

ASSEMBLY ROOMS TECHNICAL GUIDE

A brief guide to the DST brand for the Executive Committee and Experience Durham



Introduction

This is a brief technical guide to the equipment available in the Assembly Rooms Theatre, as well as some of the rules and regulations with regard to the technical side of each production in the theatre.

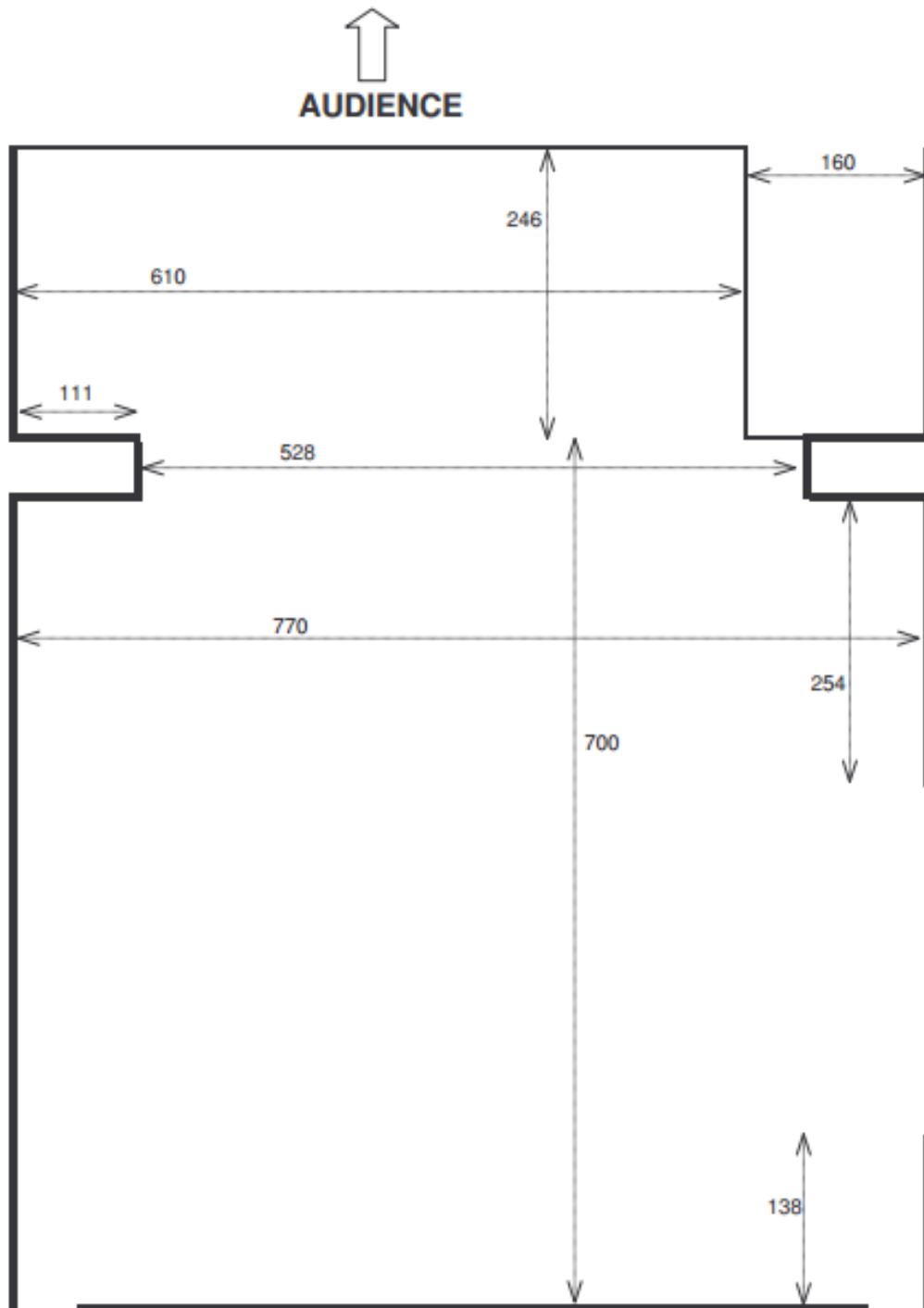
If you have any questions at all about the technical side of the Assembly Rooms, contact the Durham Student Theatre Technical Secretary.

Tech Course and Tech Card Holders

Any technician in the Assembly Rooms must have completed a Durham Student Theatre Tech Course and hold a Durham Student Theatre Tech Card. A course takes place at the start of each year, or contact the Durham Student Theatre Technical Secretary to arrange one.



