

**Sheafer Lab Theater**  
**Bryan Center, Duke University**

**March 10, 2001**

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# General Information

## Mailing Address:

Sheafer Lab Theater, Duke University Box 90848 Durham, NC 27708

## Street Address:

112 Bryan Center, Duke University Durham, NC 27708

## Technical Staff

Theater Operations Supervisor  
Paul Kartcheske  
019 Bryan Center  
Box 90848  
Durham, NC 27708  
Office: (919)660-1703  
Fax: (919)660-1779  
Pager: (919)970-6140  
E-mail: paul.kartcheske@duke.edu

Senior Technician  
Rich Kless  
112 Bryan Center  
Box 90848  
Durham, NC 27708  
Office: (919) 660-1710  
Fax: (919) 660-1779  
Pager: (919) 970-5280  
E-Mail: rich.kless@duke.edu

Costume Shop Manager  
Kay Webb  
021 Bryan Center  
Box 90848  
Durham, NC 27708  
Shop: (919) 660-1705  
Office: (919) 660-1704  
Fax: (919) 660-1779  
E-mail: kay.webb@duke.edu

Scene Shop Manager  
Fritz Szabo  
023 Bryan Center  
Box 90848  
Durham, NC 27708  
Shop: (919) 660-1706  
Office: (919) 660-1715  
Fax: (919) 660-1779  
E-mail: fritz.szabo@duke.edu

## **Administration**

Director of Event Management  
Charles G. Catotti  
001A Bryan Center  
Box 90816  
Durham, NC 27708  
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Operations Manager  
Douglas A. Martelon  
109 Bryan Center  
Box 90848  
Durham, NC 27708  
Office: (919) 660-1711  
Fax: (919) 660-1779  
E-mail:  
douglas.martelon@duke.edu

## **Events Scheduling & University Box Office**

Event Scheduling  
Janice Daniel  
001A Bryan Center  
Box 90816  
Durham, NC 27708  
Office: (919) 660-1750  
Fax: (919) 660-1757  
E-mail:  
janice.daniel@duke.edu

University Box Office Manager  
Doug Coon  
104 Bryan Center  
Box 90940  
Durham, NC 27708  
Office: (919) 660-1726  
Fax: (919) 660-1729  
E-mail:  
doug.coon@duke.edu

## **Area Hotels**

**Hilton**  
3800 Hillsborough Rd.  
Durham, NC  
(919) 383-8033

**Washington Duke Inn**  
3001 Cameron Blvd.  
Durham, NC  
(919) 490-0999

**Regal University**  
2800 Campus Walk  
Durham, NC  
(919) 383-8575

**Hampton Inn**  
1816 Hillandale Rd.  
Durham, NC  
(919) 471-6100

For more hotel options see [www.triangle.citysearch.com](http://www.triangle.citysearch.com)

## **Taxi Service:**

**Durham & Raleigh Taxi Cab Co.**  
(DART): (919) 688-6121

**REM Taxi Cab Co.:**  
(919) 682-6111

For other taxi service options see: [www.triangle.citysearch.com](http://www.triangle.citysearch.com)

## **Restaurant:**

**Bullock's Bar B Cue**  
3330 Quebec Dr.  
Durham, NC  
(919) 383-3211  
Southern Cooking

**Torero's**  
3808 Guess Rd.  
Durham, NC  
(919) 477-3939  
Mexican

**Spartacus**  
4139 Chapel Hill Blvd.  
Durham, NC  
(919) 489-2848  
Greek

**Honey's**  
2700 Guess Rd.  
Durham, NC  
(919) 477-2181  
24 hour Dinner

For more restaurant options see: [www.triangle.citysearch.com](http://www.triangle.citysearch.com)

## **Handicapped Access:**

Handicapped parking and entrance is located in the Bryan Center visitors lot off of Science Dr.

Four (4) wheel chair seating locations are on house right, rear of the house.  
Handicapped rest rooms located 2nd and 3rd floors of the Bryan Center.  
Comtek (FM) listening assist system available upon request.

