

# 2024-2025 TECHNICAL INFORMATION PACKAGE LEIGHTON CONCERT HALL

DeBartolo Performing Arts Center  
UNIVERSITY OF NOTRE DAME  
100 Performing Arts Center  
Notre Dame, IN 46566-4600

Main Desk: 574-631-2995  
<http://performingarts.nd.edu/>



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DEBARTOLO   
PERFORMING ARTS CENTER

 UNIVERSITY OF  
NOTRE DAME

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# 1. STAFF DIRECTORY

## Executive

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**Executive Director**  
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## Technical Services

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**Audio Visual Systems Engineer (AV, backline)**  
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*Jason Swift*  
**Associate Lighting & Production Manager (lights)**  
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Email: jswift3@nd.edu



**Full Staff Directory**  
<https://performingarts.nd.edu/staff/>

**Event Requests**  
<https://performingarts.nd.edu/eventrequests>  
Email: [dpac-events@nd.edu](mailto:dpac-events@nd.edu)

## Programming

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## Ticket Office and Marketing

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**Creative Director (photography)**  
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**Ticket Office Manager (merchandise and complimentary tickets)**  
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Email: cschenk2@nd.edu





## 2. GENERAL INFORMATION

### OVERVIEW

The DeBartolo Performing Arts Center located on the south end of the University of Notre Dame campus opened in 2004. It has 5 performance venues, including the 900 seat Leighton Concert Hall, the 350 seat Decio Mainstage Theatre, the 200 Seat Browning Cinema, the 100 seat Philbin Studio Theatre and the 80 seat Reyes Organ and Choral Hall. All of the venues are active and share a common lobby.

The Leighton Concert Hall is a concert hall featuring adjustable acoustics with presets to optimize all types of music, rigging points, a resilient floor, a u-shaped catwalk on three sides of the space for minimal stage lighting, and a small suite of dressing and support spaces. Read on for more specific information.

### AREA HOTELS

#### Hilton Garden Inn

(574) 232-7700

53995 Indiana State Route 933, South Bend, Indiana 46637

The Hilton Garden Inn South Bend is on the northeast edge of Saint Mary's College, which is adjacent to the University of Notre Dame. Conveniently off Indiana Interstate 80-90, Exit 77. If requested, the Hilton front desk will call for taxis; allow 30 minutes' notice prior to departure time. The venue is approximately 5 minutes from the Hilton Garden Inn hotel.

The Hilton has a fitness room and indoor pool with a hot tub. The Hilton restaurant / bar is open until 10 PM each night.

#### The Morris Inn

(574) 631-2000

(800) 280-7256

1399 N Notre Dame Avenue, Notre Dame, IN 46556

The Morris Inn is an updated full-service hotel located on the campus of the University of Notre Dame. Traditional decor combined with a luxurious bedding package and state of the art technology will ensure a comfortable and productive stay.

#### The Inn at Saint Mary's

(574) 232-4000

53993 Indiana State Route 933, South Bend Indiana 46637

Right next door to the Hilton Garden Inn, see above. Complimentary shuttle service, dining options for breakfast, lunch and dinner.

#### Fairfield Inn & Suites

(574) 234-5510

1220 East Angela Boulevard, South Bend, Indiana 46617

Fairfield Inn & Suites South Bend at Notre Dame located across the street from the campus. The clean and modern rooms include free high-speed Internet, pillow-top mattresses and flat screen TVs. Fairfield Inn & Suites also offers complimentary breakfast and on-site parking, an indoor pool and whirlpool and 24-hour fitness center.

#### Embassy Suites

(574) 400-2600

1140 E. Angela Blvd, South Bend, Indiana 46617

Studio suites offer free WiFi, a large HDTV, microwave and mini-fridge provide the comforts of home. Two-room suites offer a private bedroom and a living area with sofa bed. Free made-to-order breakfast, 24-hour fitness center with all the latest equipment and an indoor pool. Don't miss the 6th floor rooftop deck, a relaxing area to enjoy sweeping views of the Notre Dame campus

### CAR / TAXI SERVICES

For cab service, we can suggest the following companies.

Yellow Cab	(574) 233-9333
Express Cab	(574) 233-6000
Uber	uber.com

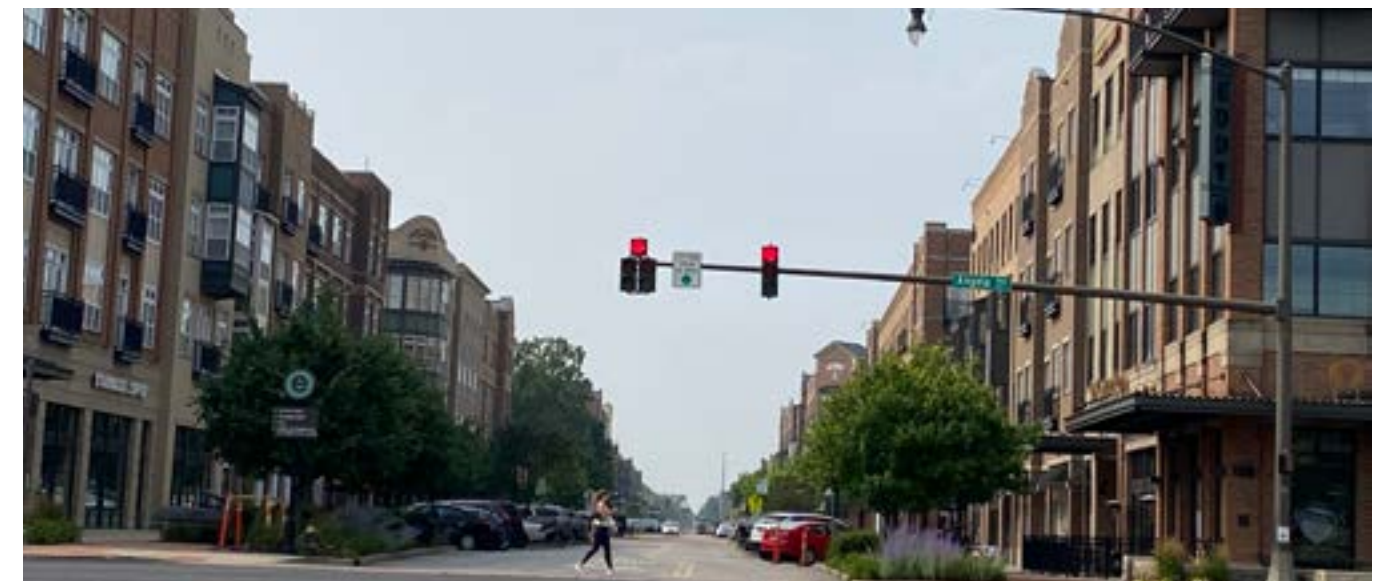
For car service, let us know, we may be able to make arrangements for you with Notre Dame Transportation or, we recommend the following private company:

Limo 2000, Inc.

(574) 272-5466

Contact: Kevin Klingel

[Limo 2000 Inc.](#)



## RESTAURANTS

<http://www.eddycommons.com/directory/>

**Please Note: Restaurants come and go, so please check this link for the latest offerings.**

**Blaze Pizza** (574) 387-4620

Located at Eddy Street Commons, Blaze Pizza offers fresh, made-from-scratch dough. Healthful, artisanal ingredients on the assembly line, fast-fire'd.

**Bru Burger Bar** (574) 990-9110

Focusing on the American classic, the burger, the menu offers a wide array of burgers, fries, shakes along with salads and appetizers. In addition to an extensive menu, they offer local beers and spirits.

**Brothers Bar & Grill** (574) 287-2767

Located at Eddy Street Commons, Brothers offers patio seating, burgers and bar food and a wide selection of beers on tap.

**Chipotle Mexican Grill** (574) 251-0175

Located at Eddy Street Commons, Chipotle offers a focused menu of burritos, tacos, and burrito bowls and salads made from fresh, high-quality raw ingredients, prepared using classic cooking methods and served in a distinctive atmosphere.

**Daves Hot Chicken** (574) 381-4030

Located on Angela Acenue. Chicken sandwiches and sliders. Open till 1 am Sun - Thur and 2:30 am Fri & Sat

**Five Guys Burgers & Fries** (574) 234-1800

Located at Eddy Street Commons, Five Guys is famous for one thing: their burgers—juicy, greasy and delicious. Five Guys burgers are some of the best in the country.

**Jimmy John's** (574) 277-8500

Freaky Fast, all natural sandwiches, delivery

**Noodles & Company** (574) 208-1551

Located at Eddy Street Commons, Noodles specializes in great tasting pasta, fresh and healthy, chef-curated salads and hearty soup. Every order is made fresh and just the way you want.

**O'Rourke's Public House** (574) 251-0355

Located at Eddy Street commons, O'Rourke's exudes the natural warmth and good-hearted ambiance of the Irish, and is sure to keep your stomachs, and pints, full to your heart's content.

**Purely Pressed** (574)400-0693

A family owned Cold Pressed Juice Bar and Health Cafe . They use 100% Organic ingredients in all that they do.

**Rohr's** (574) 631-2018

Located on campus in the Morris Inn, Rohr's is a modern tavern – a casual, warm gathering place with a focus on bright, flavorful food. Imagine a classic steakhouse with a twist highlighting colorful vegetables, fresh fish, and of course, signature steaks. Restaurnt open until 10pm, bar open until 11 pm.

**Starbucks Coffee** (574) 287-6954

Located at Eddy Street Commons, inside the Hammes Notre Dame Bookstore. Pick up some Notre Dame spirit wear while you sip your latte.

**7 Eleven** (574) 234-2571

Located at Eddy Street Commons. Slurpees and stuff.

## LOCAL CONTACTS

PHONE NUMBERS FOR ALL EMERGENCIES ON CAMPUS

DIAL 911 from campus phones

DIAL (574) 631-5555 from mobile phones

- [St. Joseph County Police](#) .....(574) 235-9611
- [South Bend Police](#) .....(574) 235-9201
- [Mishawaka Police](#) ..... (574) 258-1678
- [Indiana State Police](#) .....(574) 546-4900
- [St. Joseph County Prosecuting Attorney](#) ..... 574) 235-9544
- [Notre Dame Fire Department](#) .....(574) 631-6200
- [Notre Dame Police Department](#) .....(574) 631-5555
- [ND News](#) .....(574) 631-7367
- [ND Risk Management and Safety](#) ..... 574) 631-5037
- [ND Utilities and Maintenance](#).....(574) 631-6594
- [ND Facilities Design and Operations](#) .....(574) 631-4200
- [ND Human Resources](#) .....(574) 631-5900
- [ND Parking & Traffic Services](#).....(574) 631-5555
- [ND Office of Information Technologies](#) .....(574) 631-5603
- ND Online Directory ..... <https://search.nd.edu>
- Notre Dame Switchboard .....(574) 631-5000
- [Lowe's](#) 4660 North Grape Road, Mishawaka .....(574) 272-0900
- [Martin's Supermarket](#) 2081 South Bend Ave, South Bend .....(574) 272-6922
- [CVS Pharmacy](#) 2051 South Bend Ave, South Bend .....(575) 273-0080
- [Trader Joe's](#) 1140 Howard St, South Bend .....(574) 472-8744

*Hospitals*

**Memorial Hospital of South Bend**

615 North Michigan Street  
South Bend, IN 46601  
(4 minutes away)  
(574) 647-1000

**St. Joseph Regional Medical Center**

5215 Holy Cross Parkway  
Mishawaka, IN 46545  
(9 minutes away)  
(574) 335-1110

*Urgent Care Clinic*

**The South Bend Clinic: Immediate Care Center**

211 North Eddy Street  
South Bend, IN 46617  
246-8816  
(4 minutes away)  
Hours:  
Monday – Friday: 8 am - 8 pm  
Saturday – Sunday: 9 am - 5 pm

*Dental Clinic*

**The Dental Center of South Bend**

1005 East LaSalle Avenue  
South Bend, IN 46617  
(574) 367-7000

*Chiropractic Clinic*

**Active Health & Wellness Center**

3027 Mishawaka Ave  
South Bend, IN 46615  
(10 minutes away)  
(574) 307-6296

**Hofferth Chiropractic Center**

826 West Edison Road  
Mishawaka, IN 46545  
(6 minutes away)  
(574) 256-1008

*Physical Therapists / Massage*

**McDonald Physical Therapy**

1005 N. Hickory Road  
South Bend, IN 46615  
(8 minutes away)  
(574) 233-5754

**Therapeutic Indulgence**

904 E. Jefferson Blvd  
South Bend, IN 46617  
(6 minutes away)  
(574) 520-1664

*Laundry*

There is a single washer / dryer in the performing arts center, make arrangements for access if needed.

**St. Michael's Laundry**

100 St. Michael's Laundry  
Notre Dame, IN 46556  
Phone: (574) 631-7422  
Hours: M-F 7AM – 6 PM

**Zikers Cleaners**

207 Dixie Way South  
South Bend, IN 46637  
Phone: (574) 272-8093  
Hours: M-F 7 AM – 7 PM  
Sat 8 AM – 4 PM

**AUDIENCE PARKING**

**Please Note: Campus construction regularly changes parking availability, see [DPAC website](#) for up to date audience parking information. University events may occasionally restrict parking—attendants will direct you to the nearest available lot.**

*ARTIST PARKING*

See Talent Parking, in Management section for artist parking, page 18.

*INTERACTIVE CAMPUS MAP*

On this University of Notre Dame [campus map](#): type DeBartolo Performing Arts Center in the Keyword box. In Overlays, click Visitor Parking to see the closest lots to DPAC.

Parking on campus without displaying a proper permit/decal is prohibited. This includes all students, faculty and staff lots. Exceptions to this rule include visitor parking in the Bookstore Lot, the Legends Lot and the Walsh Architecture Visitor Lot.

*DPAC PARKING MAP*

The below map shows audience parking in relation to DPAC.



A = Gated Stayer Lot, free when gates go up at 4:45 pm and on weekends'

B = Walsh Architecture Visitor's Lot, pay via ParkMobile App between 6 am and 5 pm, free parking after 5 pm and on weekends

C = Parking Garage, first 2 hours free. Ticket Office will validate parking ticket during DPAC events



**B LOTS**

During the academic year, gated parking lots northeast and northwest of the center labeled with the lot name and “B Valid Permit Required M-F, 6am-4pm” are open and free weekdays after 5 pm and on weekends, unless noted otherwise.



**C & D LOTS**

These ungated lots are for students with valid parking permits.

**BOOKSTORE LOT**

A short walk across Notre Dame Avenue, at the Hammes Bookstore, there is a free lot with a strictly enforced 1 hour limit, which is free weekends and after 5PM.

**TICKET PICK UP**

A 10-minute parking zone is available on Holy Cross Drive for ticket pick up. During inclement weather you are welcome to drop off guests in this area and proceed to parking.



**ACCESSIBLE PARKING**

Designated parking spaces for vehicles with valid state disability parking permits are available in the DeBartolo Lot on the north east corner of DPAC. The lot is noted “Accessible Parking Only” . Parking spaces are available on a first-come basis. There are also accessible spaces in lots just north of the Center, in the Stayer Lot.

**VISITOR PARKING**

These lots are for campus visitors during business hours. The closest visitor lot is the Walsh Architecture Visitor Lot, east of DPAC. A pay station allows visitors to purchase a short-term or an all-day parking permit. The permit must be displayed on the vehicles dashboard, so it’s visible to parking enforcement staff Monday - Friday 7 AM - 4 PM. If the Visitor Lot reaches capacity, visitors can purchase a permit at the pay station and then park in any non-reserved space within the Joyce, Compton or Walsh Architecture lots.



**BUS / TRUCK PARKING**

All artists’ buses and trucks must remotely after unloading. Large vehicle parking is typically available in the Innovation Park lot, less than a mile east of the center at Angela and Leahy Drive. Make arrangements for this remote parking in the advance process.

**EDDY STREET COMMONS**

The off-campus [Eddy Street Commons Parking Garage](#), south of the center, offers the first 2 hours free. DPAC Ticket Office can validate parking tickets, with valid ticket purchase.

**LEGENDS LOT**

Only available to patrons of Legends Restaurant and Pub, with code given out with receipt of purchase.



**FOOTBALL WEEKENDS**

The University of Notre Dame campus experiences significant increased traffic during home football game weekends. If you are planning to attend a DPAC event during these weekends, we suggest allowing extra time to arrive and find parking.

**DIRECTIONS**

Directions to Debartolo Performing Arts Center via - [Google Maps](#)

*From the South*

The DeBartolo Performing Arts Center is at the corner of East Angela Boulevard and Notre Dame Avenue. Take U.S. 31 north, which becomes Indiana 933 just south of the city of South Bend. Stay on Indiana 933 through downtown South Bend to Angela Boulevard. Turn right at Angela, and then turn left at the first stoplight onto Notre Dame Avenue.

*From the North*

The DeBartolo Performing Arts Center is located just south of the Indiana Toll Road (Interstate 80/90). Exit I-80/90 at Exit 77 and turn right onto Indiana 933. Make a left at Angela Boulevard. Turn left at the first stoplight onto Notre Dame Avenue.

**TIME ZONE**

The University of Notre Dame is on Eastern Standard Time.

**Please Note: South Bend is on Eastern Standard Time, Chicago and parts of Indiana are on Central Time.**



### 3. MANAGEMENT

#### ADA ACCESS

The venue is entirely accessible front of house and back per the Americans with Disabilities Act 1991 Standards, with many updates to the 2010 ADA Standards.  
[performingarts.nd.edu/hospitality/accessibility.aspx](http://performingarts.nd.edu/hospitality/accessibility.aspx)

#### COPY, FAX, PRINT

If these services are needed, we will help you with access to the staff copy room.

#### CREWS

We have a small but mighty house crew augmented by a well-trained and eager student crew. When necessary, we can add local over-hire technicians and occasionally contract with IATSE Local 187, via their Business Agent at local187ba@gmail.com or ((574) 292-1871). When the local union is contracted, all arrangements have to be run through the university's General Counsel, so extra time is required.

#### GREEN ROOM

Comfortable 325 square foot green room adjacent to stage, with microwave, small refrigerator, sink, upright piano and a 60" flat screen TV with cable and a venue feed:



#### INTERNET

The campus is equipped with high speed wireless Internet, which you are welcome to use while you are here. The "ND-guest" wireless service is offered for casual personal use on an "as is" basis with no guarantee of availability and no warranty of any kind. If you choose to use it, simply select the ND-guest wireless network for you computers, smart-phones, or any other WiFi enabled device. Wired connections require advance notice to access a port and secure log in credentials.

#### LOAD IN AREA

##### Loading Doors

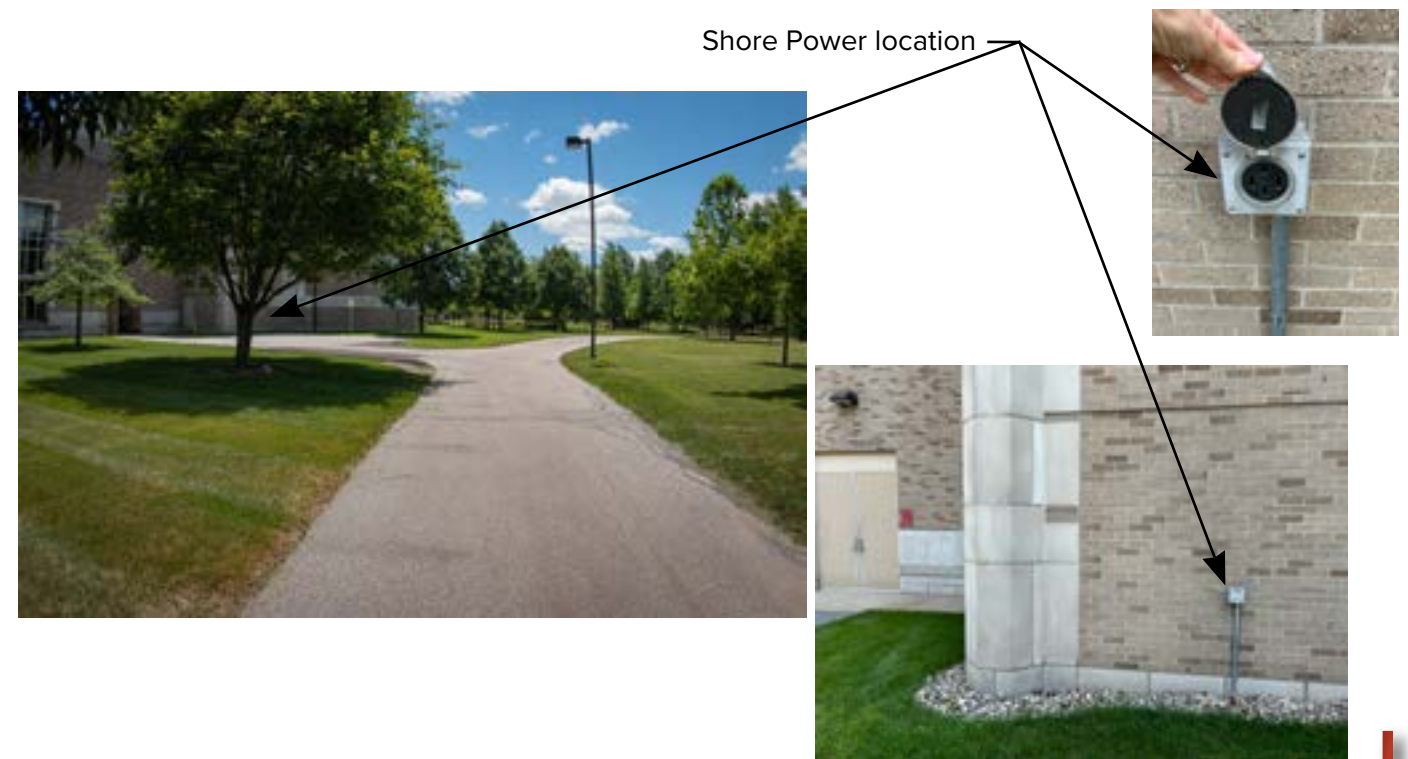
Street level, double loading doors are located on the west side of the building, off Holy Cross Drive, near the intersection of Notre Dame Avenue. See parking map.