Stage Layout



250m

1m



Lighting

Lanterns

Our theatre lantern stock includes the following fixtures:

Profiles

- Prelude 16/30
- Prelude 28/40
- Vision Profile
- Selecon Pacific

Fresnels

- Prelude Fresnel
- Selecon Acclaim Fresnel
- CCT Freedom Fresnel

Parcans

- Range of lamps, primarily CP62
- Mixture of 500W and 1000W lamps

Floods

- Symmetric

For quantities of each fixture, check with the DST Technical Secretary or Head of Lighting

These lanterns are stored in the lighting store and are for theatre use only.

Theatre lanterns are equipped with 16A tails, gel frames, and barn doors (fresnels only)

Further lanterns, including Selecon Acclaim profiles, Par 16 Birdies, and many more are available from the Durham Student Theatre Module. These must be booked in advance from www.dur.ac.uk/dst.

Rigging

Rigging usually takes place as a part of a de-rig on a Saturday night. If you wish to rig the lanterns for your show at this time, permission from the Technical Director or Producer of the previous show must be obtained, and a lighting plan must be provided. Following your production all lanterns must be de-rigged and returned to the lighting store or the lanterns for the following show must be rigged.

The front of house lighting bars each have dimming channels located along them, and neither bar is rated. If heavy fixtures (such as intelligent/moving lights) may be used for a production, it is necessary to obtain permission from the Durham Student Theatre Technical Secretary. Front of house bars are rigged from a ladder. Ladders may only be used by a holder of a Durham Student Theatre Technical Card. It is suggested that a rope is used when available to raise/lower lanterns to and from a lighting bar to minimise the amount of climbing.

Above stage lighting bars are rated to 250kg each. These may be lowered to stage level to be rigged. These bars may only be lowered by a holder of a Durham Student Theatre Technical Card, who knows how to use the winches.



If side lighting is required, tripod stands are available from the Durham Student Theatre Module, and must be booked in advance from www.dur.ac.uk/dst. Alternatively, the Durham Student Theatre Technical Secretary may advise on the installation of drop booms from the ends of lighting bars.

Dimming and Control

The Assembly Rooms has 48 stage dimming channels, with 16A sockets located along lighting bars and at floor level either side of the stage. If more channels are required (or more are required in a specific location), Zero88 Alphapacks from the Durham Student Theatre Module may be used, and must be booked in advance from www.dur.ac.uk/dst. Note that these Alphapacks have 15A sockets and so adapters will be required if lanterns from the theatre lantern stock are to be used. These adapters must also be booked in advance.