## **On Campus Emergency Numbers:**

### **ALL EMERGENCIES- Call 9, 911**

Ambulance: 9, 911

Duke University Fire Safety: (919) 684-5609, 1411 Hull St., Box 90427, Durham, NC 27708

Duke University Police non emergency: (919)684-2444, 502 Oregon St., Box 90425, Durham, NC 27708

Duke University Hospital Emergency Room: (919) 684-2413, 1639 Hospital North, Box 3869 DUMC, Durham, NC 27710

Duke University Occupational Health Services: (919)286-3232, 2200 W. Main St. Suite. 600, Box 3834 Durham, NC 27710

Duke University Dentistry: (919) 684-5204, 111 Baker House, Box 2962 DUMC, Durham, NC 27710

Duke University Eye Center: (919) 684-6611, Wadsworth Bldg., Box 3089 DUMC Durham, NC 27710

## **Parking:**

The parking lot to the rear of the Bryan Center, the SB lot, may NOT be used Monday through Friday before 5:00pm. This lot is a gated permit access lot and may only be used for theater parking evenings and weekends. Two-hour pay parking spaces are available off of Science Dr. in the Bryan Center visitors' lot. Passes for the RT lots and the loading dock area can be obtained from the theater operations manager or technical director.

## **Laundry:**

The Reynolds Theater has a washer and dryer available to group using the space with the understanding that the group supplies all expendables.

**Regency Cleaners  
& Laundromat**  
3912 University Dr.  
(919) 493-5815  
dry cleaning with  
laundry service

**U.S. \$1.75 Cleaners**  
3438 Hillsborough Rd.  
(919) 309-9933  
dry cleaning service

**White Star Cleaners**  
904 Ninth St.  
(919) 286-2271  
dry cleaning w/ laundry  
service

For more Laundry & Dry Cleaning options see: [www.triangle.citysearch.com](http://www.triangle.citysearch.com)

## **Time Zone:**

Eastern

# **Management**

## **Production Room:**

A production room is available at rear of house, with prior approval. One phone line is available stage right, green room and in hall near green room. The phone number is (919) 660-1707. This phone may be used for local calls only after dialing a "9". If the group has a calling card or an 800 number this phone can be used. There are pay phones in the Bryan Center located on the 3rd. floor that may be used for other calls.

## **Green Room:**

17' x 25' (5.18m x 7.62m), is located at stage level, includes a small kitchenette. Groups using the green room may use the kitchenette. Please note however that housekeeping does not do the dishes nor clean the refrigerator, therefore each group using the green room is responsible for its upkeep and cleanliness. The green room may not be monopolized as a dressing room for it serves as the green room to the Reynolds Theater as well.

## **Stage Manager Console:**

Movable stage manager console usually placed on catwalk.

## **Rehearsal Room:**

None Available

## **Crew:**

Union & Non Union

## **Handicapped Access:**

There is wheelchair access to all dressing rooms, green room, costume shop, and scene shop.

Handicapped rest rooms in all dressing rooms.

## **Policies:**

House opens 1/2 hour prior to curtain, normal curtain is 8:00pm. In order to be fair to all persons on a general admission event, seating will begin 1/2 hour prior to performance. The auditorium will be cleared of all persons and belongings prior to opening for seating. Posters, advertising and notices may not be taped up to any place in the theater. Notices may be put up in designated areas backstage or lobbies. The Bryan Center is a smoke free environment. Smoking is permitted outside in designated areas only. Under no circumstances may food or drinks be taken into the auditorium seating area. The green room may not be monopolized as a dressing room for it serves as the green room to the Reynolds Theater as well. Flash Photography and videotaping is forbidden in the Sheaffer Lab Theater with out the permission from the theater staff.

## **Food:**

The second floor of the Bryan Center has soft drink and food vending machines as well as a small food store on the 3rd floor. There are several restaurants and cafeterias on campus; times and days open will vary. See Duke Dinning Page for more information. [auxweb.duke.edu/dinning/](http://auxweb.duke.edu/dinning/)

# Loading-In Area

## Dimensions:

The loading dock is 3'-6" (1.07m) from the paved surface with a 12'-6" high x 19' wide (3.81m x 5.79m) opening, two trucks can be accommodated at a time. The loading door is 12'-6" high x 11'-6" wide (3.81m x 3.51m) and opens into the scene shop. There is a landing of 9" (2.74m) before the exterior door.