Clear door dimension: 5'-0" wide x 6'-10" tall.

There is also a 4' high truck dock on the east side of the building, 275' away from the concert hall stage. When used, all cases must be rolled across the carpeted lobby. It's clear dimensions are 9' wide x 8'-11" tall, but the hallway between the loading dock and the concert hall has a series of double doors that compress to a maximum clearance of 5'-8" wide x 6'-11" tall.

If it makes sense for your show to use the loading dock instead of the street level loading doors adjacent to the stage, arrangements must be made early to coordinate with the other productions and possible lobby use on that side of the building.

Shore Power (50 Amp, NEMA 14-50 Receptacle) is available at the West Doors.



## PARKING - TALENT

### Talent Parking

Two talent parking spaces may be available at the west doors, the third (see van in photo) is reserved for university contractors and is not available to us.

If more than 3 spaces are needed, remote parking arrangements will be made. It is possible for busses and coaches to unload at this door and even to park on the drive; discuss arrangements in the advance process.

Parking is not allowed on the grass.

It is possible for busses and coaches to unload at the east dock; discuss arrangements in the advance process. Remote parking for busses and trucks will be arranged in the advance process.

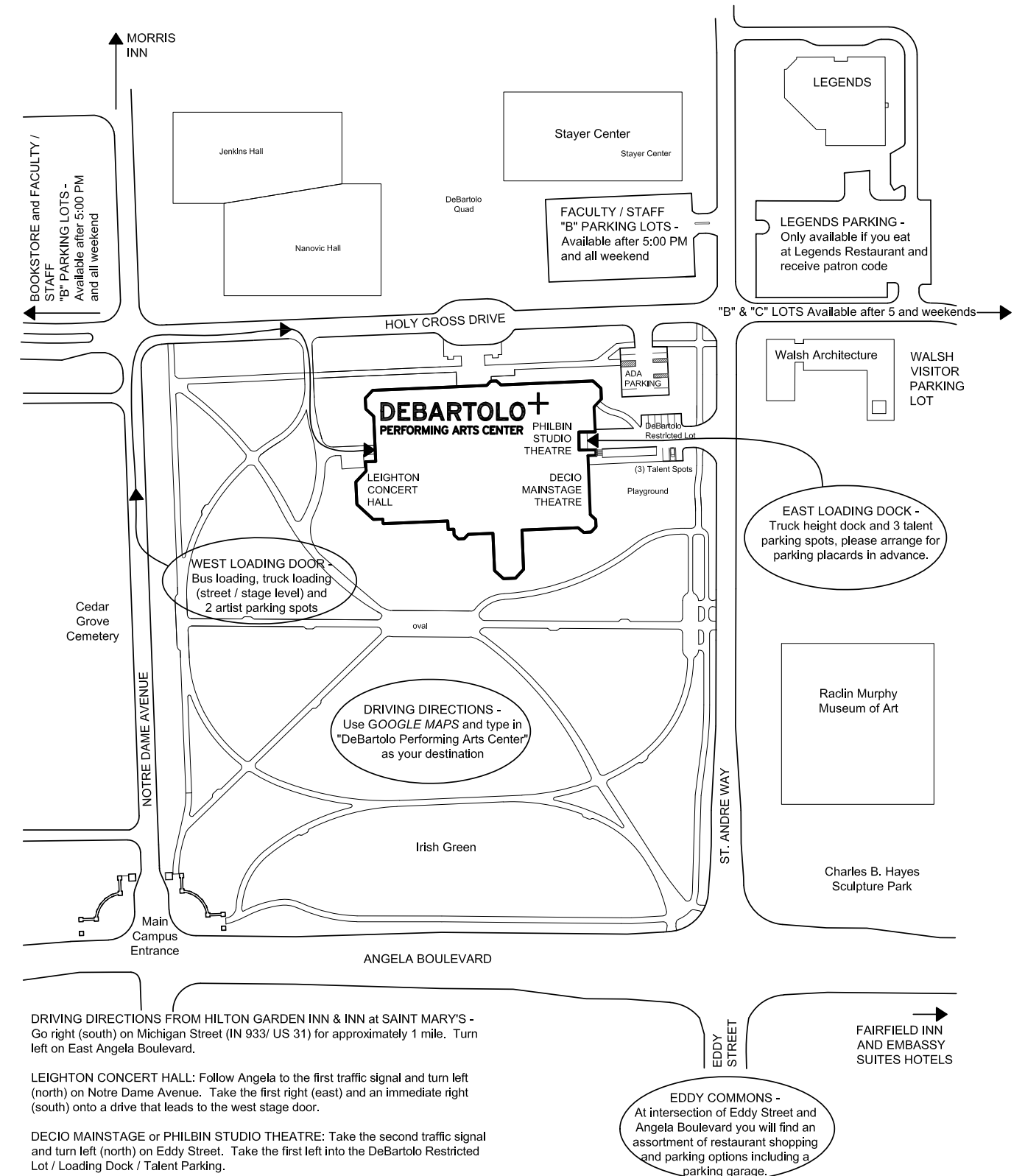


### Adjacencies

The loading doors are directly adjacent to the stage, see photo below.



### Talent Parking Map





## PENOTE PERFORMERS ASSEMBLY

This 1170 square foot multi-purpose space is often available for artist meals, performer warm up or as additional dressing space. It is on the stage left side and adjacent to the green room and dressing rooms. The “Penote” is also a classroom Monday-Thursday by day and the regular rehearsal home of a number of Notre Dame ensembles, so may be in use by another user during your engagement. It has a simple adjustable acoustic system, featuring a hand operated velour curtain.



## POLICIES

### *Firearms and Weapon Props*

Building management shall be notified of the use of any prop weapons prior to load-in. This advance notice is needed to allow sufficient time to obtain the required approvals and to agree upon a safety plan for the specific performance and weapon. Failure to provide timely notice may result in the denial of weapon use.

All weapons must be assigned to the care of stage management, and it will be their responsibility to insure their security. Weapons will never be left unattended, even on a prop table. Actors will receive weapons just prior to using the weapon and return it to the person in charge immediately after use. Weapons must remain locked up when not in use onstage or in rehearsal. Building management can help identify appropriate locations to secure the weapon when not in use.

### *Flying of Performers*

Flying in the Leighton Concert Hall is highly discouraged, due to the complexity of the adjustable acoustics system. If it is deemed important to a production, the DPAC production manager must be notified and design approval granted in advance of load-in. Flying effects must be designed, rigged and operated by persons trained and experienced in the flying of performers.

### *Food and Catering*

The center prefers the exclusive use of Campus Dining for all food prepared and served for public consumption in this facility. If desired, there is a list of approved outside caterers, please discuss in advance of making arrangements. Event sponsors are responsible for cleanup of food service areas, as well as proper disposal of all waste.

### *Late Seating*

We typically hold some seats towards the back of the house to accommodate late patrons that do not have aisle seats. We generally seat between songs/scenes unless instructed otherwise. Please provide any further details about your preference for late seating (between songs, pieces, scenes, etc.).

### *Open Flame*

Notify production manager prior to load in of the use of any flame or smoking prop prior to load-in. Failure to provide timely notice may result in the denial of flame use. The Notre Dame Fire Department and Department of Risk Management and Safety are the final authority on the use of open flame on stage.



### Smoking

Smoking is prohibited in all buildings and within 25 feet of all buildings. When smoking outside, cigarettes should be extinguished in proper receptacles. Avoid disposing of cigarettes on the ground.

### Start of Show Communication

Visiting stage managers will be designated a Technical Services staff member who will manage the communications with house management. The tech staff member will include you as desired in this process.

#### 40 minutes before curtain:

House management will ask permission for ushers to enter the venue.

#### 30 minutes before curtain:

House management will open the venue unless you have communicated that you need additional time.

#### Once the house is open:

House management will announce via radio 15, 5 and 2 minute calls. These calls reflect the actual length of time that house management estimates it will take to have the lobby doors closed. If you anticipate the need to hold the performance, notify the tech staff and they will pass your message on to house management, so they can continue seating. Likewise, house management will stay in touch if they anticipate needing extra time.

#### At curtain:

House Management will let the technician on radio know the house is closed and that the performance is yours to begin. It is important to not start the performance until you have received this communication. Most shows begin with a pre-recorded announcement and a live introduction with house lights at half.

### Temperature Set Points

University policy states air temperatures will be set between 70° - 75° year round, temperatures within this range are considered “normal” and “policy abiding” and will not be adjusted. The hall’s normal set point is typically 73°. Arrangements to adjust airflow must be made in advance.

### Temporary Signage / Tape

Temporary postings may not use tape, adhesives, push-pins, or nails on surfaces. Items must be posted in cases, on existing bulletin boards or in “lollipop” stanchions. “Sticky Tack” is an acceptable adhesive for approved exceptions; please see Facility Manager for a list of acceptable adhesive products. Only Gaffer’s, spike and glow tapes are allowed on stage floor.

## REHEARSAL SPACE

The performing arts center has other venues and rehearsal areas, yet is heavily booked. Please let us know if you anticipate needing separate rehearsal space and we will see what we can do.

## STAGE MANAGER

The stage manager is most easily located backstage left at a podium, with a video monitor showing the stage, a window to the stage, production intercom, audio, backstage paging and minimal lighting control. The stage manager may also be located:

- Backstage right, with fewer amenities
- Lighting control room at the back of the house on the orchestra level with inoperable windows
- House mix position, with audio engineer. Seat kills will be necessary.

If you are providing a stage manager, please indicate your preferred location, so we can set up the equipment where it is needed.

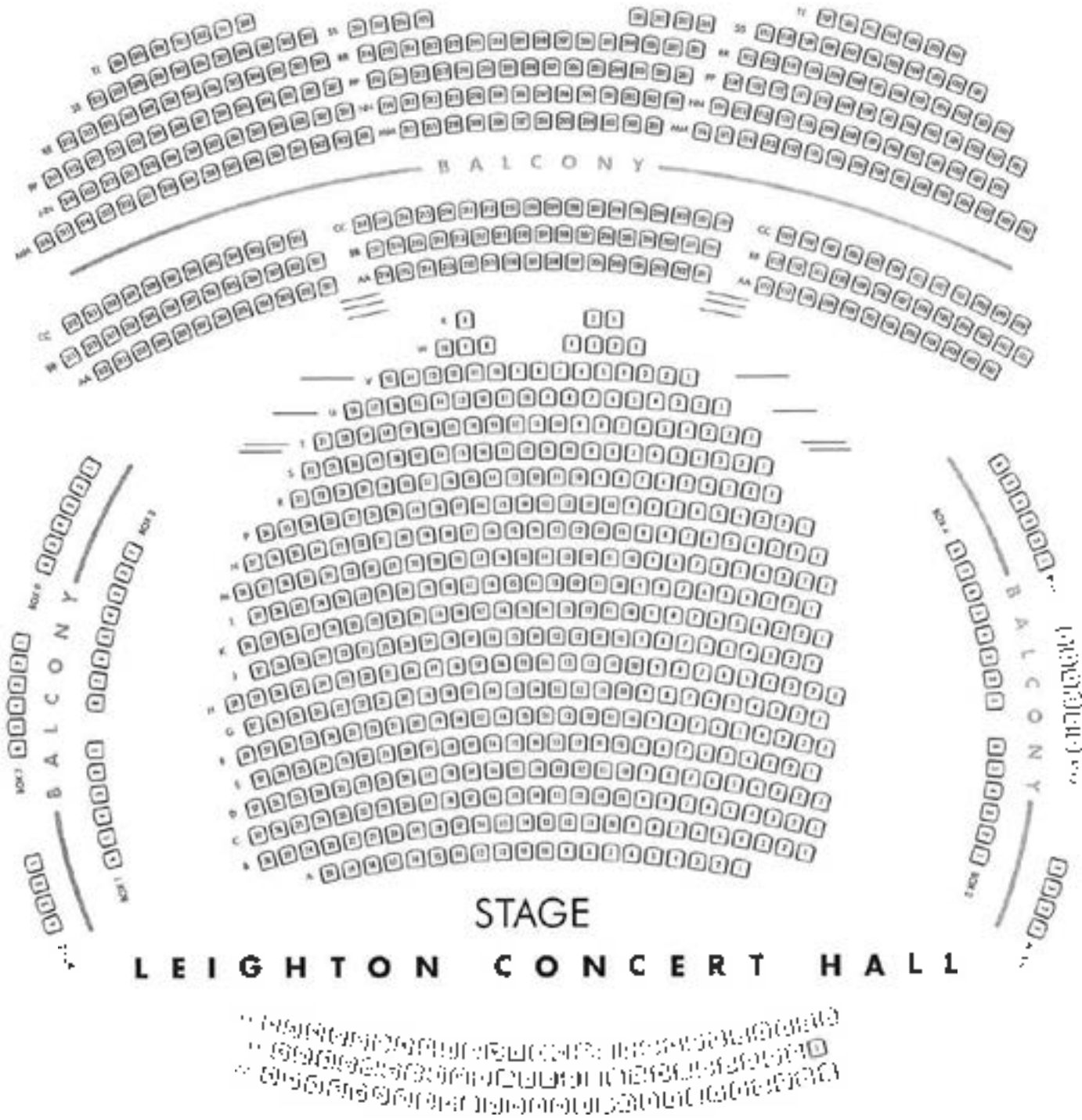


## TECH TABLE

A temporary tech table can be set up in the center of the house next to the sound board with lighting control, production intercom and a paging mic. Please let us know if you intend to use the tech table and if so, what equipment is needed in that location.

# 4. CARPENTRY

## SEATING



Capacities by Section

SECTION	
BALCONY	215
BALCONY LEVEL BOXES	32
MAIN LEVEL BOXES	28
ORCHESTRA	607
CHORAL TERRACE	77
<b>TOTAL</b>	<b>959</b>
<b>TOTAL FIXED SEATS (minus Choral Terrace)</b>	<b>883</b>

House Hold Types

HOLD TYPE	
WHEELCHAIR LOCATIONS	10
COMPANION SEATS	26
HOUSE HOLDS - MAIN LEVEL	4
LATE SEATING HOLDS - MAIN LEVEL	12
LATE SEATING HOLDS - UPPER LEVEL	8
SOUND BOARD KILLS	10
<b>TOTAL HOUSE HOLDS</b>	<b>70</b>

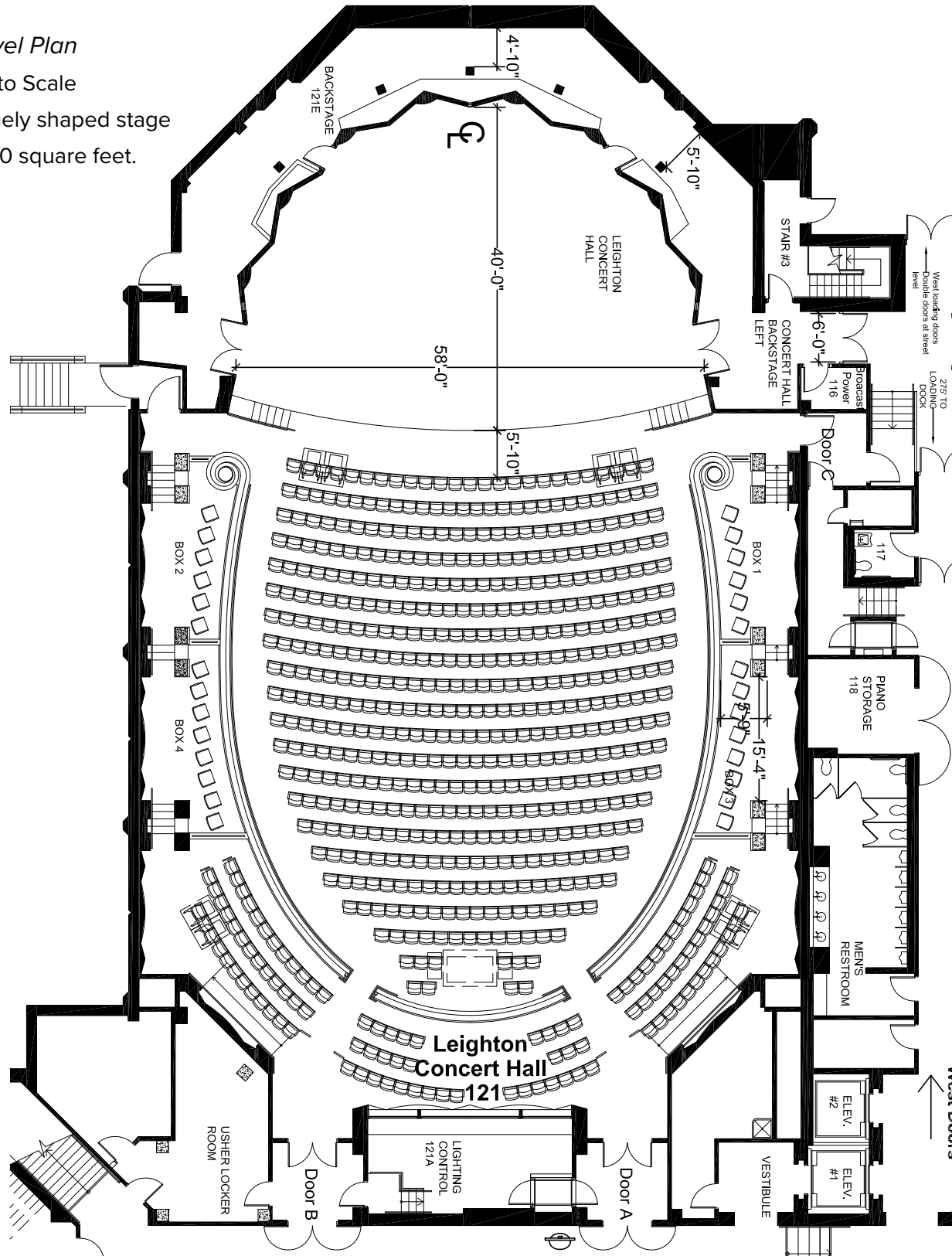
**TOTAL SOLD OUT CAPACITY: 850**



STAGE DIMENSIONS AND PLANS

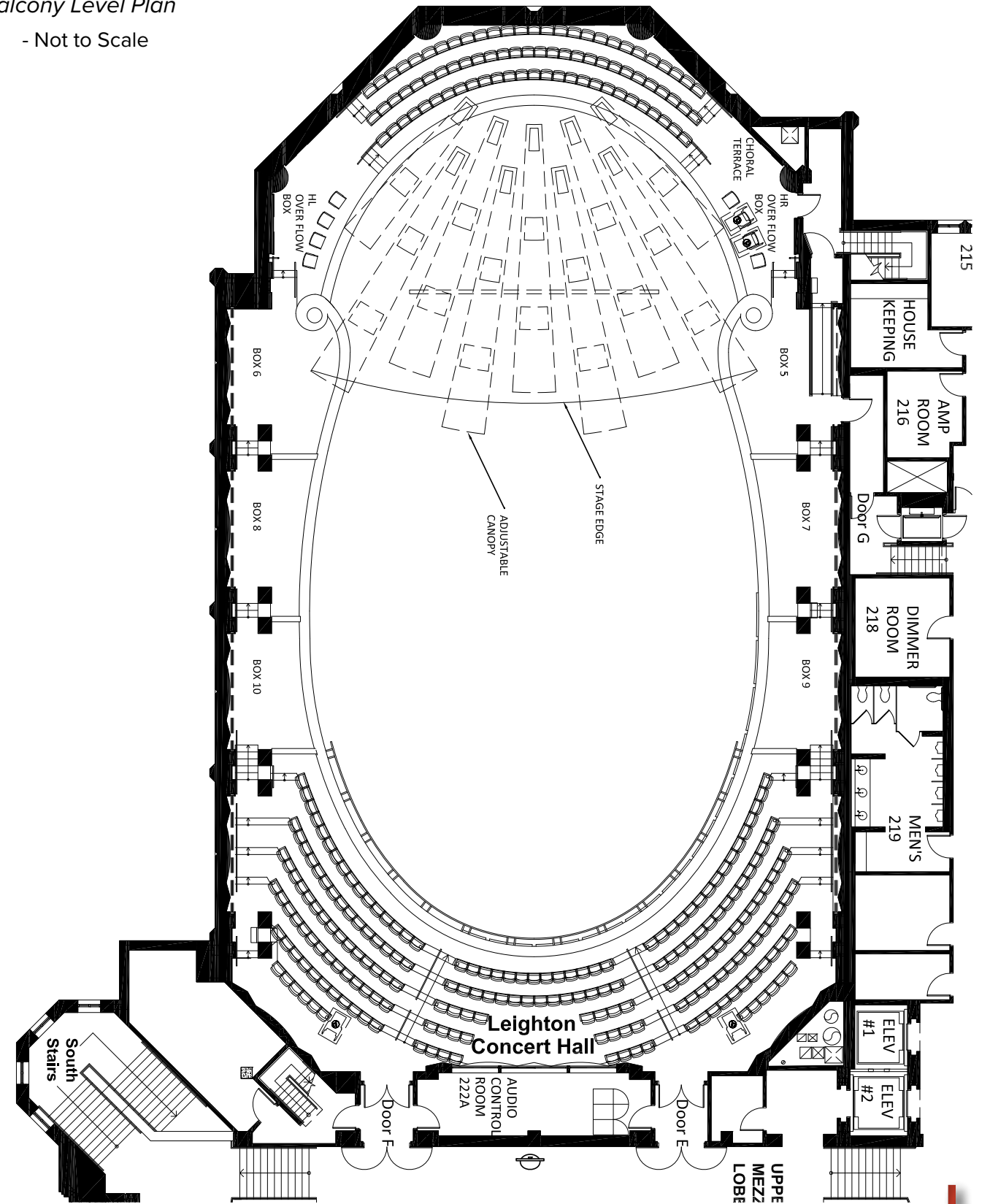
Main Level Plan

-Not to Scale  
Uniquely shaped stage is 1800 square feet.