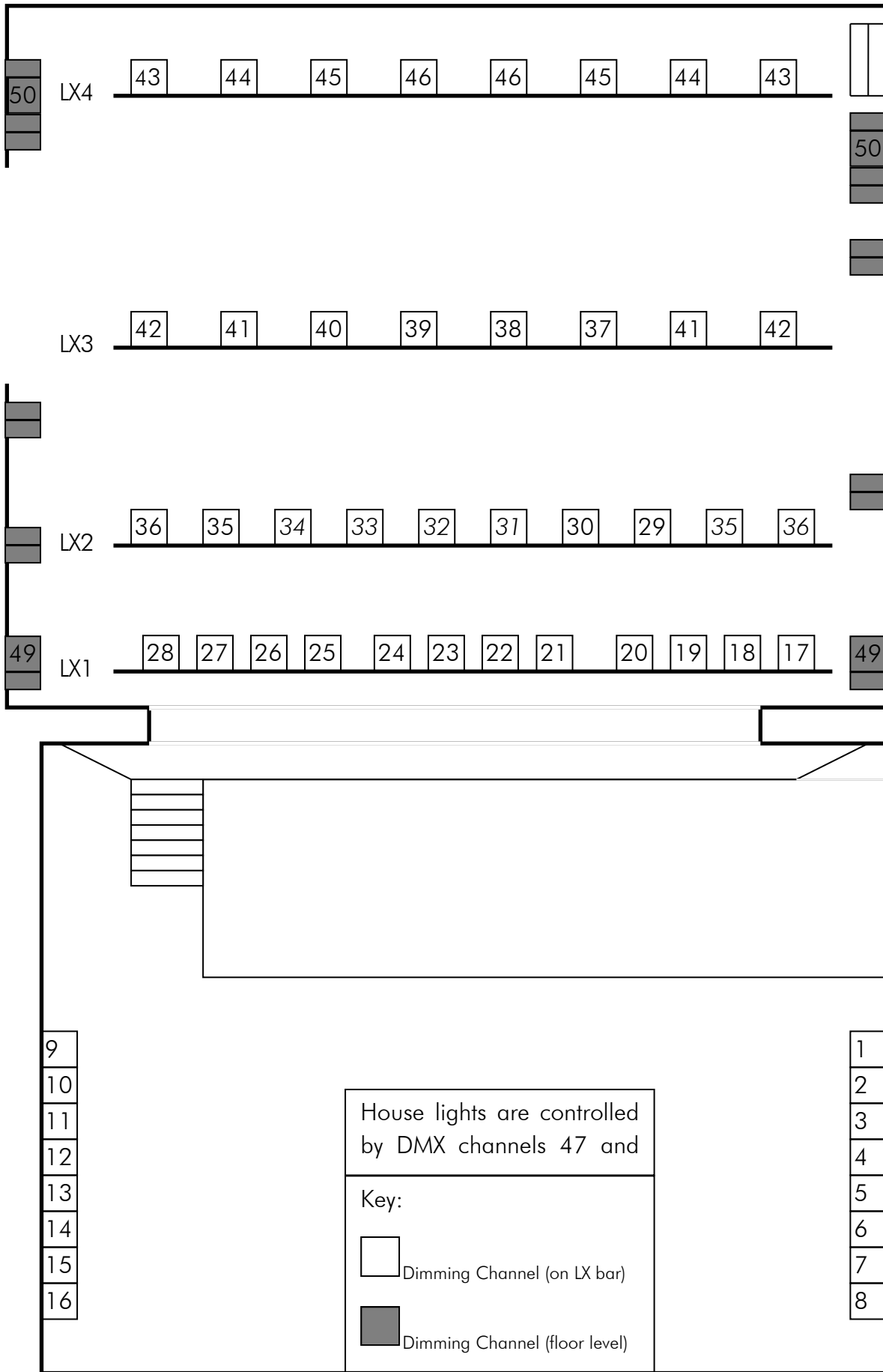
House lights are controlled over two DMX channels (47-48), however may be soft-patched to one. If two floor sockets (DMX 49-50) are required, these may be soft-patched on the lighting desk to be controlled instead of any other channel. Should there not be enough channels to control house lights, house lights may be controlled from the control panel on the front of the house light dimmers, located in the lighting box. To control house lights directly from the dimmers, go into the menu → Memories → Play Memory. Memory 0 is off, memory 3 is 100% on, with 1 and 2 at other intensities between. These memories are highest takes precedence, so it is important to ensure that they are set to memory 0 if DMX control is required.

Lighting is controlled by Zaero88 Jester 24/48.

If further fixtures require DMX control at stage level, these may be connected into the DMX chain behind the DSM desk (stage right). The DMX chain is 3-Pin XLR, so if 5-Pin fixtures are used, adapters are required.

Lamps

Lamps are stored in the rear section of the module. Lamps are expensive, so if you are unsure how to replace on correctly please ask for assistance. Put broken lamps onto the shelf marked “broken lamps” in the back section of the module so that they can be replaced.



Assembly Rooms Theatre Lighting Plan Daniel Gosselin – May 2013



Assembly Rooms Fly Plan

(Not to scale)



AUDIENCE

It is normally suggested that borders are put on the fly bar in front of each lighting bar. Usually, fly bar 1 has a 1/8 horizontal black on it, while fly bars 4 and 7 each have 1/4 horizontal blacks on them.

The house tabs are centre opening curtains, drawn from stage right (behind the DSM desk).



Sound

Equipment

Sound is controlled using an Allen and Heath 12:4:2 mixer. Other equipment in the theatre as standard includes a PC, stereo graphic EQ, and front of house speakers. Multicores run from stage right (10 channels) and stage left (4 channels).

Other equipment is available from the Durham Student Theatre Module and must be booked in advance from www.dur.ac.uk/dst. This includes all cabling, microphones, and additional speakers.

Communications

The Assembly Rooms is equipped with a Canford/Tecpro communications and stage relay system. Beltpacks may be connected into the system at points in the lighting box, auditorium (below seat G9), above the DSM desk (stage right), and in the fly gallery. Circuit A is for backstage communications while Circuit B is the show relay feed. The show relay feed comes from a microphone which requires phantom power from the mixer. A guide on how to set up this system is available in the theatre, or ask the Durham Student Theatre Technical Secretary for assistance.

The master station is located above the DSM desk (stage right).

Sound Effects Library

A sound effects library is starting to be created on the PC in the lighting box. The sound effects there are free to use, and we ask that any sound effects which you use for your show which may be useful in the future are saved into a relevant folder within that library.

