

## Theatre Row Load-In and Strike Guidelines

The following is a list of load-in and strike guidelines to touch on some key points you need to be aware of. Please take some time to read through this list, it covers some basic rules and policies and will assist you as a quick reference:

### **BUILDING OPERATION:**

- During tech, access to the building is at 9:30am--11:30pm. All work crews should stop working by 11pm to allow enough time for cleanup/production meetings. We must close the building at 11:30pm, no later...so cast and crew need to exit the building by 11:30. There is a penalty assessed to the production company if cast and crew are not out of the building by 11:30pm. This penalty is 1/7th of a full commercial weekly rate plus Theatre Row Staff overtime.
- All Crew/Actors/Writers/Directors/Volunteers must enter and exit the building through the 41st Street Stage Door from 9:30am-close.
- All Crew/Actors/Writers/Directors/Volunteers must sign in with the Stage Door Security Desk when entering the building. When you exit the building for lunch, you don't have to sign out or back in but you need to introduce yourself to the security desk to let them know you already signed in.
- Load-in takes place through the stage door on 41st Street between 9th and Dyer Ave. Vehicles can be parked on this street for loading and unloading, except between the hours of 4pm-7pm. You may be towed if you leave a vehicle unattended.
- Each space is equipped with an infrared assisted listening devices located downstage left (Acorn/Beckett/Clurman) and downstage right (Kirk/Lion) in the grid. All productions must be aware that the emitters need to be free from any line of sight obstructions with respect to the house. Blocking the emitters will result in device failure and patron complaints. Your load-in crew needs to be extremely careful while working around them in the grid, so as not to knock them out of place. (With exception of Studio Theatre- devices not necessary in this space)
- During Load In and Tech Week, when the last person leaves for the night, they should come back to the Stage Door and let Security and the Tech Office know they are done for the night. The stage manager needs to make sure all house lights/work lights/sound/lighting/clear-com equipment are turned off.
- The stage manager will be given a set of keys to the Dressing Rooms. It's the stage manager's responsibility to lock the dressing rooms at the end of each performance. TRS cleaning crews do not have access to the dressing rooms, stage manager's responsibility to keep the dressing rooms clean. If you place trash can outside the doors, cleaning staff are happy to take the trash out.
- The Stage Manager or House Manager needs to have a Fire Guard Certificate and be present for every performance. A copy must be given to the Theatre Row Technical Director before the 1<sup>st</sup> performance.

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**FRONT OF HOUSE:**

- The front lobby and public spaces must remain clear of all work materials and equipment for the duration of the rental. The lobby and public spaces cannot be used as tech/production work areas. All production work must be kept to the backstage of the Theatre.
- The furniture in the theatre lobby and public spaces cannot be moved or removed by the production. The 3' table provided in the Beckett/Clurman/Lion lobby is for display of production flyers/promotional materials only and cannot be used for any other purpose or removed from the lobby for other use.
- Eating is restricted to the backstage of the theatre or dressing rooms. No eating or drinking may occur in the theatre lobby or public areas.
- Theatre Row has recently installed new carpeting in the houses of all theatres and public areas. Placing equipment on any carpeted area of all theatres and public areas is not allowed. If a production needs to place anything on the carpet in the house of a theatre, it must be approved by the TRS General Manager or TRS TD and carpet runners must be used (TRS is happy to loan carpet runners if needed).

**SETS:**

- Please make sure your scenery will fit through the doors and elevators of the building. The elevator door dimensions are 6'x7' and freight elevator is 5'8"D x 7'8" W x 8'9" H. Please take extreme care when loading scenery into the theatre. Your production will be charged for any damage to floors, walls, ceilings or carpets. For Studio Theatre, the passenger elevator is used for load-in- those dimensions are: Door Opening 3'-6" W x 7' H, Inside 6' L x 5' W x 7'-4" H.
- Sets need to be built and painted off-site prior to your load-in date, constructed in a manner that they only require assembly, light carpentry, and touch-up/finish painting in the theatre. There cannot be major cutting in the theatre. You may however cut outside the building if you coordinate with the Theatre Row TD.
- Painting of the deck and walls is only permitted with prior permission of the Theatre Row General Manager and Technical Director. Polyurethane or other sealants cannot be used on the TRS stage deck. Spray painting in the building is prohibited. (Studio Theatre- you cannot paint the floor in the Studio Theatre).
- To comply with FDNY Fire Codes, all soft goods and set pieces must be flame retardant, and we need proof of this in the form of a certificate from the scenic shop. The use of any open flame will require a permit from the FDNY and a subsequent inspection. See TRS TD for information on how to obtain an Open Flame Permit.
- There is no Fog or Haze allowed at Theatre Row Studios. There are no exceptions.
- There cannot be any screwing or drilling into the walls of the theatre. Only drywall or wood screws can be used to mount into the stage itself. Lag bolts, carriage bolts, staples, pneumatic staples/nails, and brads cannot be used on the Theatre Row stage deck.