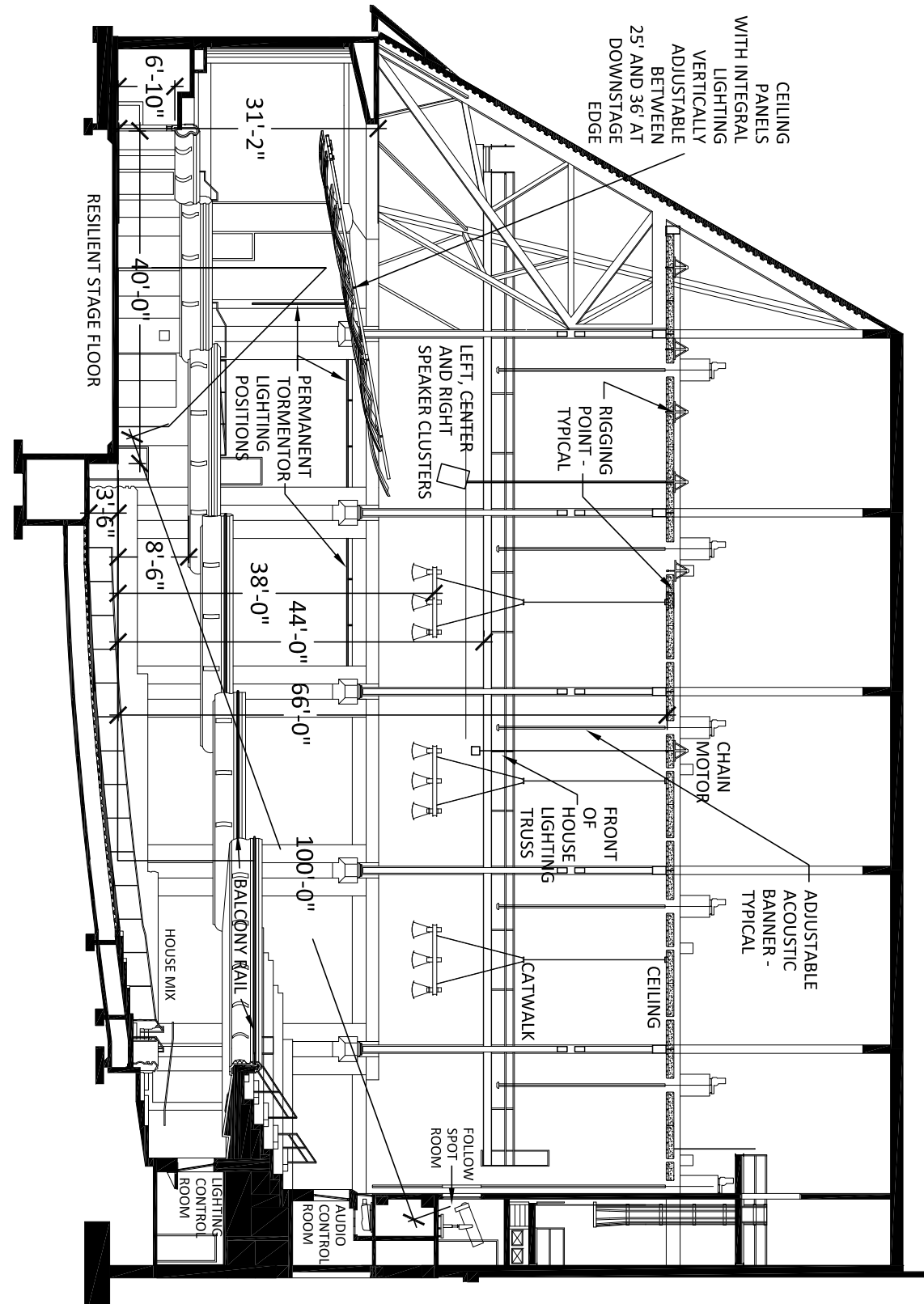
Balcony Level Plan

- Not to Scale

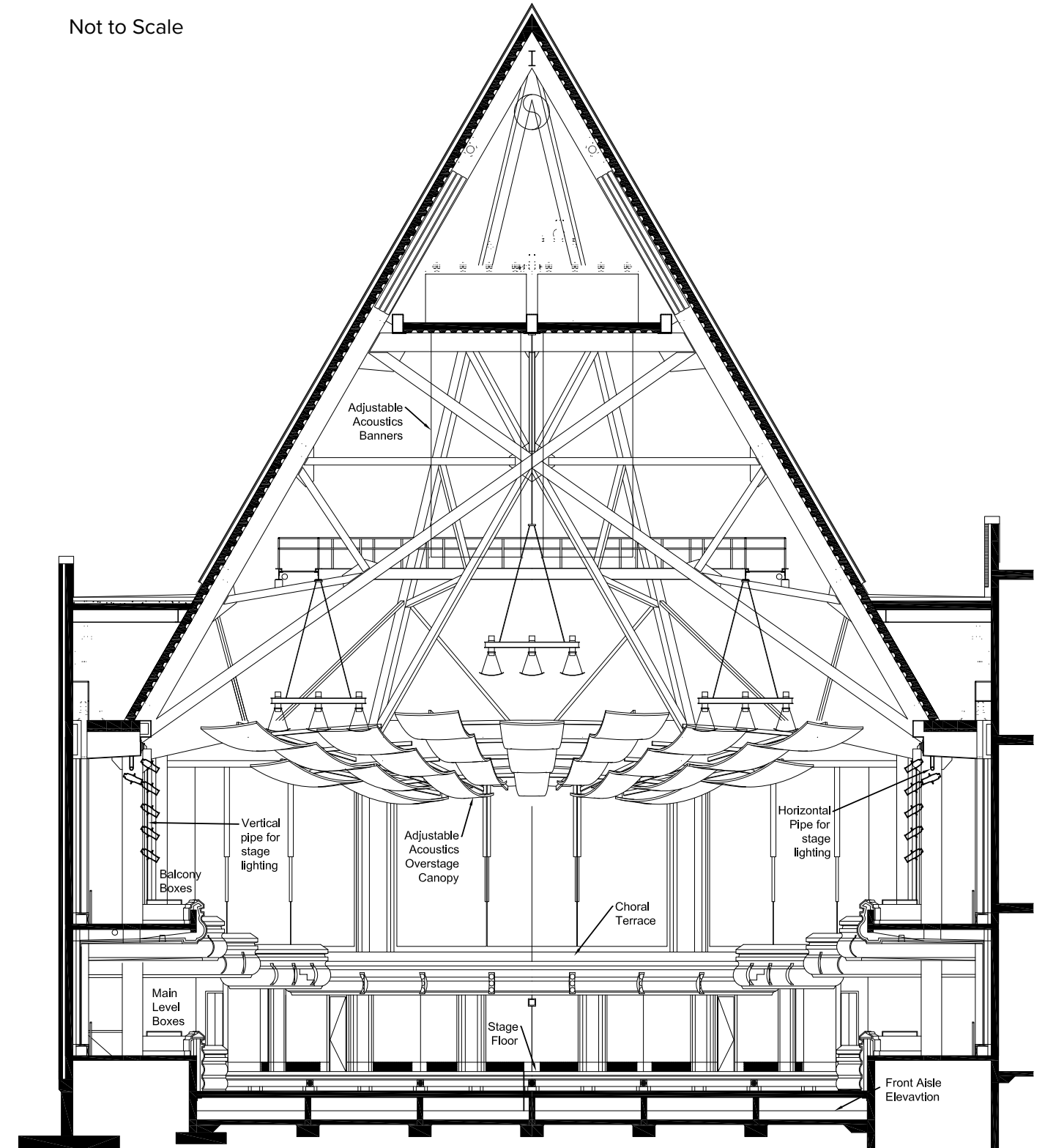




Longitudinal Section  
Not to Scale



Transverse Section  
Not to Scale



## ATTIC AND CATWALK ACCESS

A single 1 ton manual rigging point with rope and pulley is available at the attic landing and is available for hauling equipment to both catwalk and attic levels.

## CATWALK

U-shaped catwalk 44' above stage level. For plan view of catwalk, see Light Plot in Lighting section.  
Access via staircase and ladder at follow spot booth

## HOUSE DRAPERIES

No soft goods in this venue. We can hang black duvetyn curtains in the doors, if requested.

## RIGGING POINTS

(14) Rigging points with chain motor control system  
(6) 1/2 ton capacity, CM, Model F, 16FPM, 1/2 HP chain motors available in attic for use only at designated rigging points.

Note: chain motor system may only be operated by center staff.

**No arena rigging possible due to fragile canopy over stage.**

House Truss, available to hang as requested from rigging points

- (1) 40' length of 12" box truss (in 10' sections)
- (1) 40' length 24" box truss (in 10' sections)

Note: (1) 30' length of 12" box truss is permanently installed on rig points 1-3

Loads and available rigging points must be carefully considered per production

## STAGE FLOOR

Resilient (sprung) floor, cherry stained beech. It is light in color and somewhat reflective.

"Removable" stair units are located downstage left and downstage right.

Floor load is rated for 150 PSF evenly distributed over the entire stage floor.

Concentrated load is rated for 1200 lbs., meaning total load over a 4' x 9' area.

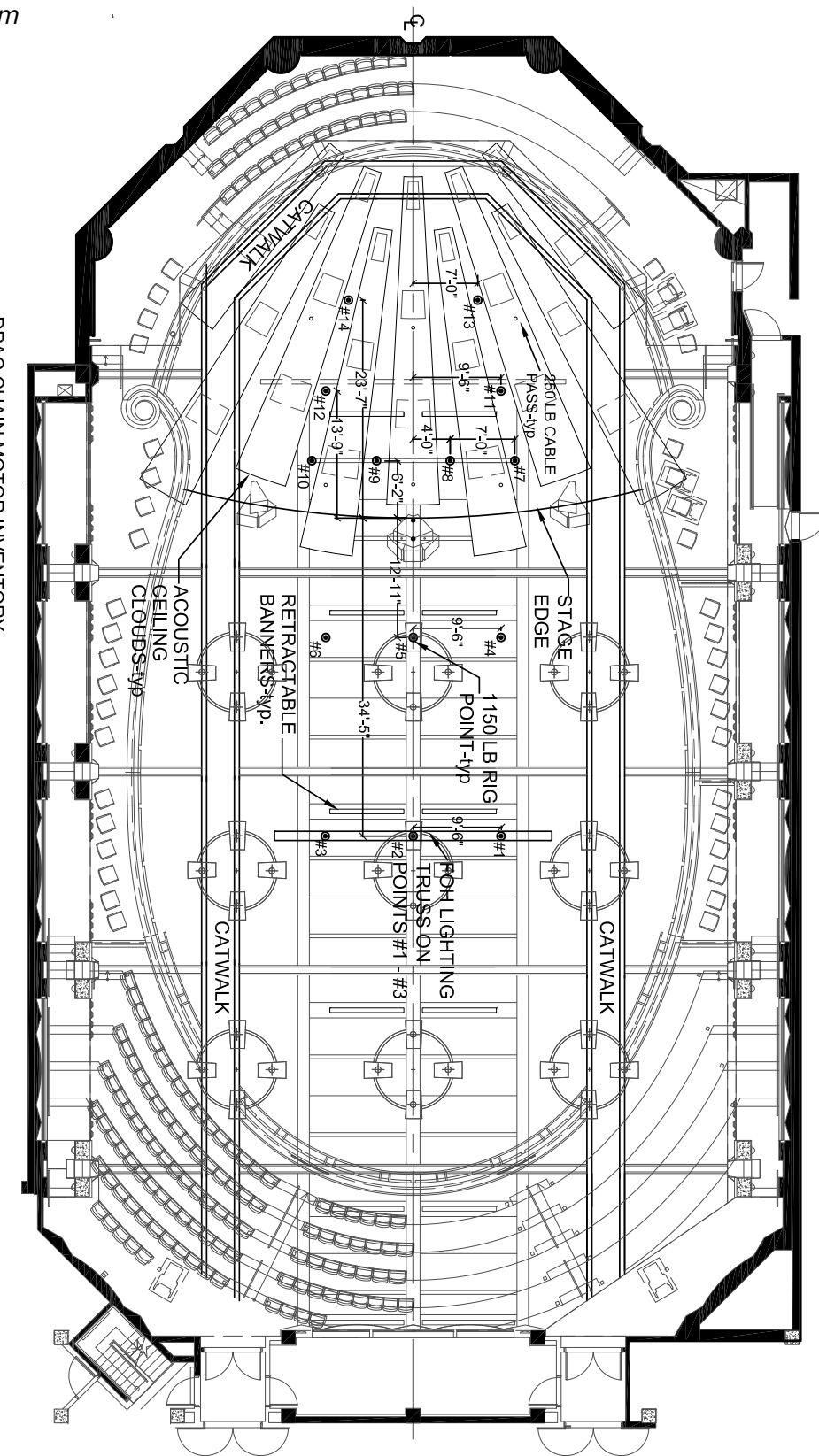
Stage edge marker lights (LED fixtures, 12" on center), are always illuminated, center light is red.



## Rigging Point Diagram

Not to Scale

DPAC CHAIN MOTOR INVENTORY  
(6) 1000 LB. CM LoadStar F Electric Chain Hoists available to use on Rig Points #4 - #14  
(3) Semi-permanent 1000 LB. CM LoadStar F Electric Chain Hoists on Rig Points #1 - #3 for FOH Lighting Truss  
(2) Semi-permanent 500 LB. CM ProStar Electric Chain Hoists mounted below catwalk for Left & Right Speaker Clusters  
(1) 2000 LB Trolley mounted CM LoadStar L Electric Chain Hoist in Scene Shop for moving equipment to/from Prop Loft





## SUPPORT AREAS

### Cross Over

There is a 6'-10" wide hallway behind the stage that wraps around the upstage edge of the stage. It is also music stand and chair storage, space is limited. See photo next page.

### Dressing Rooms

Two star dressing rooms are located on the same level as the stage, west doors and main lobby.

#### Green Room

Green room with sink, small refrigerator, and a smart TV with venue feed and cable is located at stage level, on the stage left side, adjacent to the dressing rooms.

### Penote Performers Hall

This 1170 square foot multi-purpose space is often available for artist meals, performer warm up or as additional dressing space. It is adjacent to the green room and stage left. The "Penote" is also a classroom and the regular rehearsal home of a number of Notre Dame ensembles, so may be in use by another group during your engagement

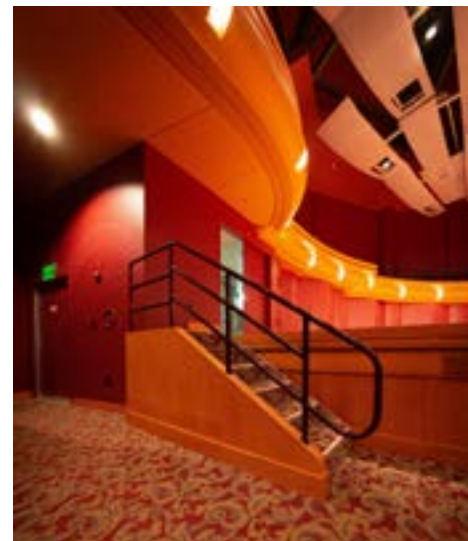
### Shop Area

The resident theatre department has a fully stocked scene shop, on the opposite side of the building. Access to it is not allowed, as it is regulated as a working shop and is often in the midst of a build. Contractors and guests to the University of Notre Dame are prohibited from using shop equipment.

### Stage

The backstage is accessible via the stage left side only. The stage is accessible from the audience via stair units (which are not really removable) stage left and stage right.

The stage is accessible from backstage via double doors stage left, and stage right and single doors upstage left and up stage right.



### Storage

Storage is limited to what can be stored backstage or in the Penote during the show. It is common to back load trucks with empty cases to accommodate the venue's limited storage space.

### Wing Space

This hall has no wings. The stage is surrounded by walls.

1050 square feet of wraparound backstage/equipment storage and cross over

Double doors downstage left and right (5'-8"w x 6'-11"t)

Single doors upstage left and right (3'-0"w x 6'-8"t)



### Notes

It should be noted that the Leighton Concert Hall is the largest of the five venues in the DeBartolo Performing Arts Center. It is very typical to share resources, including dressing rooms with simultaneous events. It should also be noted that the five venues share a lobby and one house management team manages all of the audiences.



## 5. LIGHTING

### CONTROL CONSOLE

[ETC Ion Xe 20](#) 2048 outputs and 20 pageable motorized faders

Operating system – most recent

Remote focus iPad available

(2) 23.8" touch screen monitors, keyboard and mouse

(2) Universes of DMX are available at various stage and catwalk locations

### DIMMERS

(144) Electronic Theatre Controls (ETC) 2.4 kW Sensor D20E stage lighting dimmers

(43) ETC 2.4 kW Sensor D20HDR high rise house lighting dimmers

(12) ETC 2.4 kW Sensor D20HDR high rise concert lighting dimmers

### FIXTURES AND ACCESSORIES

#### Stage Lights

ETC Source Four 575w, ellipsoidals with 2P&G stage pin connectors:

(4) 5°, (19) 10°, (25) 19°, (24) 26°, (8) 36°, (19) 25°-50° Zooms

\*House rep plot uses most of the above fixtures.

The following are available for catwalk or balcony rail specials:

(5) 10°, (1) 19°, (1) 26°

Additional fixtures and accessories may be available, pending use in other venues; availability must be discussed during advance process.

