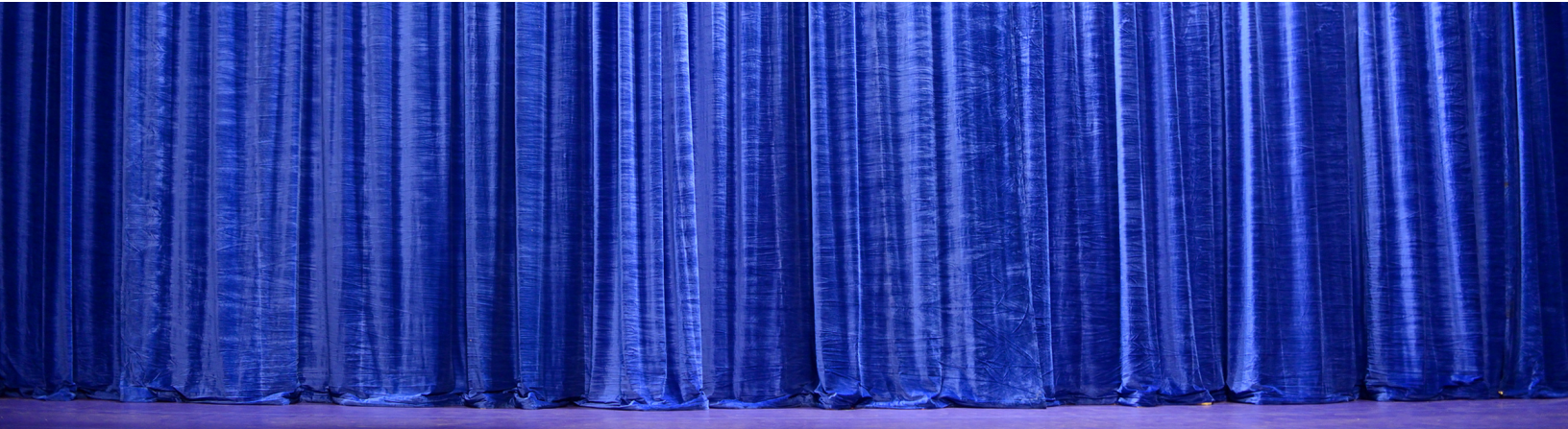
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The Fly System may only be operated by authorized personnel. Please see High Point Theatre Fly System and Rigging Policy on page XX.

CARPENTRY (con't)



Music Stands

14 Black Manhasset stands. Lights available.

Chairs

100+ stacking chairs. Metal frame, straight back, vinyl upholstered.

Conductor Podium

42" square, 6" high.

Platforms

There are 8- 4' x 8' Wenger staging platforms available; 4 are 8" tall and 4 are 16" tall. There is also an 8'x8'x16" rolling drum riser available.

Dance Floor

The Theatre has a black/gray Harlequin dance floor.

Lecterns

1 large wood tone.

1 small wooden, 1 truss style both painted black.

Orchestra Pit

45' wide x 6'6" deep.

The pit is on a hydraulic lift that runs from the stage down to the trap room below stage. The pit can be stopped at any point in its travel. There is ample access from the Trap Room. The weight capacity of the Lift is 5000 pounds.

Lift may only be operated by Theatre staff.

CAMERAS & STREAMING

AV/Cameras

PTZ Optics 1080 NDI Camera with Marshall PTZ Controller (x2)

4k Sony FDR AX100 Camera (x1)



Contact

To learn more about High Point Theatre's streaming capabilities and services, please contact Senior Technical Director Carl Howes at carl.howes@highpointnc.gov or call 336-883-8523.

Notes

High-speed internet Drops available for Front of House (FOH), Backstage and Booth upon request.

Any degree of video streaming services are at an additional charge.

WHERE TO STREAM

High Point Theatre uses LiveStream Studio, which automatically streams to the Theatre's Vimeo account (@hptheatre). Upon request, clients can select an additional streaming destination(s).



WARDROBE



Dressing Rooms

2 small Star dressing rooms located off Stage Right, up one flight of stairs. Each will accommodate 1-2 adults.

2 medium dressing rooms located off Stage Left, down one flight of stairs. Each will accommodate 2-4 adults.

2 Company dressing rooms located off Stage Right, down one flight of stairs. Each will accommodate approximately 20 adults.

All dressing rooms have tables & chairs, lighted makeup mirrors, wardrobe racks, hot & cold running water, restroom facilities, and showers.



Green Room

The Green Room is located off Stage Right. It can be used as a 'ready room', production office, or Star dressing room. It will accommodate 1-3 adults. It has restroom facilities, hot & cold running water, couch, lighted mirror, and a small wardrobe rack. It has no shower.

Equipment

1 Iron, 1 ironing board, 1 steamer. 3- 8' rolling costume racks. There are no washer/dryer services on premise.

Notes

Dressing Room Monitors are audio only.

Running lights available and located throughout backstage areas.

Telephone-style paging/intercom available between backstage, tech booth areas, and dressing rooms.

As with all areas of the facility, any damage caused by rental clients will be billed at the end of the rental.

FLY SYSTEM & RIGGING POLICY

The High Point Theatre strives to provide its users with a technically sound and well-running fly system and its visitors a safe environment. Professional and city/state/federal safety guidelines mandate such a policy. The Theatre technical staff is committed to working with clients to ensure this policy is followed.

Much of this policy centers on personnel competencies and training. Anyone involved with the flying of lighting, sound, and scenery must have the appropriate skills. The following is a list of guidelines regarding these requirements:

- The Head Flyman for all Theatre clients must be trained in theatrical counterweight rigging, have professional experience as a flyman, and/or is a practicing flyman/rigger with the IATSE labor union.
- This individual is responsible for the safe loading of equipment and scenery, counterweights, and the operation of the system during load-in, performance, and loadout.
- The Head Flyman is responsible for the direction of any additional flyman on the rail, technicians loading/unloading counterweight, and technicians securing lighting instruments, sound equipment, and scenery to battens and overhead rigging.
- Any additional flyman needed for technical calls and performances must be accompanied by the Head Flyman while on the rail. These additional flyman must, at a minimum, be instructed by Theatre technical staff on the proper usage of the system.
- Technicians responsible for loading and unloading counterweight must be instructed by Theatre technical staff on the proper methodology and Theatre procedures.

It is the client's responsibility to inform Theatre technical staff of their upcoming fly system/rigging needs and related personnel requirements at least 30 days prior to the event. At this time, any candidates the client wishes the Theatre to consider as *qualified* must be identified. If these individuals meet the requirements, the client may use them. If the candidates can meet these requirements through training by the Theatre's staff, it is the client's responsibility to arrange such training in a timely manner.

If the client fails to obtain qualified technicians, the Theatre will either be forced to 1) ban fly operations for the performance, or 2) hire qualified flyman/riggers at the client's expense.

The Theatre reserves the right to oversee and inspect client operations and rigging at all times. Any situations the Theatre deems unsafe or inappropriate must be remedied immediately or the facility will be subject to closure and performance cancellation.



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