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- Scenic Design cannot be extended into the house of the theatre. There can be no building into the house of the theatre due to code issues.

### **LIGHTS:**

- Theatre Row may be hosting 3<sup>rd</sup> party rentals on your stage during the run of your show. When programming show files into your board, we ask that your designer create a separate file from your show file, labeled ‘Third Party Rental’ with a basic wash programmed into it. This will ensure that your show file is not used by the 3<sup>rd</sup> party rental. We also ask that you save your latest show file to a USB for safe keeping so that you can re-load your latest version of your show after the rental if needed.
- If you choose to rent any lighting gear, the Theatre Row Technical Director must be notified at least 1 week before load in. Our lighting equipment is rented on a first come first serve basis.
- If you rent the “Console and Lighting Package” or any additional lighting from TRS, it will be placed in the space prior to load in. It is the productions responsibility to install these items. Theatre Row does not provide work crews.
- Theatre Row does not supply lamps for burn-outs during tech or the run of the show. You may purchase lamps from the technical department if lamps are available for sale. Theatre Row is not responsible for specific lamp wattage requests.

### **SOUND:**

- There is a standard sound package that is available to rent at an additional charge. If you choose to rent the sound package, you must inform the Theatre Row Technical Director 1 week prior to load in. If you rent the sound package, it will be placed in the booth and ready for playback when you load in. You should check the specifications for the sound system to determine if it’s suitable for your production.
- The clear-com system consists of 1 base station, belt-packs, and headsets, the number of which varies depending on the Theatre Rented. Check with the Theatre Row TD for quantity. There are no additional headsets or belt-packs available outside of what comes with the space. The clear com system is included in the theatre rental and can be signed out in the tech office. (Clear-com is not supplied to Studio Theatre- not necessary in this space).

### **RIGGING:**

- All rigging must be conducted by an experienced theatrical rigging engineer.
- All rigging and rigging materials must meet with industry and safety standards.
- All pipe tail-downs must have cross-bracing with pipe and cheeseboro for safety.

### **STRIKE:**

- The Production Manager must stay until the end of strike and do a walk through of the space with the Theatre Row Technical Director. At this time all equipment will be checked and the space will be inspected. You should not release your work crew until you’ve done the walk-through.

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- During strike the house, backstage areas, and dressing rooms are to be restored to a “broom clean” condition (mopped if necessary). It is the responsibility of the production to remove any excess garbage/clean fridges/clean make-up from tables. There will be a cleaning charge if not done.
- All stage decks need to be painted a uniform coat of Benjamin Moore Eggshell Black at the production’s expense before leaving the space upon strike. Walls need to be painted a uniform coat of Benjamin Moore Semi-Gloss Black, from edge to edge and floor to ceiling, if color alteration has occurred. (This note does not apply to the Studio Theatre).
- During load-out, all lighting units are to be taken down, gels pulled, shuttered in, accessories removed, c-clamps restored, and organized according to type. Cable is to be coiled, tied, and organized according to type. All “house package” items are to be organized by type and left in the space, any items that are considered “additional rental” are to be placed in bins and returned to the tech office, unless otherwise directed by the Technical Director on duty. (This note does not apply to Studio Theatre).
- Scenic materials need to be struck from the building and hauled away. Dumpster rentals on 41<sup>st</sup> street are not permitted.
- The Booth needs to be restored, cleaned (presentable), all clear com items need to be returned to tech office and signed back in with TRS TD.
- Any equity cots signed out upon load-in need to be returned to tech office and signed back in with TRS TD.
- All dressing room keys need to be returned to tech office and signed back in with TRS TD.

Please review the License Agreement for complete details of Theatre Row’s rules and regulations. If you have any questions, feel free to contact us at 212-714-2442.

Sincerely,

Keith Adams  
Technical Director  
Theatre Row Studios