Shared LED Fixtures include:

(2) [Elation Fuze Profile 305W](#)

(10) [ETC Selador Vivid-R 11](#)

(10) [ETC ColorSource PAR Deep Blue](#)

(10) [ETC Selador Vivid-R 42](#)

#### Follow Spots

(2) Strong Super Trouper 2000w, Xenon follow spots

[Telrad](#) sights available

#### Accessories

A sufficient quantity of loose accessories are shared across 5 venues; availability must be discussed during advance process.

Side Arms – Altman: single T and double T

Top Hats and 1/2 Hats for Source Fours

Template Holders: B Size, A-Size, and (4) Universal size for glass gobos

Donuts

ETC Drop-in Irises

#### [Apollo Right Arms](#)

(8) Pan/Tilt adjustable accessories on rep plot FOH specials

Booms - Schedule 40 lighting boom pipes

(12) 10', (8) 16', (5) 21'

(14) 50 lb. boom bases

Cable - Lots... We will make sure the equipment works in the locations you need.

#### Lighting Notes:

House rep plot is difficult to access and is needed for regular rehearsals, modifying it for a specific show is highly discouraged.

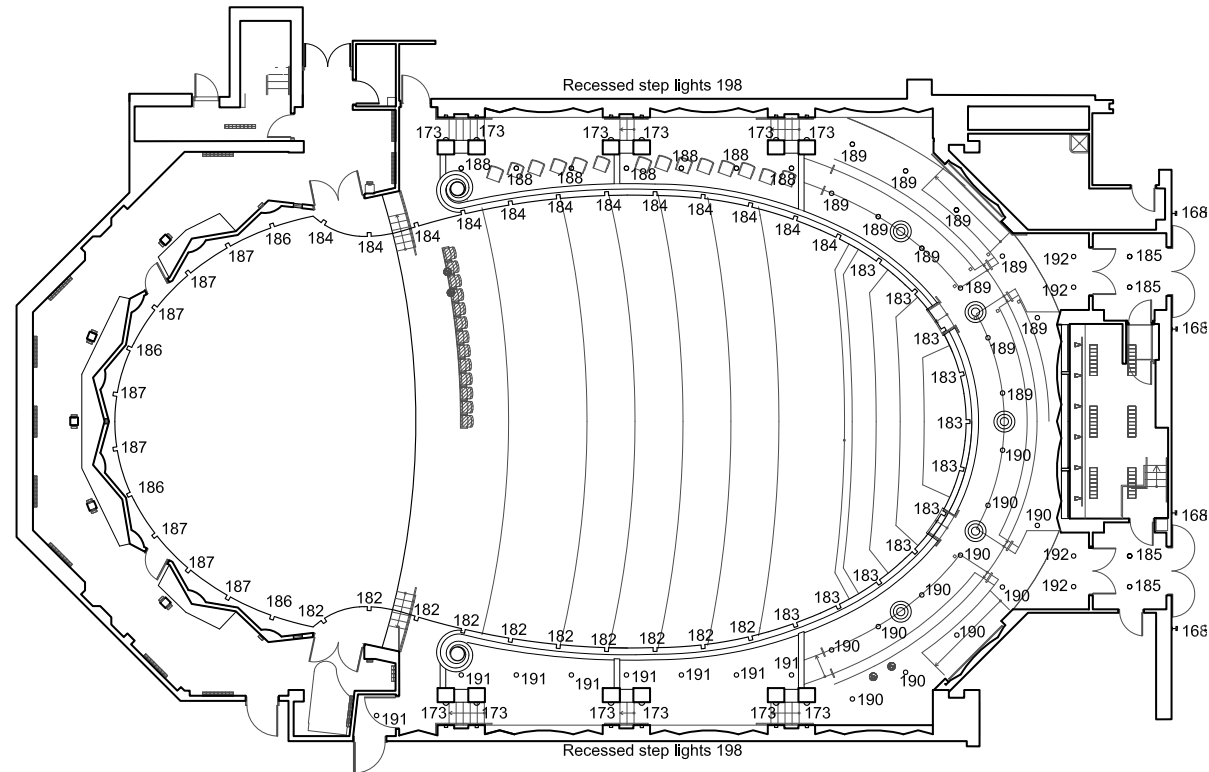
### HOUSE LIGHTS

Electronic Theatre Controls Unison Legacy control system with touch screen control located stage left and in lighting control booth. Programmable wired remote station with 7 faders available at house mix position or backstage if requested. All house light circuits and work light relays are controllable via Ion console.

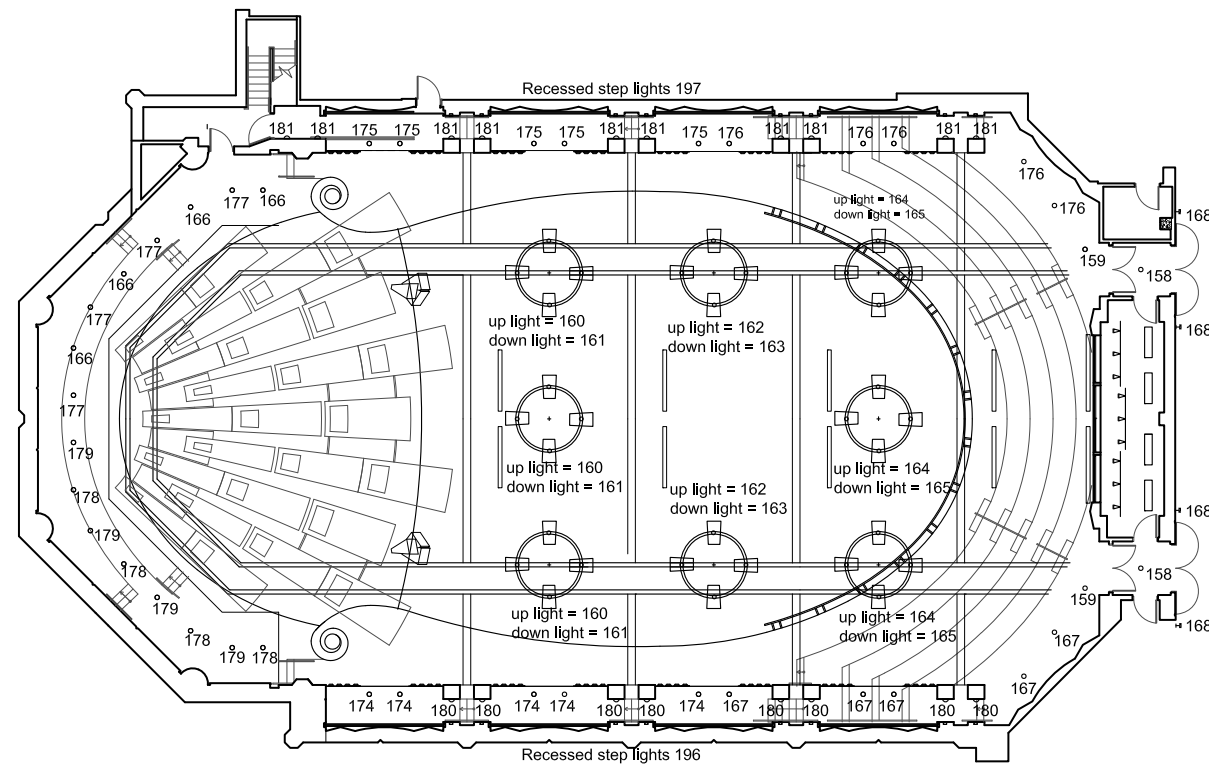
#### HOUSE LIGHT SCHEDULE

Chan 500,	Dim 186, 187	Marquee Lights at Stage
Chan 501	Dim 182-184	Marquee Lights at Audience
Chan 502	Dim 161, 163, 165	Chandelier Downlights
Chan 503	Dim 160, 162, 164	Chandelier Uplights
Chan 504	Dim 188 - 192	Under Balcony Downlights
Chan 505	Dim 166, 177-179	Choral Terrace Downlights
Chan 506	Dim 173, 180, 181	Sconces
Chan 507	Dim 196 - 198	Step Lights
Chan 508	Dim 158, 185	Light Locks
Chan 509	Dim 159, 167, 174 - 176	Balcony Downlights

MAIN LEVEL HOUSELIGHT PLAN



UPPER LEVEL HOUSELIGHT PLAN



LADDERS

The center owns a series of step, platform and extension ladders (6', 8' 10', 16', 20', 24' and 32') that may be used by visiting tech crews if requested.

LIFTS / MOBILE ELEVATING WORK PLATFORMS (MEWP)

[JLG LiftPod FT140](#) for use at balcony level only for Horizontal Pipes and Tormentors

- Platform Height = 13'-6", Working Height = 19'-1"
- Max Work load = 330lb, Gross Weight = 326 lbs

JLG 20DVL driveable MEWP for use on the stage

- Platform height = 19'-6", Working height = 25'-0"
- Max Work load = 350 lb, Gross Weight = 2105 lbs

Only trained and certified university staff members are allowed to use the lifts.

**Outside contractors or artist are NOT allowed to use the university's lifts.**

If use of a lift by a non-university employee is mandatory, the visiting artist is responsible for making and paying for all lift rental arrangements directly.



REPERTORY LIGHT PLOT Lightwright 5 paperwork available upon request.

Please remember that the Leighton Concert Hall is a concert hall and not a proscenium theatre, so it is limited in its lighting options. The rep plot offers:

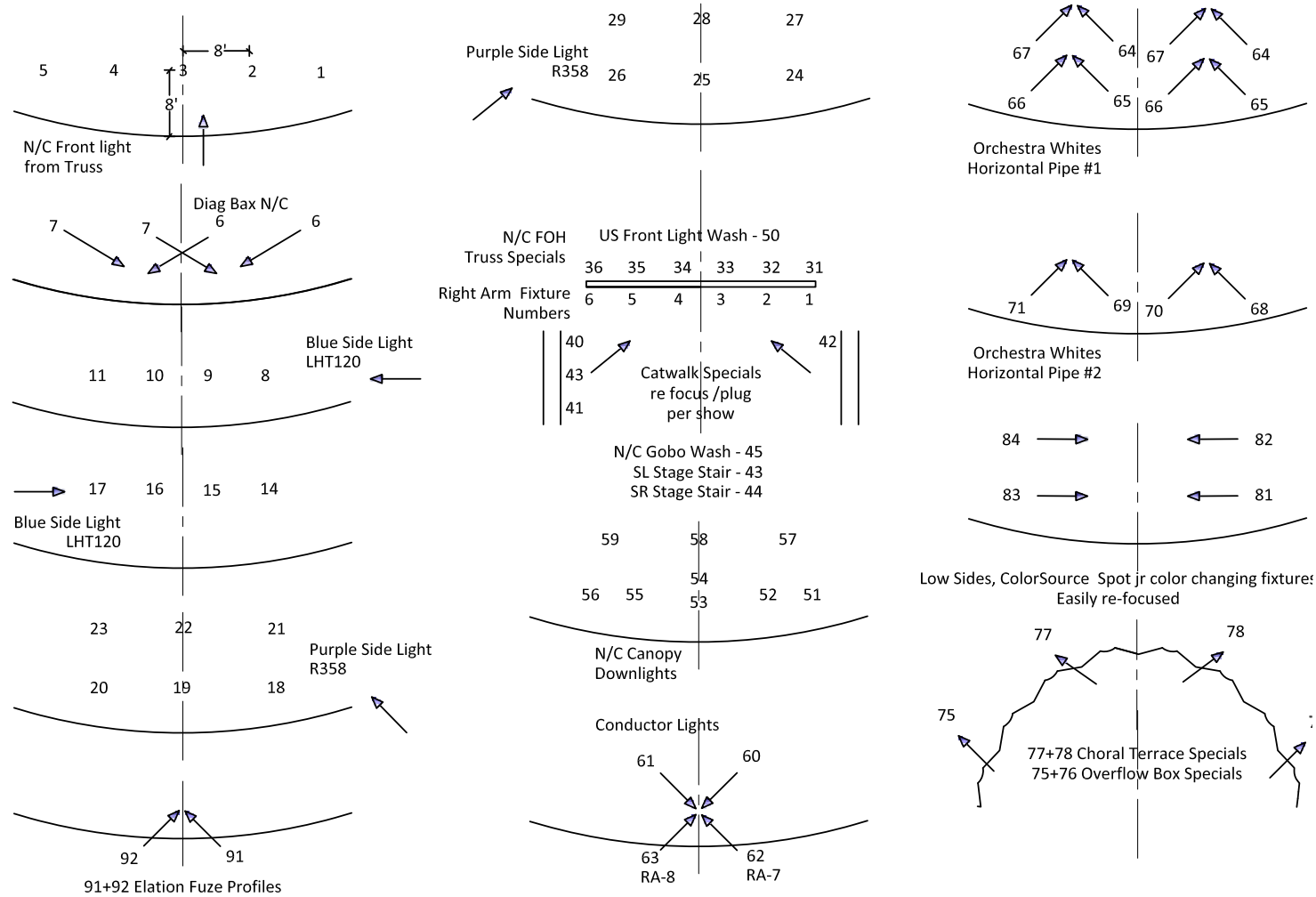
- N/C White light from above: (19) Source Four zooms, (7) 26° Source Fours integral to the canopy, re-coloring is possible, re-focusing and re-circuiting is not possible.
- N/C White light from FOH Truss: (9) 19° Source Fours, typically focused as a 5 channel downstage wash, and a 1 channel upstage wash. Focus is available only via "bounce" (i.e. running the motors to lower the truss to the floor to tweak and return – a lengthy process.)
- N/C White diagonal back light from the SL and SR Vertical Tormentors: (1) 19° and (1) 26° Source Four from each side, focused down center (near and far), may be re-focused as needed.
- N/C White Orchestra Light and Conductor specials from Horizontal Pipes, and Vertical Tormentors, not re-focusable.
- R358 Rose Indigo system from SR & SL Horizontal Pipe #1s, focused to 6 areas.
- LHT 120 Deep Blue side light system from SL and SR Tormentor pipes (4) Source Fours each side, various beam angles.
- Moving lights [Elation Fuze 495](#), 1 from each side on SR & SL Horizontal Pipe #2
- Color changing low sides from SL and SR Tormentor Pipes, (2) [ColorSource Spot jrs](#) (Deep Blue) on each side are easy to reach for re-focus and zoom adjustment between 25°-50°.



- N/C White pointed breakup gobo wash from Catwalks, (5) 19° Source Fours, easy to .. access, but shot is complicated through ceiling obstructions, canopy, speaker clusters, ..... chandeliers, etc.
- N/C White specials on FOH Truss (2) 5° and (4) 10° Source Fours with Apollo Right Arms that allow for pan / tilt focus from console/remote.
- N/C White Conductor/DC (1) at top of each vertical torm and (1) at back of each Horizontal Pipe #2. The fixtures on horizontal pipe 2 are on Right Arms and can be refocused as ..... specials.
- Follow spots (2) Strong Xenon Super Troupers, color boomerangs with an assortment of colors and frosts available, as well as requested colors.

NOTE: The repertory light plot is counted on for weekly rehearsals. It is difficult and labor intensive to modify, so it is rarely done. We strongly encourage you to embrace the rep plot in your design.

Magic Sheet

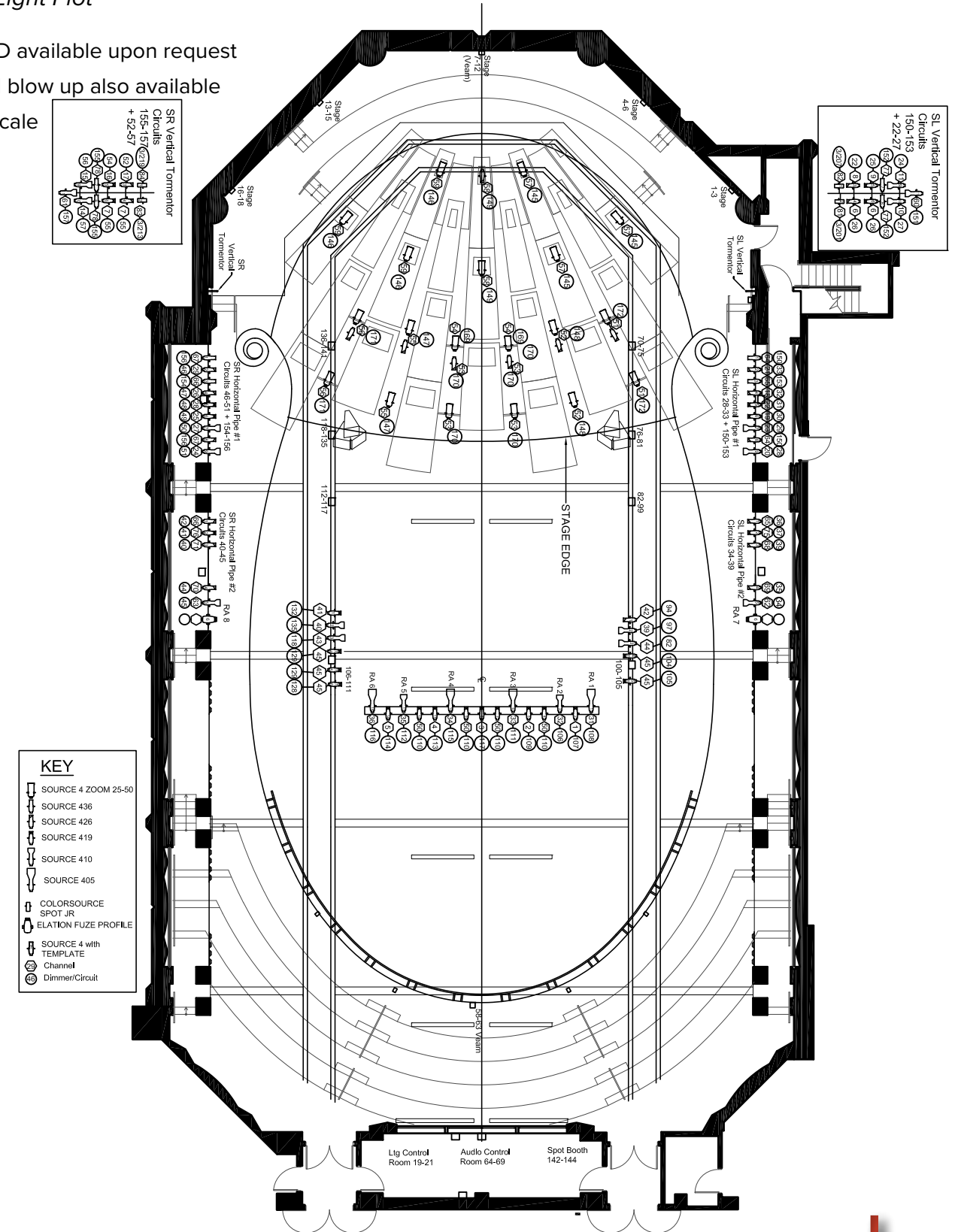


Repertory Light Plot

AutoCAD available upon request

Detailed blow up also available

Not to Scale



## SPARE POWER

### Broadcast Power

(1) 200 Amp, 3Ø Disconnect

Sequential interlock Posi-Lok E0200 connectors must be used to tie in, house does not have adapters.

Located in closet adjacent to loading dock door, upstage left.

### Shore Power

50 Amp, NEMA 14-50R at loading door

### Pass Throughs

A series of 8" pass through sleeves are available throughout the hall, making temporary cable runs possible for video, broadcast and other uses.



### Stage Power

(2) 400 Amp, 3Ø company switches

With sequential interlock Posi-Lok E0400 connectors.

2 neutrals on each switch

Located back stage left

Only 1 set of Posi-Lok to standard Crouse-Hinds E-Z 1016 Series Female camlok tails may be available, if more power is needed, please bring Posi-lok sequential interlock adapters.