## Directions to Sheaffer Lab Theater Loading Area

### From Raleigh-Durham Airport & I 40 West:

From the Airport, follow the signs to Interstate 40. Take I-40 West. Off I-40 west, take the Durham Expressway/Rt. 147 North exit. Take the Expressway Rt. 147 North into Durham. Off of Rt. 147 take the exit for Rt. 15-501 South. Once on 15-501 south take the Morreene Rd. Ext. At the light, at the top of ramp, turn left onto Morreene Rd. At second light on Morreene Rd. go straight, across over Erwin Rd. (Road changes names and becomes Towerveiw Rd.) On Towerveiw, drive through a three-way stop. At the traffic light turn left into Science Dr. On Science Dr. turn right at the second driveway to the right. This drive leads to the theater loading dock.

### From I-85 North:

Off I-85 north, take the Duke University/NC 751 exit. At the first light, turn right and follow (NC 751) to the fourth light. Turn left at the light (onto Science Drive). Driving through the first traffic light on Science Dr. Then turn right at the second driveway on the right. This drive leads to the theater loading dock.

### From I-85 South:

Off I-85 south take the Rt. 15-501 South exit. After exit on to 15-101 south, stay in right lane. Take the Morreene Rd. exit, and turn left at the end of the exit ramp. At second light on Morreene Rd. go straight, across over Erwin Rd. (Road changes names and becomes Towerview Rd.) On Towerview go through a four-way stop on Towerview go through a four-way stop. At the traffic light turn left into Science Dr. On Science Dr. turn right at the second driveway to the right. This drive leads to the theater loading dock.

# Carpentry Information

## Seating:

The Sheaffer is a "black box" laboratory theater approximately 45' square. Seats are placed on risers along the walls. Placement of riser determines the number of seats in the theater. The maximum number of seats is 130. Check with the Stage Operations Supervisor of Sheaffer Theater for current seating configuration and effective playing areas.

## Stage Dimensions:

The theater is approximately 45' square. The stage size depends on the placement of seating riser and the artistic use of the space. Width, wall-to-wall, east-west: 46'-0". Width, wall-to-wall, north-south: 43'-6"

## Proscenium:

None

## Wing Space:

Depending on the uses of the space the sound lock and two (2) vestibules can be used as wing space or crossover area.

One (1) Vestibule is 7'-3" x 5'-10"

One (1) Vestibule is 7'-4" x 11'-4" with a spiral staircase in corner, leading to the catwalk.

Sound Lock Area: 39'-6" x 7'-3"

**Grid Height:**

Upper Catwalk is from stage floor: 22'-0"

Lower Catwalk to stage floor: 15'-6"

**Orchestra Pit:**

None

**Stage Floor:**

The stage floor is constructed of concrete covered by 3/4 ply then masonite. It is painted black. There are no trap doors.

**Sound Door:**

The sound door (12' x 12') is located on the west wall and leads to the sound lock area.

Loading onto the stage is through this door, though the scene shop and onto the dock at the shop receiving area. Two trucks may be accommodated at once.

**House Draperies (Soft Goods):**

There are no soft goods provided for this theater. Any additional masking should be planned as a part of the scenic design.

**Line Set Data:**

There is no permanent rigging system in Sheaffer. An overhead catwalk system provides lighting position, and possible rigging points for effect.

**Support Areas:****Crossover:**

Depending on how the stage space is used, the sound lock area and the outer hallway maybe used as crossovers areas

**Shop Area:**

There is a scene shop located in the building that is used by Duke performing arts groups to construct scenery and by the theater staff in support of the

theaters and theater equipment. It may be used on request with the approval of the Bryan Center Scene Shop Coordinator under his supervision. (Possible rental fee)

**Storage:**

Limited storage available in sound lock area

**Notes:**

The control booth for both lights and sound is located at the lower catwalk level in the southeast corner of the theater. It is an open booth and is not separated by glass or other physical barriers from the theater space.

## Lighting

**Power:**

One (1) disconnect box located on catwalk above stage, 240 volt, 3-phase 100 amp box.

**Dimmers:**

Forty Eight (48) Kleigl 7.2Kw, R80 dimmers. There are three (3) 50-amp non-dims as well.

**Control Board:**

E.T.C Expression.

**Control Location:**

Control Booth for lights and sound is located at the lower catwalk level in the southeast corner of the theater. It is an open booth and is not separated by glass or other physical barriers from the theater space.