Power

13A sockets are located either side of the stage and in the orchestra pit. Power rated to greater than 13A is not available.

Trap Door

A trap door is located slightly upstage and left of centre stage, and is accessed by a ladder from the Green Room. If used, the ladder must be safety chained at the top, and must be held securely at the bottom.



Flying

The Assembly Rooms has 8 hemp fly bars in addition to its 4 lighting bars. These are each rated to 100kg, though are lifted manually so care must be taken to ensure that the load can be lifted smoothly. The furthest downstage fly bar is located between LX bars 1 and 2, the furthest upstage is upstage of LX bar 4. Steel cables and safety bonds are available from the theatre, free of charge, or nylon wire may be used.

A number of cloths are available from the Assembly Rooms, including:

- Borders (including 1/8 blacks and 1/4 blacks)
- 2x Full Blacks (1 flat, 1 pleated)
- 1x Full Cyclorama
- 1x Full Black Gauze
- 1x Vertical Half Black
- A number of smaller gauzes
- A number of other black cloths

The full blacks are heavy, and may require two people to fly them smoothly. The flat full black is lighter than the pleated one, so it is recommended that the flat one is used if it is to be flown during a show.

Flattage

Flats of various heights are available from the flats store. The majority of flats are wooden, though some are canvas. Canvas flats may be flown. Supports for flats are available from the flats store. A number of doors are also available. Any fixings attached to flats or doors must be removed at the end of each performance.

Construction

Tools

Some tools are available from the tool cupboards in the workshop, including a small selection of power tools. Tools must be put away after use, and any broken tools must be replaced at the expense of the theatre company using them.

Wood

Some wood is available from the wood store in the workshop. This is free to use for any Assembly Rooms production. After your production, ensure that any useful pieces of wood (greater than 1 foot long) are returned to the wood store, with ALL nails and screws removed.



Paint

Some paint is available in the metal paint cupboard in the workshop, though generally it is necessary for theatre companies to buy their own. Wash your brushes and rollers well after use so that they can be used again by others, and return any spare paint to the paint cupboard.

Purchases

Some consumables and other equipment are available to purchase from the Durham Student Theatre Module. This includes cable ties, tape, adapters, connectors and many more items. A price list is on the door of the Durham Student Theatre Module. To buy equipment, make a 1 day booking for the equipment you require on the DST Module Website.

DST Tech Board

The Durham Student Theatre Tech Board is a group of technicians who are available to advise you should you have any issues during your production, the members may be assigned to help you with various issues by the DST Technical Secretary.

Durham Student Theatre Module

The Durham Student Theatre Module hires out technical equipment to productions both within and outside of the Assembly Rooms. Productions within the Assembly Rooms have use of this equipment free of charge, whilst productions outside of the Assembly Rooms must pay for its use. Equipment available includes lighting, sound, rigging, and staging equipment, as well as many of the cables within the Assembly Rooms (including all DMX, XLR, 13A and 15A cables). It is necessary to book any equipment required in advance from the hires section of the Durham Student Theatre website (www.dur.ac.uk/dst).

Accidents and Breakages

Any accidents, near misses, and broken or damaged equipment should be reported in the relevant book, located on top of the DSM desk. Broken lights should be placed in the workshop and reported to the technical secretary. Other broken equipment should be put in the back section of the module (on the scaffold bar for cables, and in the marked area on the work bench for other equipment).

Fines

DST operates a fine policy, and should certain rules not be followed you may be issued with a fine. We ask that you ensure you know what you should and shouldn't do in the Assembly



Rooms to prevent being fined. The list provided below lists the identified fine points but DST may add additional fines if unforeseen circumstances are encountered.

Risk Assessments

Each Assembly Rooms production must complete a risk assessment, which should be handed in on your first day in the theatre when you collect your keys from the Assembly Rooms office. Instructions on how to complete a risk assessment, as well as the standard risk assessment for the Assembly Rooms, are available in the members section of the DST website (www.dur.ac.uk/dst) or from the DST technical secretary. Contact the DST technical secretary if you require advice.

Contact

Both the DST Technical Secretary and the DST Module Co-ordinator have phones dedicated to their roles. The Technical Secretary number is 07591 165881 which is answered between 10 and 6 for any non-emergency calls, if you do encounter an emergency when in the building please use the personal number displayed around the building, please only use this number in these cases. The Module phone number is 07549 643652.



THEATRE THAT SPEAKS VOLUMES



A Durham Student Organisation
Managed by Experience Durham

The Assembly Rooms, 40 North Bailey, Durham, DH1 4ET
student.theatre@durham.ac.uk
www.dur.ac.uk/dst