**Only DPAC TECHNICAL SERVICES STAFF  
can Tie in/out of the Company Switches**





## STAGE LIGHTING POSITIONS

### *Vertical Tormentors*

Stage left and stage right

35'-39' to CS, angle to stage varies between 23° to 34°, 8 circuits

### *Horizontal Pipe #1*

Stage left and stage right

40' to CS, angle to stage approximately 32°, 10 circuits

### *Horizontal Pipe #2*

Stage left and stage right

55'-65' to CS, angle to stage approx. 30°

6 circuits

### *Integral Canopy Lights:*

Directly over stage, distance varies pending location of adjustable canopy

28 permanent fixtures are grouped into 11 circuits

### *Catwalk*

45' above stage, runs from east to west and wraps around upstage, see light plot

36 available circuits

### *Balcony Rail*

16' above stage, wraps around center section of balcony

8 circuits

### *FOH Truss*

55' throw to CS at 40°

12 circuits

### *Follow Spot Booth*

100' throw to PL, at 25°

4 circuits



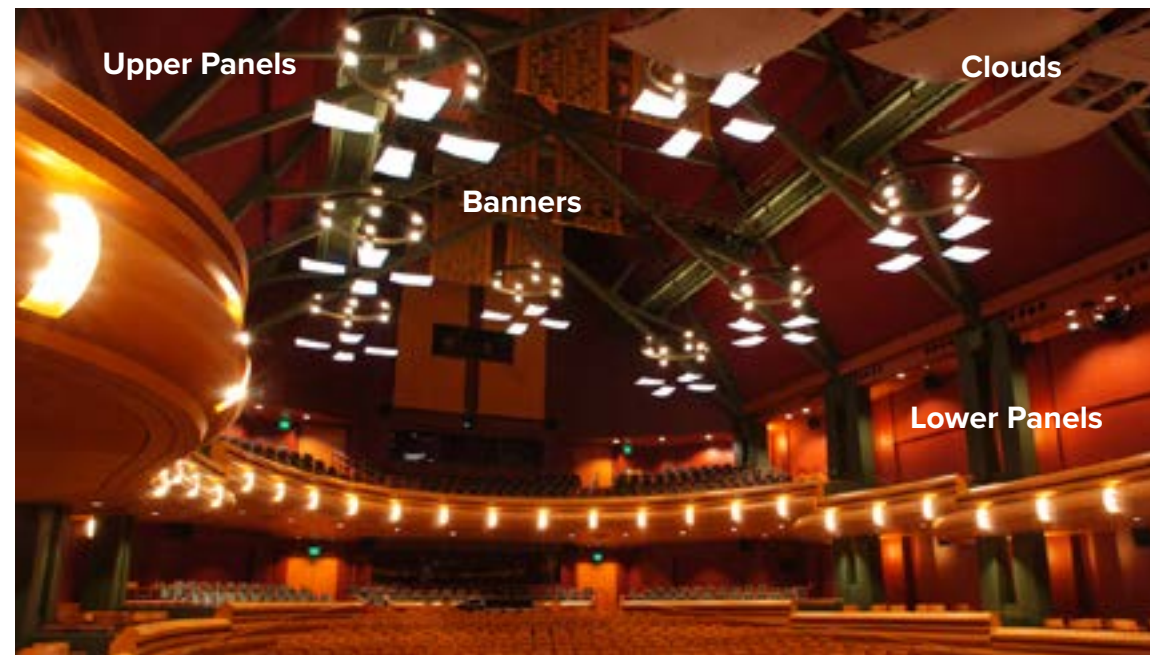
## 6. AUDIO

### ADJUSTABLE ACOUSTICS

The hall has an impressively effective motorized adjustable acoustics system. Presets are available for most types of music. The house staff will be available to make adjustments during sound check to optimize the venue acoustics for each individual group. Occasionally, adjustments are made at intermission; if desired, please discuss in the advance. Any movement of the over stage canopy may only be done when the stage is clear of all personnel.

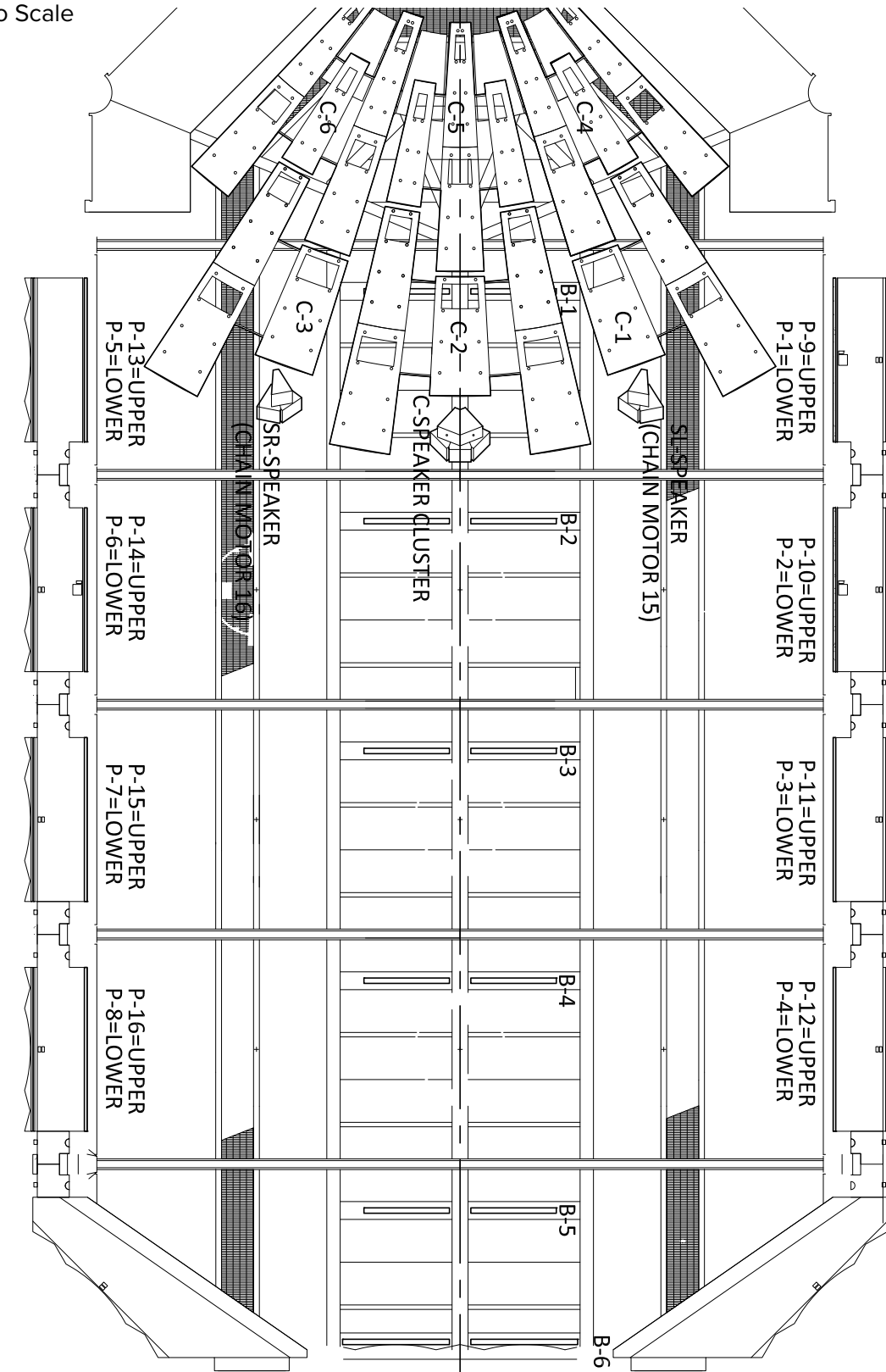
The adjustable acoustic system, allows adjustment of reverb times ranging from 1.4 to 2.6 seconds. There are 21 motors, operated by a handheld controller at the stage left balcony level. They control:

- (6) Over stage canopy hard resin ‘clouds’ with integral lighting, height range is 25’ to 36’ above the stage, no tilt adjustment available. They are controlled by 6 motors that ride on the cloud units.
- (6) Decorative velour long retractable “banners”, add absorption over the audience. Banners #1-5 are 23’ long, Banner #6 is 35’ long and covers the back wall of the venue, cutting down significant bounce back sound from the stage. They are controlled in groupings by 3 motors located in the ceiling.
- (8) Balcony wall coverings “lower panels” are approximately 2” thick fiberglass panels, covered in fabric, covering 15’ of double plaster curved walls. They are controlled individually by 8 motors located house left and right, above the balcony level.
- (8) Sloped ceiling coverings “upper panels” are approximately 2” thick fiberglass panels, covered in fabric, fully deployed they cover 40’ of corrugated cement. They are controlled in pairs by 4 motors located in the attic.



Adjustable Acoustic Diagram

Not to Scale





## AUDIO EQUIPMENT INVENTORY

### Mixing Console

[Soundcraft Vi4](#) digital console with the [Vi400 upgrade](#)

The following I/O is available and can be patched to any channel input, direct output, bus output or insert point as required:

#### Local Rack Inputs

- 64 mic/line inputs
- 2 pairs AES/EBU inputs (=4 channels)
- 1 pair SPDIF inputs (=2 channels)
- 1 Talkback Mic input

#### Local Rack Outputs

- 32 line outputs
- 2 pairs AES/EBU outputs (=4 channels)
- 1 pair SPDIF outputs (=2 channels)

(4) FX processors, (24) groups, (4) EQ Bands, (24) Aux sends

### Fixed Speakers

- (7) Renkus-Heinz Trap 40 K (L, C, R), with 18" subwoofer on aux control
- (6) Renkus Heinz Trap 40 HM Main Down Fills/Delays
- (20) JBL FX speakers located throughout house
- (1) Renkus-Heinz DR18-1 Sub-woofer, permanently mounted above and behind stage



### Portable Speakers

- (8) [RCF NX-12 SMA](#) Stage monitors available
- (2) TVI DP-218 Sub-Woofers available one powered, one passive
- (2) JBL Axys U-14 Front Fills may be available

### Microphones

Microphone and effect equipment available to cover most applications, including:

- (7) Crown PCC160
- (2) AKG C414B/XLS
- (1) Barkus-berry 4000XL Piano pickup
- (5) Countryman Active DI Type 85 FET DI
- (2) Countryman Isomax Headworn E60W6TSL
- (2) DPA 4099P Piano Mics
- (2) Earthworks TC30K Recording Omni mics permanently installed
- (2) Earthworks FMR600 Recording Condenser mics permanently installed
- (2) EV PC-18/XLR Podium Mics – attached to lecterns
- (1) Fishman BP100 Acoustic bass Pickup
- (2) Neumann KMS105
- (2) Neumann TLM103
- (4) Neumann KM184
- (3) Sennheiser E604
- (3) Sennheiser MD-421ii
- (3) Shure Beta 58A
- (8) Shure SM58
- (5) Shure SM57
- (3) Shure SM81
- (1) Shure Beta 52A
- (1) Shure SM58S switched
- (4) Shure Beta 98
- (4) Whirlwind Director Passive DI

### Microphones

- (2) ULXD4D-G50 Shure Dual Digital Receiver
- (4) ULXD1-G50 Shure Bodypack Transmitter w/ WL185 Cardioid Condenser Lavalier Microphone
- (4) ULXD2/B87A-G50 Shure Handheld Transmitter w/ B87A Capsule

\*DPAC wireless band widths use G50 470-534 MHz

*Mic Stands*

- (17) K&M Tall Tripod Boom Stands
- (5) K&M Short Tripod Boom Stands
- (2) K&M Straight Quick Release Round Base Stands
- (6) K&M Straight Tall Round Base Stands
- (3) K&M Short Round Base Boom Stands
- (4) K&M Short Tabletops Stands

*Playback*

- HHB BurnIT CD Burner
- Mac Studio: Apple M1 Max chip with 10 core CPU, 64 core GPU, 32 GB TAM and 1 TB storage
- [QLab](#) 4 channels, no licenses

*Signal Processors*

BSS Soundweb London BLU-80 - optimized for best performance of house equipment and cannot be changed

*Amplifiers*

- (12) Crown MA-2402 power amplifiers
- (8) Crown MA-602 Power amplifiers
- Note: (6) monitor mixes available for mixing from front of house.
- No monitor console available in house without rental.

*Cable*

Lots... We will make sure the equipment you have specified works in the locations you need.

*Audio Notes*

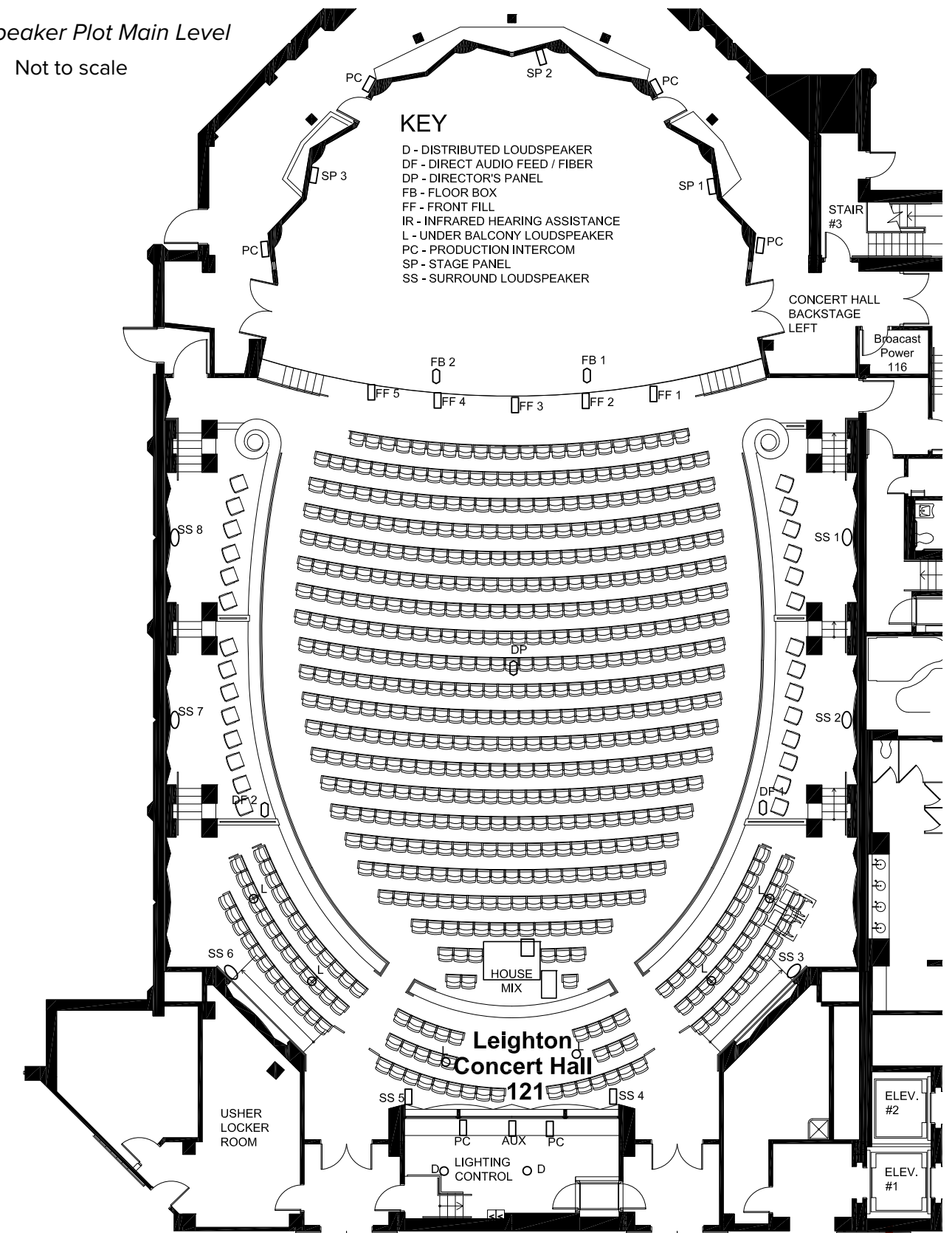
- All loose equipment is shared across 5 venues; availability must be discussed with audio engineer during advance process.
- 4 wireless microphones maximum are available at a time per venue, w/o rental

*Cable*

Lots... We will make sure the equipment you have specified works in the locations you need.

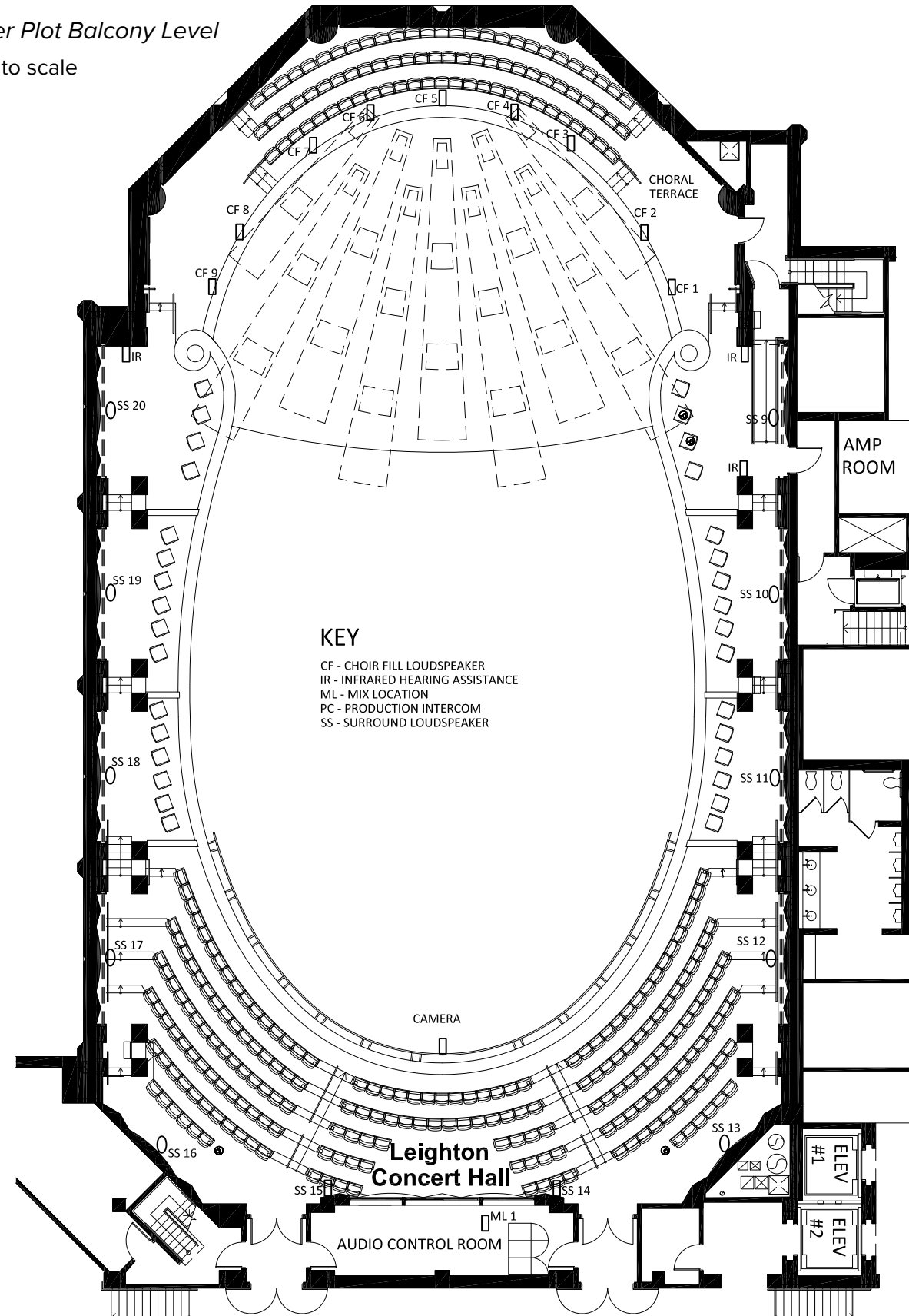
*Speaker Plot Main Level*

Not to scale

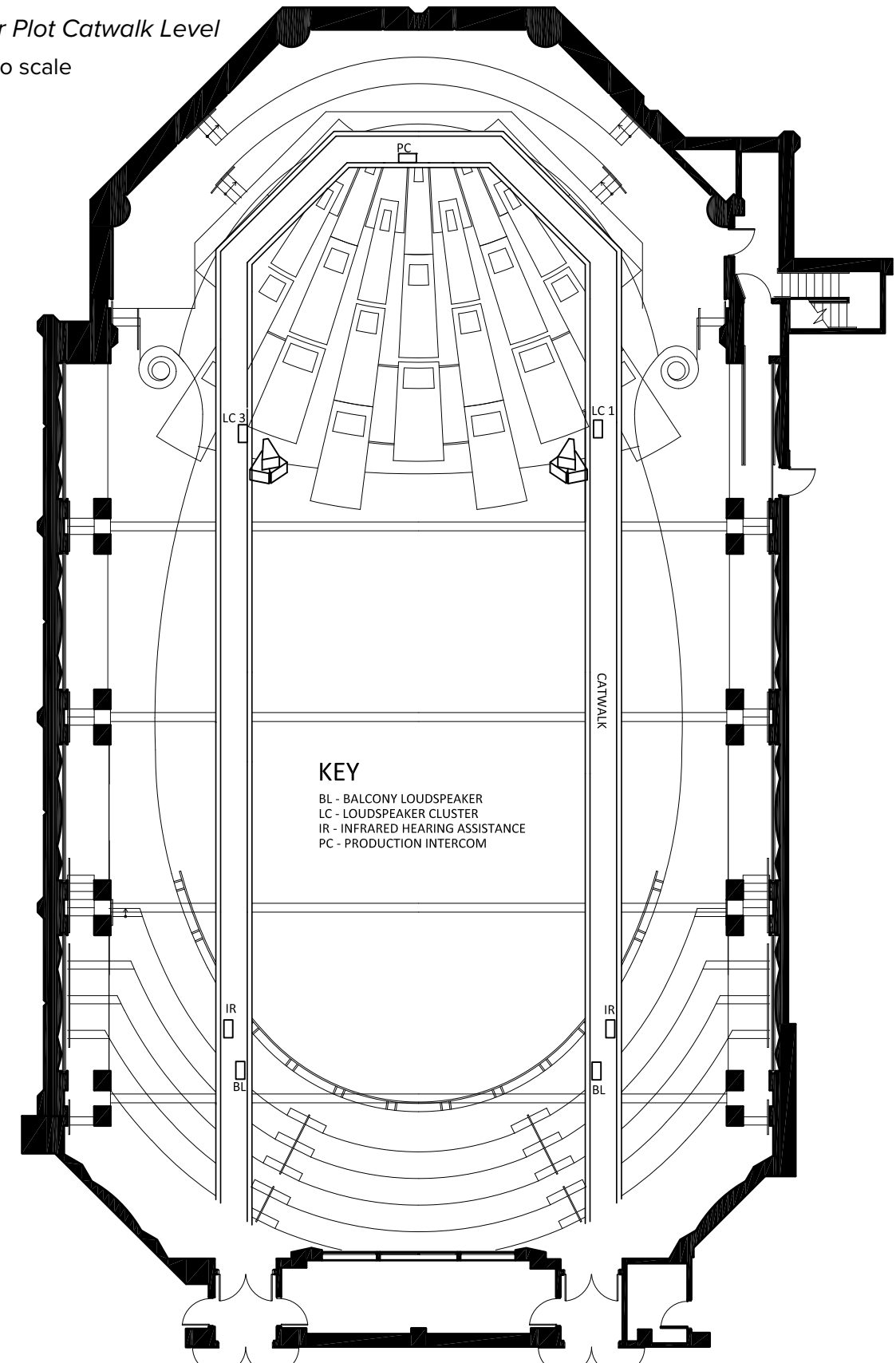




Speaker Plot Balcony Level  
Not to scale



Speaker Plot Catwalk Level  
Not to scale



### Control Locations

The house mix location is centered in the house, just in front of the balcony and has direct line of sight to the speaker clusters. When we can't mix monitors from FOH we typically set up "monitor world" onstage, just US of the SL double doors.