**House Lights:**

Houselights may be controlled manually at the console, in control booth.

**Circuits:**

190 circuits, patching is accomplished via a Kleigl Safety-Patch interconnecting panel. There are three (3) 50 amps non-dims as well.

**Front of House Transfer:**

Non-Available

**Electrical Circuit Plot**

<b>Circuit Number</b>	<b>Location</b>	<b># Of Circuits</b>
1-5	Upper Catwalk South Side	5
6 -10	Upper Catwalk East Side	5
11-20	Upper Catwalk East Side	10
21- 40	Upper Catwalk North Side	20
41- 60	Upper Catwalk West Side	20
61-70	Upper Catwalk South Side	20
71-90	Upper Catwalk Center	20
91-105	Lower Catwalk East Side	15
106-120	Lower Catwalk North Side	15
121-135	Lower Catwalk West Side	15
136-150	Lower Catwalk South Side	15
151-155	Stage Level South Wall	5
156-160	Underneath Control Booth	5
161-165	Stage Level East Wall	5
166-180	Stage Level North Wall	15
181-185	Stage Level West Wall	5
186-190	Stage Level South Wall	5
		Total 190

## Lighting Instrument List for Sheaffer Lab Theater

Type of Unit	Brand	Number	Watts	Lamp
6x16 ERS 360Q	Altman	21	750	EHG
6x16 Iris ERS 360Q	Altman	2	750	EHG
6x12 ERS 360Q	Altman	20	750	EHG
6x12 Iris ERS360Q	Altman	2	750	EHG
6x9 ERS 360Q	Altman	34	750	EHG
3.5x8 ERS	Altman	5	500	EHD
3.5 x10 ERS	Altman	6	500	EHD
6" Fresnel	Altman	22	500	BTL
3" Fresnel	Kleigl	10	150	QSL

**\*\*All Ellipsoidal Units are Altman axial mount, with template slots.**

### Follow Spots:

None Available

### Hardware:

C-Clamp, Safety Cable, Color Frame, Pattern Holders, snoots, barn doors

### Cable:

12/3 SO Cable, all connections between instruments and circuits are made with 2P&G (pin) type connectors.

### Film, Video, and Projection Equipment:

A variety of film and video equipment is available for rent in this space; please contact the Sheaffer Theater, Stage Operations Supervisor for equipment and prices.

**Note:**

Six (6) lighting trees are available for on stage lighting.

Most focusing can be accomplished from the catwalks.

## Sound Information

**Power:**

Auxiliary power hook-up is one company switch, 120/128 volt, 3 phase 1000 amps per leg, located in the booth area.

**Wiring:**

There are 16 input placed throughout the theater.

**Control Locations:**

The control Booth for sound and lights is located at the lower catwalk level in the southeast corner of the theater. It is an open booth and is not separated by glass or other physical barriers from the theater space.

**Hearing Assist System:**

None Available

**Monitor/Paging System:**

The stage monitor system sends a stage feed to all dressing rooms, the Green Room, and other support spaces in the facility. A microphone, located at the control booth, is used for making announcements to the dressing rooms.

## **Production Communications:**

The intercom system (two channel) is comprised of Clear-Com Audio belt packs and power supply with Clear-Com single and double muff headsets. Stations can be located anywhere in the house, with permanent locations in the control booth, lower catwalk, and stage level.

## **Equipment Inventory:**

### **Mixing Consoles:**

Mackie SR24-4 (24in, 4 sub out, Left & Right Main Out)

### **Fixed Speakers:**

None

### **Portable Speakers:**

There are two moveable, Celestion SR1 loudspeakers, a Celestion SR2 sub-woofer, controlled by a Celestion SRC1 controller, four moveable Celestion SR3 loudspeakers, controlled by a SRC3 controller and two SR compact speakers, controlled by a Celestion SRC1 controller. All are powered by two QSC-USA900 for high frequency drivers and a QSC-USA900 for the sub. Also a patch matrix to assign amplifiers channels to speakers output jacks located throughout the theater.

### **Microphones:**

Shure SM-58's, Shure SM-57's, Shure Beta 87's,  
Electro-Voice RE-50's, Crown CM30's

### **Note:**

Microphones are shared with Reynolds Theater. Please check with Stage Operations Supervisor on availability.

**Playback:**

One (1) Sony Mini Disc Player  
One (1) JVC CD Player  
Two (2) JVC Double Cassette Deck

**Signal Processors:**

Three (3) Q-151 Furman EQ

**Amplifiers:**

Four (4) QSC USA-900 amps.

## Props

**Orchestra Pit:**

Not Applicable

**Chairs:**

Available Upon Request

**Music Stands:**

Available Upon Request

**Stand Lights:**

25

**Conductor Podium:**

None Available

**Pianos:**

One (1) Yamaha Upright (Rental Fee)  
One (1) Steinway Grand (Rental Fee)

**Note:**

Tuning pianos is an additional fee

**Orchestra Shell:**

Twelve (12) sections, by Wenger, Legacy series (Rental Fee)

**Platforms:**

Available upon request (Rental Fee)

**Dance Floor:**

Available upon request (Rental Fee)

**Lecterns:**

Available upon request (Rental Fee)

**Note:**

All equipment listed is shared with the Reynolds Theater. Please check with the Stage Operations Supervisor of Sheaffer Theater about availability.

## Wardrobe

**Dressing Rooms:**

There are seven dressing rooms located in the Bryan Center. These are shared between the two theaters (Reynolds and Sheaffer) and are assigned on an as needed basis by the Bryan Center Theater Technical Director.

Lower level (one floor down from stage level) has two small "star" dressing rooms. The dressing room area is 9' x 10' (2.85m x 3.05m) with sink. Shower and toilet area is 6'4" x 4'5" (1.93m x 1.35m)

Lower level has an orchestra ready room. The orchestra ready room has direct access to the Reynolds orchestra pit when the lift is set at "pit" level. The room measures 11'9" x 32'0" (3.59m x 9.76m)

Upper level (one floor up from stage level) has two small "star" rooms. The dressing room area is 9'10" x 10'0" (3.0m x 3.05m) with sink. The shower and toilet area is 6'4" x 4'5" (1.93m x 1.35m)

Upper level has two larger "chorus" rooms.

The Men's chorus dressing area is 12'9" x 19'4" (3.89m x 5.90m) with two sinks. The shower area is 9'6" x 6'3" (2.90m x 1.91m) with two (2) stalls. The toilet area is 16'10" x 10'10" (5.13m x 3.31m) with three (3) stalls.

Women's Chorus dressing room is 18'6" x 15'9" (5.64m x 4.80m) with two sinks. The shower area is 9'10" x 6'8" (3.0m x 2.04m) with two (2) stalls. The toilet area is 16'10" x 10'10" (5.13m x 3.31m) with three (3) stalls.

Upper level has a "make-up" room. The room measures 10'4" x 19'10" (3.15m x 6.05m) with two (2) sinks.

**Note:**

All dressing room except the make-up and the orchestra ready rooms have toilet and shower facilities. The dressing rooms are also equipped with an iron and ironing board. There are no dressing rooms at stage (intermediate) level. All the dressing rooms are shared with the Reynolds Theater wherefore availability may be limited.

**Wardrobe/ Costume Shop Area:**

There is a costume shop located in the building and is used by Duke performing arts group for constructing costume and by the theater staff in support of the theater and theater equipment. Due to limited space and the fact that multiple users share the space simultaneously, users are encouraged to keep valuables and other items in the shop to a minimum. Though it is a limited facility, group requesting such may use the shop for construction purpose for upcoming productions. Requests to use the shop must be made in advanced through the Bryan Center Costume Shop Coordinator. (Possible Rental Fee) For more information on the costume shops see the Costume Shop Page.

**Irons:**

One (1) "Sussman" industrial Iron  
Seven (7) house hold Irons

**Ironing Boards:**

Seven (7)

**Steamers:**

One (1) "Jiffy" Steamer (rental fee)

**Washer/Dryer:**

One (1) set of Matag heavy duty, group needs to supply own expendables (available upon request)

**Racks and Hangers:**

Rolling and stationary costume racks are available upon request. Contact the Bryan Center Technical Director.

**Quick Change Booths:**

Two located stage level, near Costume Shop, 4'-0" wide x 3'-10" deep (1.22m x 1.17m) with mirrors.

**Note:**

Numerous commercial Singer sewing machines available upon request

# Ground Plan