### Hearing Assist System

Sennheiser infrared assistive listening system is a part of the building infrastructure. See Guest Services Department for receivers.

### Monitoring/Paging System

Backstage paging and audio monitoring available to backstage support areas.

### Production Communications

Clear-Com production intercom, wired stations available throughout venue

(2) Freespeak wireless belt packs available

Paging available from SM position and wireless packs, if requested

### Spare Power

See LIGHTING section

### Wiring

Audio input panels are located downstage left, downstage right and upstage center.



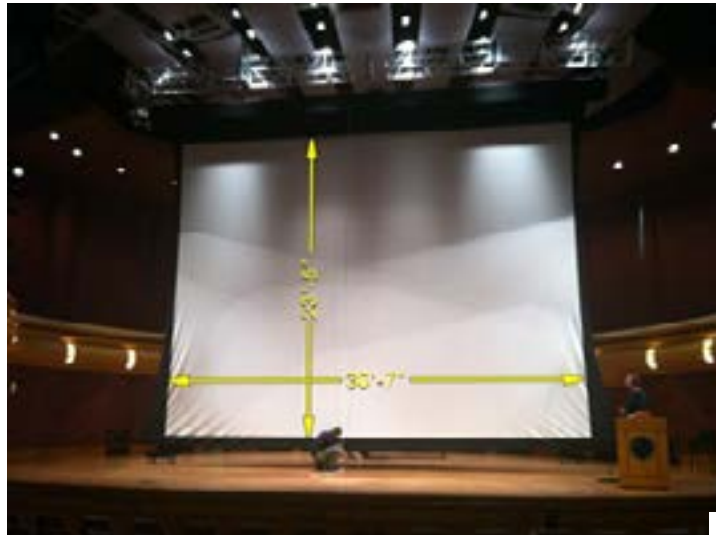


## 7. VIDEO

### SCREENS

Large

30'-7" x 23'-5" motorized front projection screen can be hung from truss off rigging points. Screen can be raised to accommodate different screening formats.



**Large Screen in 4:3 Format**



**Large Screen in 16:9 Format**

Smaller 11'-0" x 19'-0", Da-Lite 87300, (16:9) 245" Diagonal rear projection truss screen can be assembled and rigged directly off the acoustic canopy, 18'-9" upstage of stage edge at centerline.

Additional screens may be available, including:

- 8' Front projection tripod screen
- 52" LG LCD TV on cart
- 65" Samsung LED TV on cart
- 80" LCD 3D TV on cart
- (3) 27" LG TVs installed backstage to view stage



**Smaller Screen 16:9 Format**

### PROJECTORS

A [SHARP NEC NP-PA1004UL-B-41](#) HD 11000 lumen LCD laser projector is dedicated to the hall for typical use in the booth for front projection or in the choral terrace for rear projection.

- 16x10 Aspect Ratio
- Native Resolution: WUXGA 1920x1200, Maximum Resloution 4K 4096x2160
- Long throw lens – NEC [NP43ZL](#) (2.88 - 5.93) Zoom Lens
- Long throw lens – NEC NP19ZL (2.22 – 3.67:1) Zoom Lense
  - Throw from projector location in lighting booth to typical screen location: approx 100'
- Short throw lens – NEC [NP41ZL](#) (1.30-3.08:1) Zoom Lens
  - Throw from projector location in choral terrace to screen: approx 29'-6"

Additional projectors may be available, including:

- [NEC NP-PX-1005 QL-B](#) 11000 lumen laser projector, shutter, NP19ZL-4K (2.20-3.67:1) Lens
- [NEC NP-PX750U](#) HD 7500-lumen projector
  - Long throw lens – NEC NP19ZL (2.22 – 3.67:1) Zoom Lense
  - Standard throw lens – NEC NP17ZL (1.25 – 1.79:1) Zoom Lens
- [NEC NP-PA550W](#) 5500-lumen projector

### STREAMING

Venue is equipped with [Open Broadcaster Software](#) (OBS) for video recording and streaming. If streaming is desired, let us know your preferred platform and provide proof of streaming and or recording rights for your entire program. Testing is recommended.

### VIDEO DISTRIBUTION

Fiber optic cable runs between four of the DeBartolo Performing Arts Center venues (Decio Mainstage, Browning Cinema, Leighton Concert Hall and Philbin Studio Theatre) and to Notre Dame Studio's [Martin Media Center](#). Useful for broadcast, streaming, recording, overflow, off site video mixing, etc. HD-SDI building wide distributed video system, useful for digital signage, overflow and venue monitoring.

### VIDEO PLAYBACK EQUIPMENT

- Pro-DVD Player, Pioneer DVD-V7400
- Pro-Blu-ray Player, [Oppo BDP-93](#)
- [Dsan Perfect Cue](#) presentation remote

### VIDEO NOTES

All loose A/V equipment is shared across 5 venues; availability must be discussed in the advance process.

## 8. PROPS

### BALLET BARRES

(9) Ballet Barres available upon request

### DANCE FLOOR

(4) Strips of black rollout vinyl flooring, 40'x 6'-7" [Harlequin "Cascade"](#) marley,

Covers a stage area 40' wide x 26'-4" deep, 1050 square feet

Note that when the Marley floor is used, it makes a large black rectangle on the otherwise light colored floor.

Please specify if you prefer gaffer's tape or vinyl dance floor tape, and color.

For step dancing groups, we typically create a "dance area" by taping 4'x8' sheets of Masonite onto the floor, to protect the stage surface from scuffs.

### LECTERNS

(4) Four lecterns serve the center's needs, please check on availability, if desired.



(2) Large matching lecterns  
ND logo optional



(1) Pedestal lectern



(1) Small dark lectern

## MUSIC

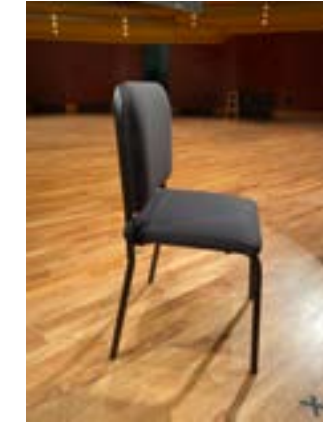
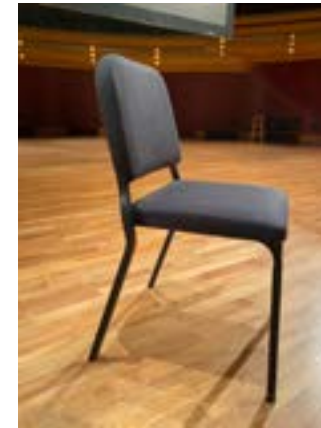
### Chairs

(100) [Wenger Musician Chairs](#), black frame, black upholstery

(4) [Wenger Cello Chairs](#), black frame, black upholstery

(96) [Wenger Student Chairs](#) Black frame, black plastic molded seat

A small assortment of stools are available upon request



### Conductors Podium

(1) Wenger Conductor's Podium 2 steps, optional railing

### Music Stands

(100) [Wenger Roughneck Music Stands](#)

(50) Wenger Classic music stand lights with 40 watt, black finish

(8) [Gocusent Rechargeable LED Music Stand lights](#)

### Orchestra Shell

None available see adjustable acoustics in Audio section.

### Pianos

– pianos shall be tuned to A440

(2) 9' Steinway D grand pianos with artist benches

(1) 5'-7" Steinway M Baby Grand, moving costs may apply

(1) Boston upright Steinway

The possibility of borrowing (1) upright Yamaha piano

Pianos are shared across many needs, availability must be discussed in the advance process.



### Stand Lights

(50) Wenger Classic music stand lights, 40 watt, black finish



## RISERS

The center owns (3) portable [Staging Concepts](#) riser systems, which may be mix and matched, pending availability.

Accessories including stabilizers, steps, railings, chair stops and closure panels may be available

### Choral Risers

(9) 3'x8' platforms with acoustic baffling, unpainted brown Masonite tops

(12) Wedge shaped panels

Legs: (28) 8", (28) 16", (28) 24"

Comfortably holds 70 singers, including a front row on the floor

### Orchestra Risers

(12) 4'x8' platforms with acoustic baffling, unpainted brown Masonite tops

Legs: (12) 6", (12) 12", (12) 18", (12) 24"

### Studio Theatre Seating / Staging Risers

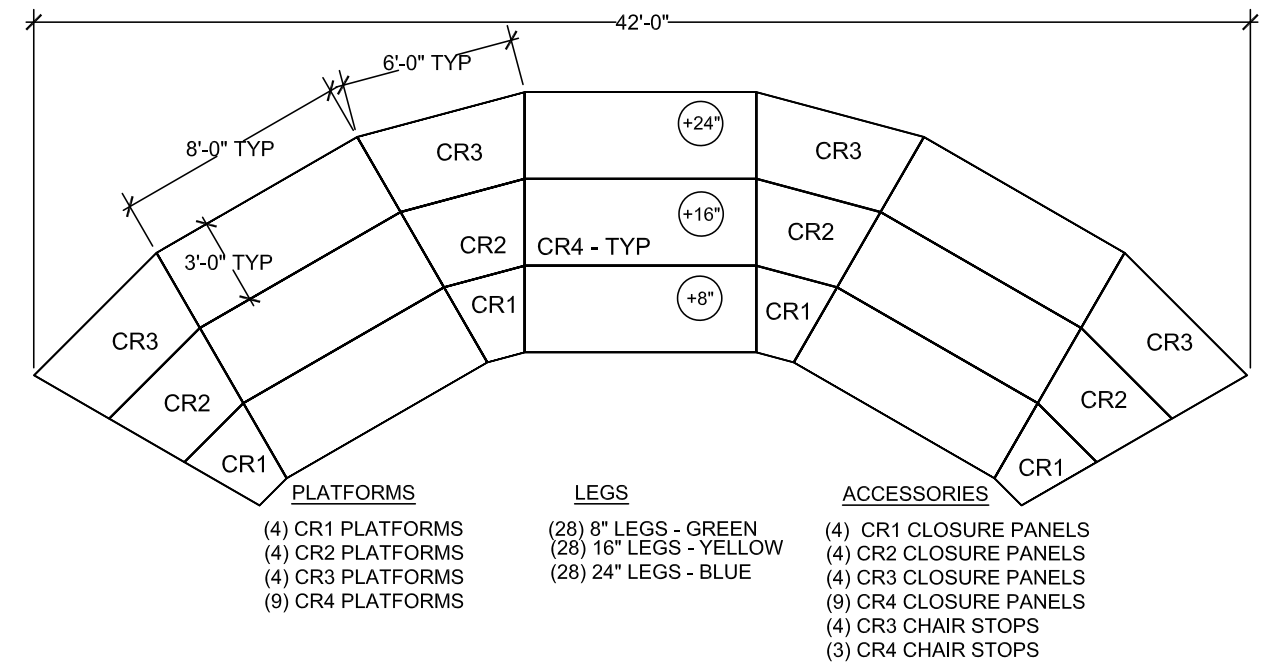
(40) 3'-2" x 6'-4" platforms with acoustic baffling and black skid proof surface

Legs: (40) 7", (88) 14", (40) 21", (20) 28", (20) 35", (20) 42", (20) 49"

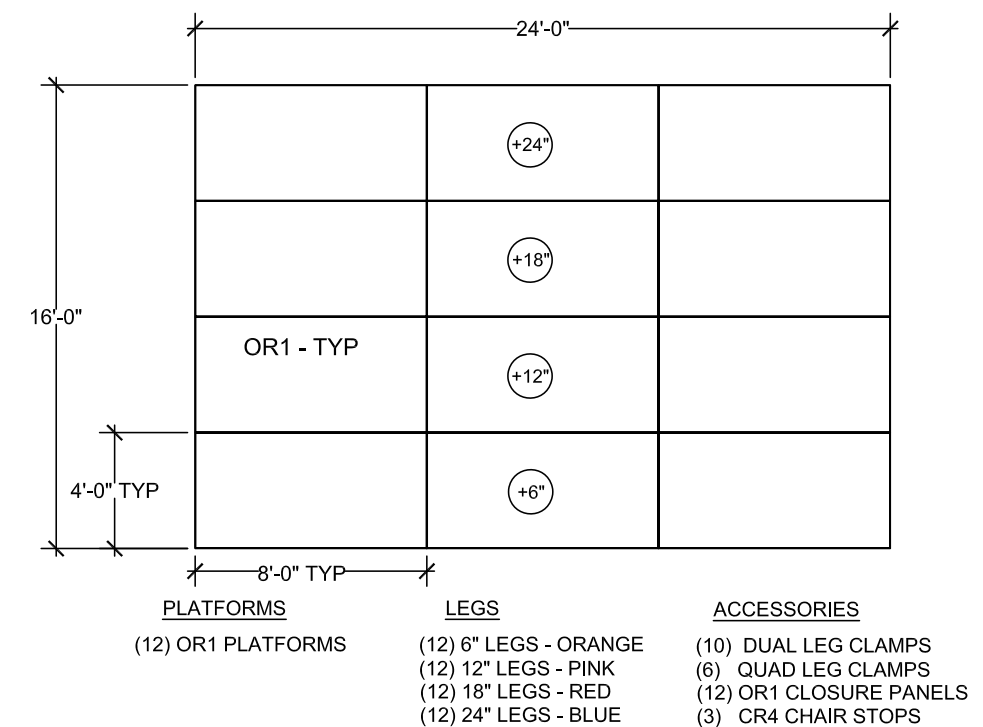


Notre Dame Glee Club on choral risers

### Riser Diagrams



## PORTABLE CHORAL RISERS



## PORTABLE ORCHESTRA RISERS

## 9. WARDROBE

### DRESSING ROOMS



#### Star Dressing Rooms

Each of two (2) star dressing rooms have two (2) individually lighted (incandescent) mirrors, chairs, permanent clothing racks and personal bathroom with sink, toilet and shower. Each is 110 square feet.

Both rooms meet ADA 2010 standards.

#### Room Labels

The door of each dressing room has a sign like the one pictured with a paper holding slot on the bottom, please use the slot for dressing room assignment labels. Note: no tape is allowed on the walls or doors.



#### Wardrobe Area

We do not have a tour wardrobe room, however, we can create spaces within the Penote Performers Hall using pipe and drape to segment the space as needed for larger shows or in a hallway nook for smaller shows.

#### Iron and Ironing Board

One iron and board is always available, if more are needed, arrangements can be made.

#### Steamer

One [Jiffy J-2000](#) steamer is always available, if another is needed, arrangements can be made.

#### Washer / Dryer

There is also a small laundry room with a single washing machine and dryer available to touring shows across the building, note that the location is not convenient to the Leighton stage.

#### Racks and Hangers

(3) Rolling Z-racks are available, if more are necessary, arrangements must be made in advance.

Please let us know approximately how many hangers you anticipate needing.





# 10. DPAC FLOOR PLANS

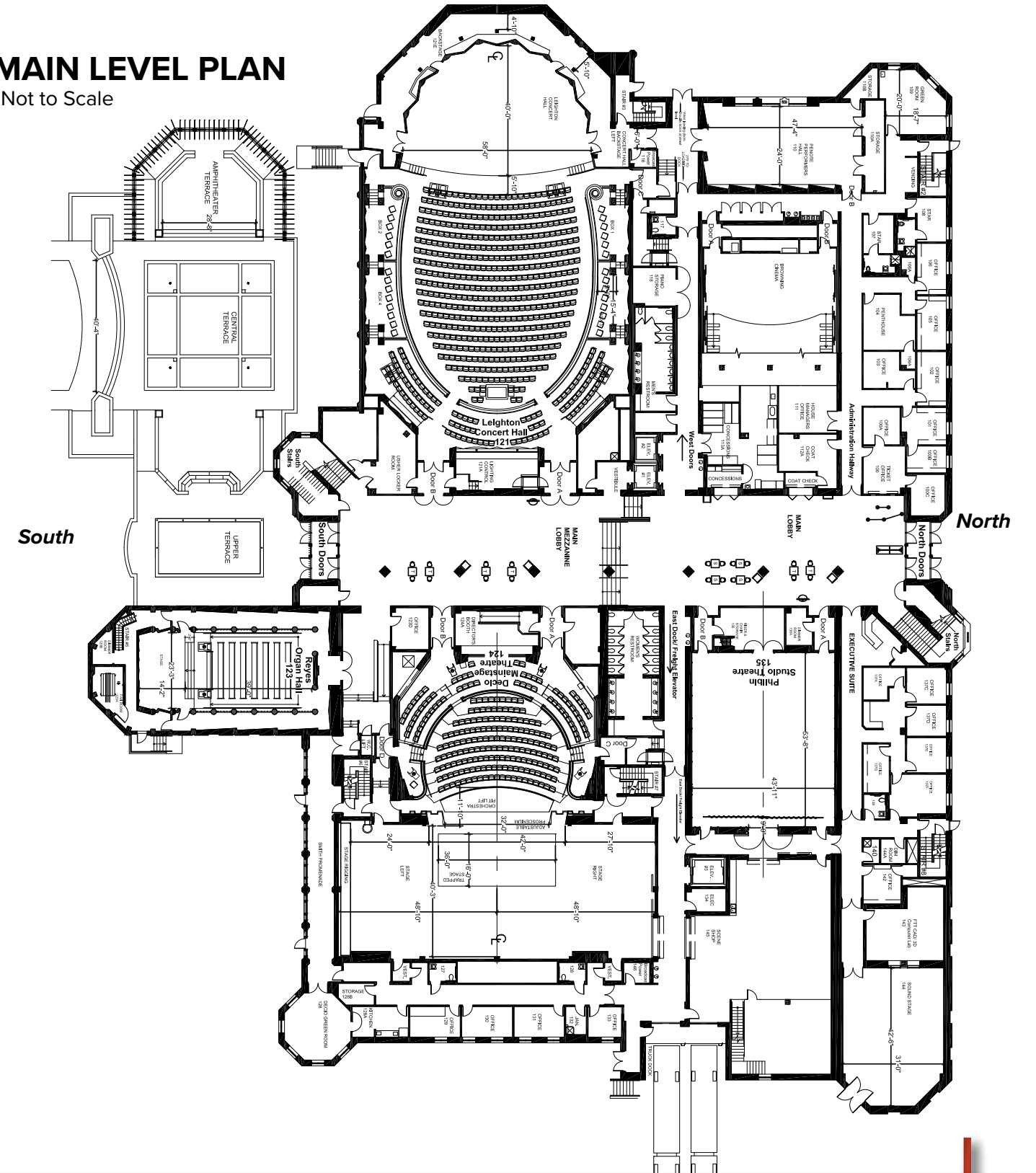


DeBartolo Performing Arts Center, looking south towards South Bend



DeBartolo Performing Arts Center, looking north towards campus

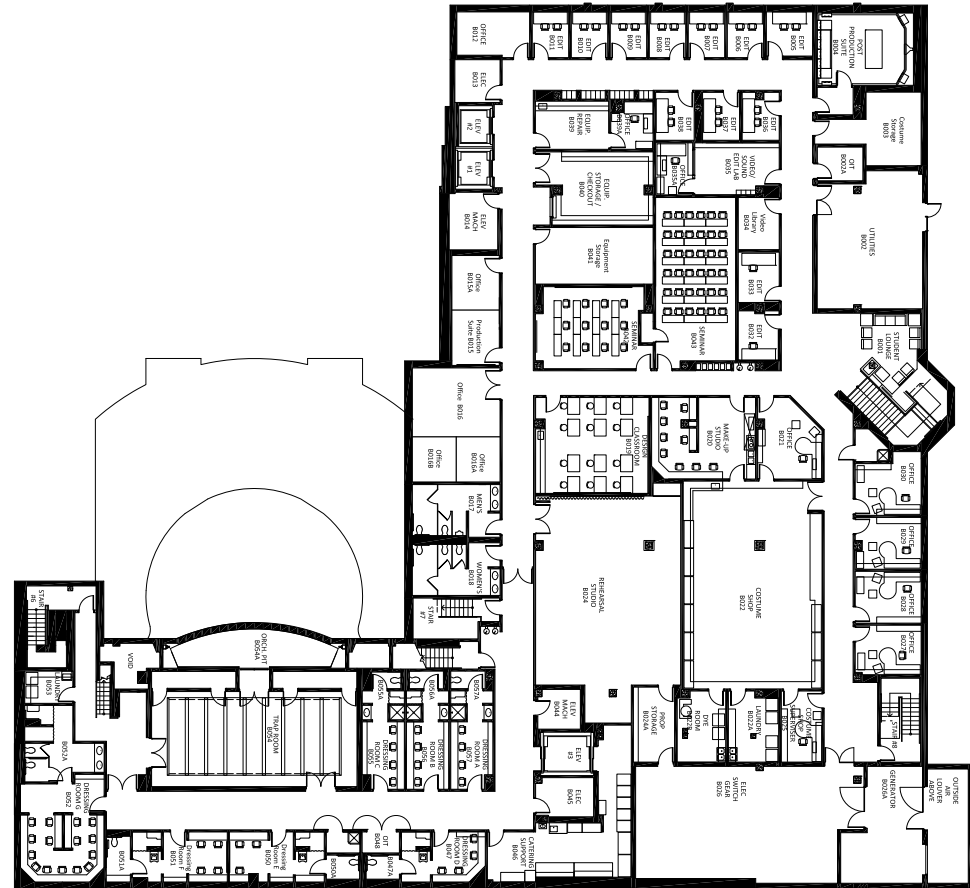
## MAIN LEVEL PLAN Not to Scale





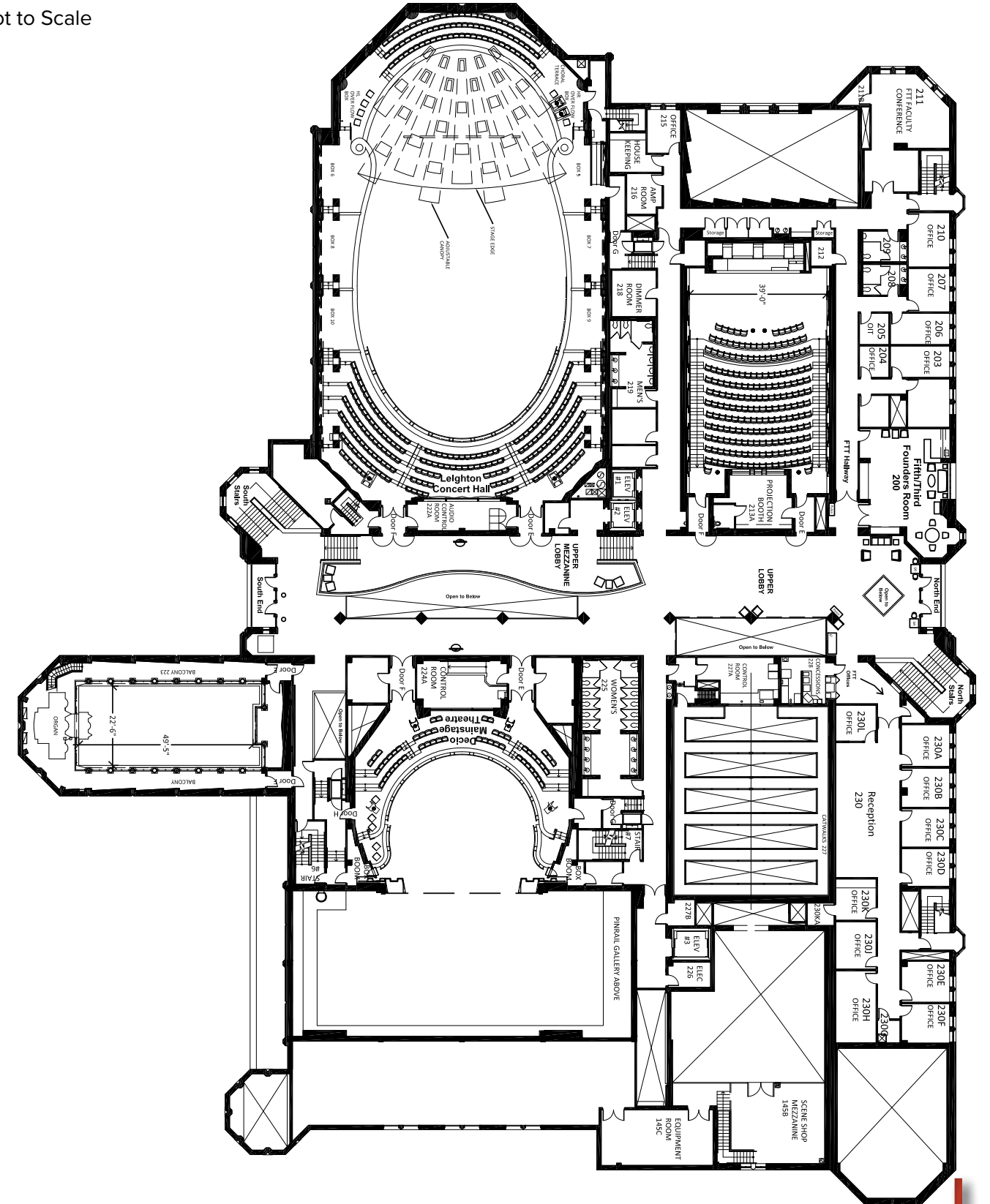
DPAC LOWER LEVEL PLAN

Not to Scale



DPAC UPPER LEVEL PLAN

Not to Scale





# 11. DPAC EMERGENCY ACTION PLAN

## University of Notre Dame

Marie P. DeBartolo Center for the Performing Arts Emergency Action Plan

### SECTION 1: NOTRE DAME FACILITY EMERGENCY PERSONNEL RESPONSE PLAN

2023-07-20

An emergency action plan describes the actions employees should take in case of fire or other emergency situations.

#### I. SCOPE

The University is committed to comply with all emergency regulations and protect faculty, staff and students in emergency situations.

#### II. EMERGENCY PLAN COORDINATOR (EPC) FOR DEBARTOLO PERFORMING ARTS CENTER

The Emergency Plan Coordinator (EPC) for DeBartolo Performing Arts Center is Brian Nulle, Production Manager. This person is responsible to work with the Office of Campus Safety to make sure this emergency action plan is kept up to date. Supervisors, Principal Investigators, or their designees are responsible to train people within their area of responsibility on this plan when they are assigned to a job, when their responsibilities under the plan change, or when this plan changes.

The Emergency Plan Coordinator (EPC) can be reached at:

131 DeBartolo Performing Arts Center

[bnulle@nd.edu](mailto:bnulle@nd.edu)

574-631-2837

#### III. REPORTING PROCEDURES

Dial 9-1-1 from any campus phone or 574-631-5555 from a cell phone to report any emergency.

#### IV. EVACUATION PROCEDURES

##### A. Emergency Escape Procedures and Routes

In advance, locate the nearest exit from your work location and determine the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

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Event management staff should brief guests of emergency exit locations at the beginning of the event. If event management staff are present at the event, the staff are responsible to direct guests to the nearest safe exit should an evacuation be necessary.

#### DURING AN EVACUATION

Emergency Exits are marked by signage. Find the closest available exit to your location and proceed there.

If time and conditions permit, secure your workplace and take with you important personal items that are easily accessible — such as car keys, purse, medication, and glasses. Read and understand the following steps:

- Follow instructions from emergency personnel.
- Check doors for heat before opening and if the door is hot, DO NOT open it.
- Walk, DO NOT run, push, or crowd. Use handrails in stairwells and stay to the right.
- Keep noise to a minimum so you can hear emergency instructions.
- Assist people with disabilities.
- Unless otherwise instructed, move quickly away from the building towards the designated assembly point which is either DeBartolo Quad, Irish Green, Playground Gate, or Donor Wall depending on whether egress is to the North, South, East, or West, respectively.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency responders and vehicles.

If you have relocated away from the building, DO NOT return until notified that it is safe.

Evacuation may not be appropriate for all emergency situations. The situation may dictate or emergency instructions may be given to **shelter in place**. Shelter in place means selecting an interior room(s) within your facility, or ones with no or few windows and taking refuge there. For example this may be appropriate for active violence, severe weather, and hazardous material release.

Campus Safety personnel have been trained and are responsible to assist in a safe and orderly emergency evacuation.

#### B. Procedure for Faculty/Staff Who Remain to Operate Critical Operations Before They Evacuate

Some faculty, students or staff may need to not immediately evacuate in order to secure critical operations before evacuation. Critical operations may include the monitoring of power supplies, water supplies, and other essential services which cannot be shut down for every emergency. They may also include those persons conducting research or other work which must be shut down in stages or steps.

The following lists the people who may be responsible for critical operations and their duties:

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Name	Title	Work Area	Responsibilities
N/A	House Manager or designate	Lobby and In All Venues	Call 911 and provide any extra info they need to know
N/A	Light Board Operator	In All Venues	Switch venue lighting system to Work Mode
N/A	Projectionist	Browning Cinema	Stop the film and bring venue lights to full
N/A	Venue Manager	In All Venues	Read Evacuation Speech from stage if alarm is not triggered

All individuals remaining behind to shut down critical systems or utilities shall be capable of recognizing when to abandon the operation or task. Once the property and/or equipment has been secured, or the situation becomes too dangerous to remain, these individuals shall exit the building by the nearest escape route as soon as possible and meet at the department's designated assembly area.

**C. Employee Accountability Procedures after Evacuations**

The supervisors or designated persons in charge must ensure all personnel evacuate. Check all areas e.g. control rooms, dressing rooms, restrooms, remote spaces, etc. Provide assistance to faculty, staff and students as needed to leave the building. Accounting for all students, faculty and staff following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. Consider taking a head count after the evacuation. The names and last known locations of anyone not accounted for should be passed on to the official in charge. No one is to re-enter the building for any reason until the emergency responders or other responsible agency has notified us the building is safe for reentry.

**D. Alarm System**

The alarm system provides warning for necessary emergency action. The alarm is generally capable of being perceived above ambient noise or light levels of noise. The alarms used for different actions are distinctive and include horn blasts, sirens, and public address systems.

Alarm systems for notifying all employees in case of an emergency are:

Alarm system	Action to be taken
ND Alert System – Public Address System	Follow instructions
Fire Alarm - Audible Horn and Visual Strobe Light	Evacuate building

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**E. Severe Weather/Tornado**

When a tornado warning is announced, all employees and guests should immediately go to their designated tornado refuge area. The designated tornado refuge area differs depending on if there is an audience in the building. During regular business hours and other non-performance times, the designated refuge is the interior basement hallways and rooms. During performances, the designated refuge is within the five main venues, unless evacuation to the stairwells, or basement is practically possible given house sizes. Move away from windows. All employees and guests should stay in the tornado refuge area until given the all clear sign.

**F. Training**

Training is accomplished by an employee reading this document or by instruction from an immediate supervisor or department leadership:

1. For employees when the plan is initiated, or substantive changes are made to the plan and/or facility;
2. When an employee's responsibilities substantively change involving safety related activities; and
3. For new employees (new hires or transfers)

**V. FIRE EXTINGUISHERS**

In most cases employees are at less risk if they evacuate rather than use fire extinguishers. Fire extinguishers are available yet we do not have an expectation that people utilize fire extinguishers in the event of a fire. If you are going to use a fire extinguisher, you must be trained annually and they should only be used for small fires. Training can be completed on-line via ComplyND.

Fight the fire only if:

- The Fire Department has been notified.
- The building alarm has been activated.
- The fire is small and is not spreading to other areas.
- An escape route is available.
- The fire extinguisher is in working condition and personnel are trained to use it.

**VI. RESCUE AND MEDICAL DUTIES**

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely. Generally the Notre Dame Fire Department and Police Department provide these services. The Wellness Center is an additional resource for staff and faculty. University Health Services is an additional resource for students.

**VII. Procedure for Reporting Emergencies**

To report any emergency including fire, medical, crime/violence contact the emergency dispatch center by dialing 9-1-1 from any campus phone or 574-631-5555 from a cell phone. Fire Alarm Pull Stations are also available to activate in-building fire alarms and notify the emergency dispatch center.

**VIII. CONTACTS**

For more information about the University's emergency plan, visit [emergency.nd.edu](http://emergency.nd.edu)



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## SECTION 2: SPECIFIC DPAC EAP PROCEDURES

### I. GENERAL EMERGENCY PROCEDURES

No matter what type of emergency may occur on campus or within the DeBartolo Performing Arts Center, it is incumbent on the personnel at hand to manage the emergency relying on campus resources. Below you will find general emergency and specific type of emergency instructions to guide you.

#### 1. NOTIFICATION TYPES

- a. Audio (ND Alert, "Voice of God" Microphone)
  - i. An indoor/outdoor notification will play across campus, sounding an alert tone and giving information about the emergency, as well as instructions.
- b. Visual
  - i. In a power outage, lighting may switch over to generator power, and will provide appropriate egress illumination.
  - ii. Strobes will flash on wall packs throughout the building, indicating emergency.
- c. Communication
  - i. The phone numbers to contact NDPD/NDFD are 911 from Notre Dame land lines, and 574-631-5555 from a cell phone.
  - ii. Campus phones may ring as part of the ND Alert System and will provide additional information about the emergency

#### 2. GENERAL USHER RESPONSIBILITIES DURING PERFORMANCE EMERGENCIES

- a. Remain calm during any situation that may occur.
- b. Notify House Manager immediately of any situation that is in your designated area (such as medical issue or disruptive patron).
- c. Limit radio use to listening to or giving information pertinent to the emergency. Keep lines of communication clear and await further instructions. All ushers and tech staff share a radio frequency. It is imperative that in the event of an emergency, communication be restricted to critical information only. Stage and House Managers may move to a different channel if needed.
- d. Help maintain a clear pathway for NDPD/NDFD to get to patron having the issue and give them plenty of room when they arrive and exit.
- e. Ushers should be prepared to utilize flashlights in the event of an emergency.
- f. In the event of an emergency, patrons are allowed to use their cell phones to contact loved ones to update them on their status.

#### 3. GENERAL DPAC STAFF RESPONSIBILITIES DURING PERFORMANCE EMERGENCIES

- a. The Stage Managers in each venue will be expected to notify the audiences of an emergency using language noted below. This will be communicated via a "Voice of God" mic that they will use onstage if possible or from their position in the booth or backstage.
- b. Lighting should be moved to its highest level in the venue. This should be managed by a DPAC Tech Services staff member either from a control booth, or from a backstage panel.
- c. "WORK MODE" preset should be activated to unlock house lighting panels throughout venue and support spaces.

### II. EVACUATION PROCEDURES - GENERAL & NON-PERFORMANCE

Situations including Fire, Structural Failure, Utility Emergency, Bomb Threat, Intruders, Chemical/Biological/Radiological Hazards may occur which require the evacuation of the building. Exit routes may vary according to the location of the emergency. In all cases, sirens will sound or announcements will be made via ND Alert, "Voice of God" microphone, or on stage to building occupants instructing them on evacuation procedures. Fire doors are magnetized when open, and those magnets will release in the event that the fire alarm goes off.

1. Each employee should know the location of at least two exits in the building. These are identified through lighted exit signs, discussion with DPAC staff or NDPD Representative, or on posted evacuation route signage.
2. Fire Specific Procedures
  - a. All occupants are required to evacuate the building immediately when a fire alarm sounds or other evacuation signal is given.
  - b. Fire doors should never be blocked open and doors and stairwells shall not be obstructed. All doors that can be shut, should be shut upon evacuation.

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- c. Use the stairs, not the elevator, ADA exceptions apply.
- d. If the closest stairwell has smoke in it, close the door and find another way out.
- e. Always check doors with the back of your hand before opening them – If a door is hot, DO NOT OPEN IT as there is fire and toxic smoke on the other side.
- f. If you cannot use the door stuff towels and/or clothing under it to keep smoke out and call NDFD to notify of the fire and your location.
- g. If a door is cool, carefully open it and proceed to the closest exit, staying low to the floor.

### IV. EVACUATION PROCEDURES - DURING PERFORMANCE

1. If the fire alarm sirens and strobes are active, direct the audience to the nearest exit. Ushers, staff and patrons should be mindful of the automatically closing fire doors.
2. If the decision to evacuate the building in a non-fire situation is made, DPAC management will inform the Venue Manager (The Stage Manager or House Manager) to stop the performance/screening(s).
3. Fire doors should never be blocked open and doors and stairwells shall not be obstructed. All doors that can be shut, should be shut upon evacuation.
4. USHER RESPONSIBILITIES DURING PERFORMANCE EVACUATIONS
  - a. If exiting from the South take your patrons out, past the Terrace, to the Irish Green.
  - b. If exiting from the East take them, past the loading area, to the area near the entrance to the playground.
  - c. If exiting from the North take them, across Holy Cross Dr., to the Stayer lot/DeBartolo Quad.
  - d. If exiting from the West take patrons, away from the loading door, to the Donor Wall.
  - e. Note to patrons exiting North and East doors, be watchful of responder trucks quickly coming to the scene.
  - f. NDPD may make other buildings in the immediate area available for shelter, as needed for inclement weather, etc..
  - g. Ushers should never feel responsible to evacuate patrons who for whatever reason, are unable to evacuate on their own, however they must notify the House Manager so that they can immediately inform first responders of the remaining patrons upon their arrival on the scene.
  - h. Coat check should be immediately locked and vacated; patrons should be assured their belongings are secure.
5. DPAC STAFF RESPONSIBILITIES DURING PERFORMANCE EVACUATIONS
  - a. House Manager to call 911 to provide them with any extra info they need to know about the alarm going off in the building, then greet first responders and let them know of any pertinent info they need, for example where the situation is, if there are any patrons still inside or injured patrons.
  - b. Ticket Office to close and secure the Ticket Office and exit the building.
  - c. Stage Manager to evacuate talent, and check backstage areas. SM must ensure an accurate headcount once they reach their area of safety.
  - d. Light Board Operator in any venue whose house lighting system is in "SHOW" Mode, should be switched to "WORK" mode as soon as the audience is safely evacuated, in order to enable remote work light switches.
  - e. Cinema Projectionist should stop the film, and turn on the venue lights.
  - f. If safely possible, House Manager along with Student House Manager to get blankets out to the patrons if evacuation happens during freezing temperatures.
  - g. VENUE MANAGER SPEECH – EVACUATION
    - i. "May I have your attention please, may I have your attention please: An emergency exists within the building that the University views to be serious in nature. We must interrupt the performance and ask that you exit the building. Please follow the ushers to the nearest exit in a quiet and orderly manner. Use stairs to evacuate from upper floors if able. Do not retrieve your items from coat check. Thank you for your cooperation." (Repeat)"
  - h. OUTDOOR EVENTS
    - i. Ushers should recommend and lead patrons back into DPAC Lobby in the event of lightning or other severe weather.
    - ii. Patrons should be let into an appropriate empty venue, if available
    - iii. Ushers should let patrons who wish to flee elsewhere do so.
  - i. SPECIAL NEEDS GUESTS
    - i. Elevators/chair lifts are to be used by ADA patrons ONLY if safe to do so. If there is fire or other impediments to using the lifts, ADA patrons are to shelter-in-place in available stairwells (preferably those with windows and that exit to the exterior of the building) and wait for first responders.
    - ii. Staff Members should never feel responsible to evacuate patrons who for whatever reason, are unable to evacuate on their own, however they must notify the House Manager so that they can immediately inform first responders of the remaining patrons upon their arrival on the scene.

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- iii. DPAC staff will meet NDFD at East dock and alert them to the location of persons needing assistance. Maps of the venue will be stored at the Box Office and in the House Management office to aid in describing the situation.

**V. SHELTER-IN-PLACE & LOCKDOWN PROCEDURES - GENERAL & NON-PERFORMANCE**

In the event of a tornado warning, catastrophic attack, or other related emergency, it may be necessary to gather all of the building inhabitants in a central location for their safety. The ND Alert system will be the primary notification for patrons, students, and staff members in regards to storm warning and security alerts and updates.

1. ND Alert will probably be the first notification we receive for a situation that may require a shelter-in-place or lockdown scenario, unless the lockdown cause is happening within our building (active shooter, for example).
2. ND Alert can be heard in every part of the building as well as on campus community cell and office phones as registered with ND Alert.
3. ND Alert will continue to update and eventually give the all-clear.

**VI. SHELTER-IN-PLACE & LOCKDOWN PROCEDURES - DURING PERFORMANCE**

In the event of a tornado warning, catastrophic attack, or other related emergency, it may be necessary to stop an event and/or hold the audience in place for their safety. The ND Alert system will be the primary notification for patrons, users, and staff members in regards to storm warning and security alerts and updates.

Note: At all times, any information regarding the emergency should be made available to anyone who would like to know.

1. USHER RESPONSIBILITIES DURING PERFORMANCE SHELTER-IN-PLACE AND LOCKDOWN EMERGENCIES
  - a. ND Alert will continue to update and eventually give the all-clear. Follow its instructions unless it advises moving to the basement (see "g. Tornadoes" below)
  - b. Advise patrons to please stay seated and calm.
  - c. Ushers closest to the venue doors make sure they stay shut.
  - d. Close Coat Check. Coat Check usher to enter nearest venue.
  - e. Any ushers located in the lobby inform patrons that may not have heard the alert to please enter the nearest venue then do so themselves.
  - f. Firmly let any patrons who want to leave know that no one should leave the building as it could endanger their life and potentially the lives of the patrons in the building.
  - g. TORNADOES
    - i. Usher staff must keep in mind that in the event of catastrophic weather, ND Alert may advise everyone to move to the basement. This is NOT required here in DPAC as there is no way to fit our audiences in the basement. Shelter-in-place truly means stay in your venues.
    - ii. The default shelter-in-place plan for a tornado is to shelter within the venues as determined by the NDFD.
    - iii. It is at the discretion of DPAC management to decide whether or not it is possible to move patrons either to the basement or to the Philbin.
2. DPAC STAFF RESPONSIBILITIES DURING PERFORMANCE
  - a. Ticket Office to close. Staff to move to active venue or basement.
  - b. Technical Services staff to close backstage and support space doors.
  - c. House Manager will decide whether or not to stop or resume the performance.
  - d. House Manager will inform the Stage Manager(s) to stop the performance/screening(s) in all venues.
  - e. House Manager and Stage Manager will lock venue doors to lobby and backstage in the event of a security lockdown.
  - f. Stage Manager in each venue will stop the performance, turn up house lights and read the appropriate Venue Manager Speech (see below) to the assembled audience in person.
  - g. Cinema Projectionist will stop the film, turn on the house lights, enter the venue and read the appropriate Venue Manager Speech (see below) to the assembled audience in person.

VENUE MANAGER SPEECH - Security Emergency

"May I have your attention please, may I have your attention please: There is an active violence situation elsewhere on campus. For our safety, University Security has instructed us to shelter in place. House Management will be locking the doors and guests are encouraged to stay inside and away from doors and windows until we are given an all clear. If police enter the building, guests should stay calm, keep their hands open where they can be seen, and follow instructions. You are welcome to use your mobile devices at this time. Thank you for your cooperation." (Repeat)

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VENUE MANAGER SPEECH – Severe Weather, PRE-SHOW Announcement Option

"May I have your attention please, may I have your attention please: we are aware that the current conditions are conducive to severe weather, and want to assure you that we are monitoring the situation and will continue to do so throughout the performance. The Notre Dame Police and Fire Departments have deemed the venue(s) to be the safest place in the building, we will keep you informed at intermission of the status of the storm. This evening's performance will start in [X] minutes. Thank you. (Repeat as needed)

VENUE MANAGER SPEECH - Tornado Warning, STOP SHOW SHELTER-IN-PLACE Option

- a. "May I have your attention please, may I have your attention please: The National Weather Service has issued a tornado warning for our local area; we must interrupt the performance/screening. University Security has pre-determined that the safest course of action for our patrons and staff is to shelter in place. For your maximum safety, and the safety of those around you, please remain in your seats. Thank you for your cooperation. (Repeat)
- b. Note: If DPAC management decides, in consultation with NDPD and NDFD, that the performance can continue, the Stage Manager should read the following before resuming the performance.  
"May I have your attention please: Our area remains in a tornado warning. The University recommends, for your maximum safety, that you remain in your seats. Officials are monitoring weather conditions closely and have determined that it is safe for the performance to continue at this time. We will interrupt the performance with any changes. Thank you."
- c. Note: If DPAC management decides that the performance cannot continue, the Stage Manager should continue to keep the audience advised of progress approximately every 10 minutes with a calm demeanor, not allowing the patrons to sit for more than 15 minutes without being spoken to.

VENUE MANAGER SPEECH - Tornado Warning, STOP SHOW EVACUATE TO BASEMENT Option

"May I have your attention please, may I have your attention please: The National Weather Service has issued a tornado warning for our local area; we must interrupt the performance/screening. The University recommends, for your maximum safety, that you quietly and calmly follow our usher staff into the basement at this time. Thank you for your cooperation." (Repeat)

VENUE MANAGER SPEECH - Tornado Warning, Periodic Update

"May I have your attention please: Our area remains in a tornado warning. The University recommends, for your maximum safety, that you remain where you are. Officials are monitoring weather conditions closely. We will be advised when the danger has passed. Thank you."

- a. Note: The ND Alert system will provide emergency notifications, as well as procedures and status updates specific to a tornado warning.

VENUE MANAGER SPEECH - Tornado, All Clear

"May I have your attention please: The National Weather Service has canceled the tornado warning, as the immediate danger has passed. We will take a short intermission, and you will be notified from the lobby when the performance(s) will resume. Thank you."

**VII. MEDICAL EMERGENCY PROCEDURES - GENERAL & NON-PERFORMANCE**

To the extent possible, rescue and/or medical duties should be performed only by qualified persons including but not limited to: ND Police Department, ND Fire Department or other trained medical personnel. DPAC staff periodically attends CPR and First Aid training, and the building is supplied with First Aid kits and AEDs.

1. First Aid kits are located in the Usher Locker Room, Coat Check, Ticket Office, House Manager's Office, as well as both green rooms and backstage of each venue
2. AED devices are located in the elevator vestibules on the Main and Upper level lobbies. Only nurses, doctors, or other AED trained personnel should use the AED devices.
3. Call Notre Dame Dispatch (631-5555) to report. They will dispatch the appropriate service. Remain on the phone until told by the operator to hang up.
4. Caller should send someone to meet the first responders at the designated location and direct them to the location of the emergency.
5. Once Emergency Response Team has been notified, contact building management
6. Do not leave the victim, unless you are alone.
7. Do not attempt to move an injured person until the Emergency Medical Technicians (EMTs) approve.
8. If the victim is conscious, ask about the situation. Gather as much information as possible, using the [Injury/Illness/Incident](#)



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[Report](#) for non employees and employees alike

9. If applicable, follow the University's "Bloodborne Pathogens" procedures for protecting anyone exposed to blood and potentially infectious materials.
10. Once the EMTs are called, they have the final word in determining the treatment of the victim.

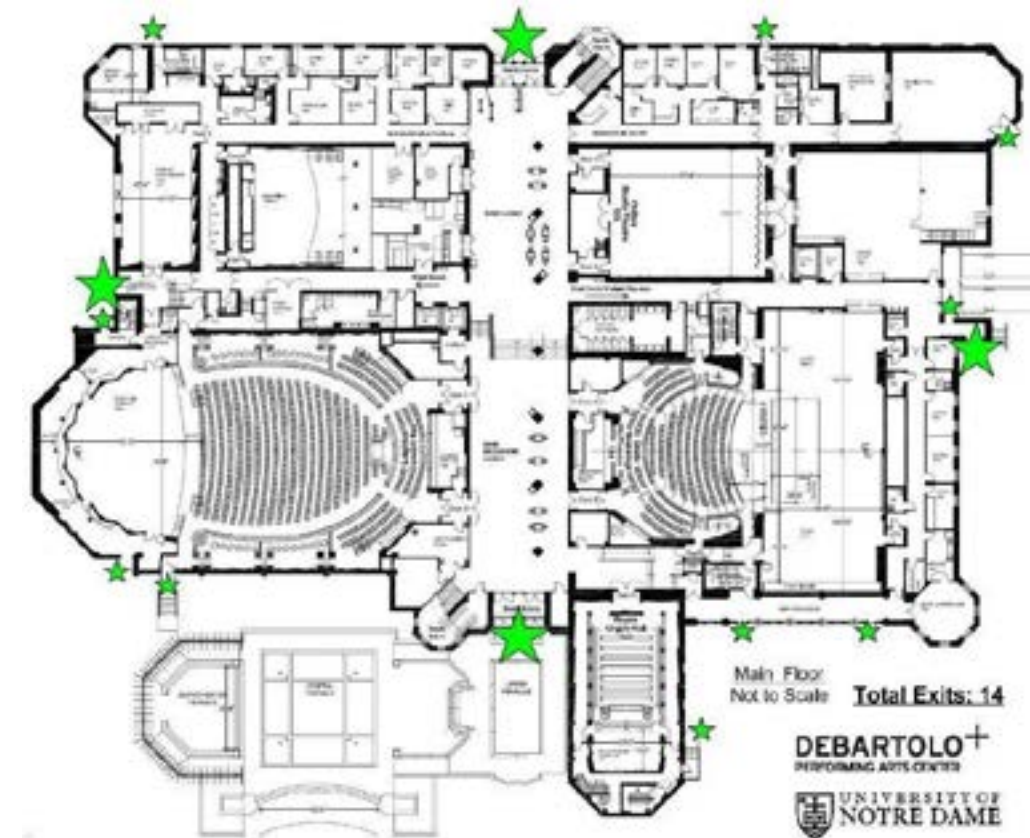
VII. MEDICAL EMERGENCY PROCEDURES - DURING PERFORMANCE

1. USHER RESPONSIBILITIES DURING MEDICAL EMERGENCIES
  - a. Alert the House Manager and let them know as much information as possible.
  - b. Clear area around injured patron as to not crowd them.
  - c. If any ushers in the medical field are on the shift please come over to lend a hand.
  - d. Clear aisle way for first responders upon their entry (and exit) with the patron.
2. HOUSE MANAGER RESPONSIBILITIES DURING MEDICAL EMERGENCIES
  - a. If requiring extra assistance or if life threatening, House Manager will instruct an usher or student house manager to dial 574-631-555 which is the number for Notre Dame Police. If no nearby personnel are available, House Manager will radio Stage Management or Ticket Office with instructions to call 911 from backstage or office landlines.
  - b. House Manager will bring in first aid kit or AED or instruct their designee to retrieve them if necessary.
  - c. House Manager will stay with patron until first responders arrive.
  - d. Student House Manager will take over normal house management duties and continue seating patrons or hold patrons in lobby as necessary.
  - e. An usher designated by the House Manager will await first responders in the lobby and update them on the situation as they arrive, as well as guide first responders to the site of the emergency.
  - f. If situation takes place before performance has begun, we will hold performance until situation is resolved.
  - g. If situation takes place during performance, House Manager will confer with Stage Manager regarding temporarily stopping (and subsequently restarting) the performance.
3. STAGE MANAGER RESPONSIBILITIES DURING MEDICAL EMERGENCIES (If emergency is backstage)
  - a. Immediately call 911 on campus phone, or radio for Ticket Office or House Manager to do so if the Stage Manager cannot reach a phone.
  - b. Be sure to indicate which venue you are in.
  - c. Move all non-essential personnel to Penote or Green Room/Dressing Rooms
  - d. DO NOT move the affected. Wait for first responders
  - e. Instruct a House Manager, Ticket Office staff, or Technical Services staff member to wait for first responders in lobby to escort them backstage.
  - f. House Manager will bring in first aid kit or AED if needed.
  - g. Stage Manager will stay with the affected person.
  - h. Stage Manager will confer with House Manager regarding the continuance of the performance.

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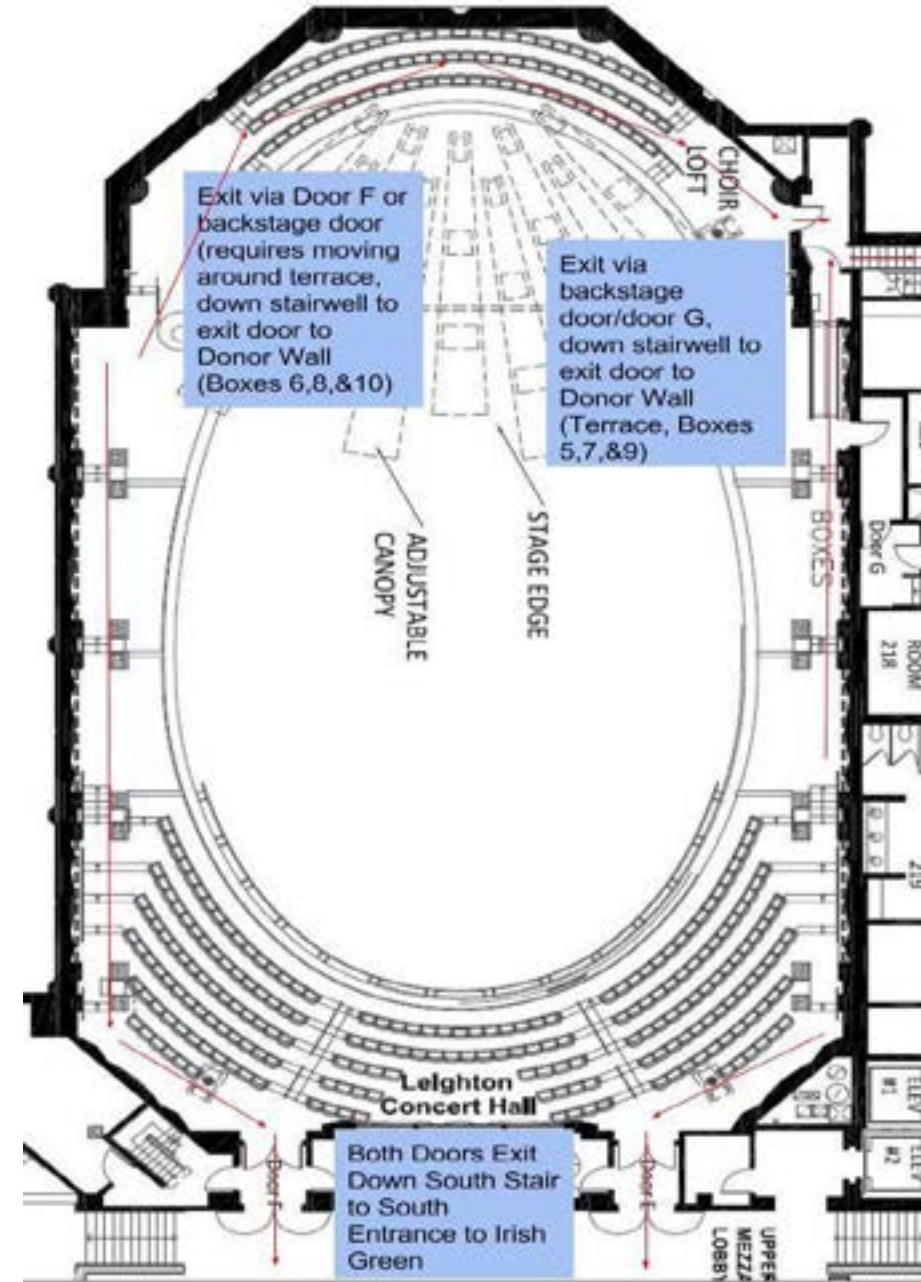
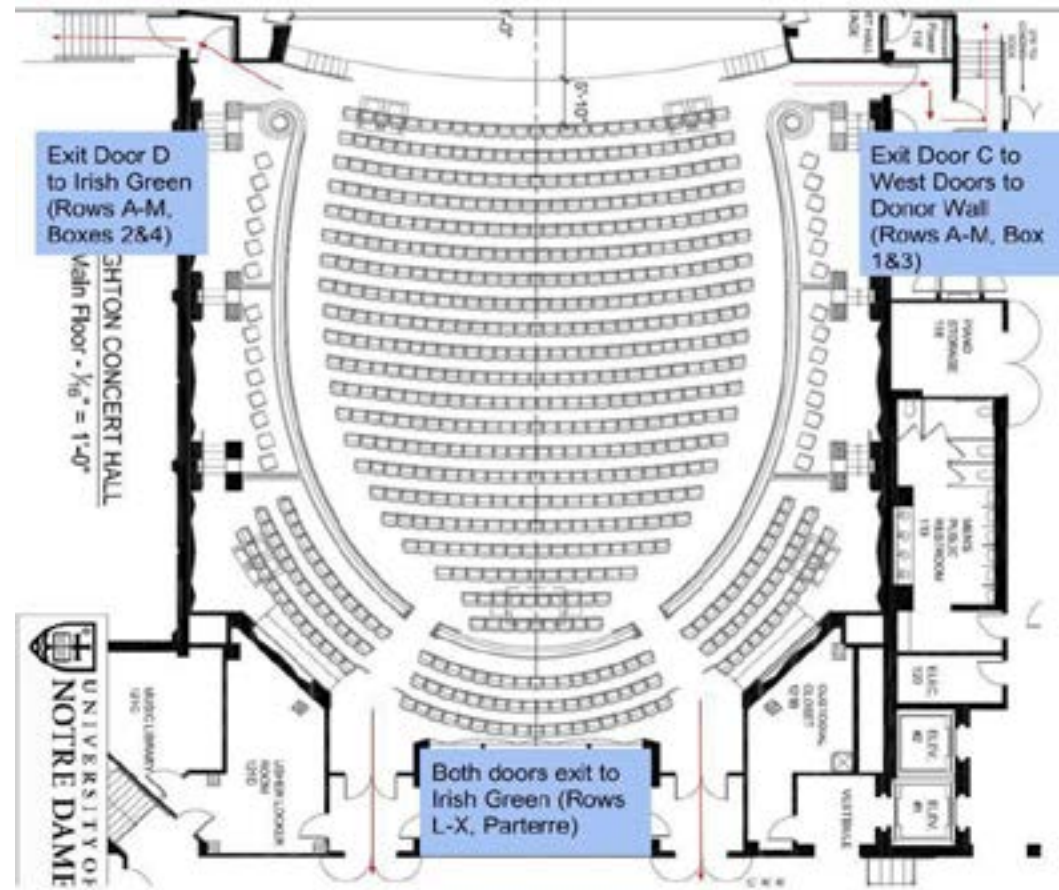
6. Venue Layout with Exits Starred



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7. Venue-Specific Evacuation Plans

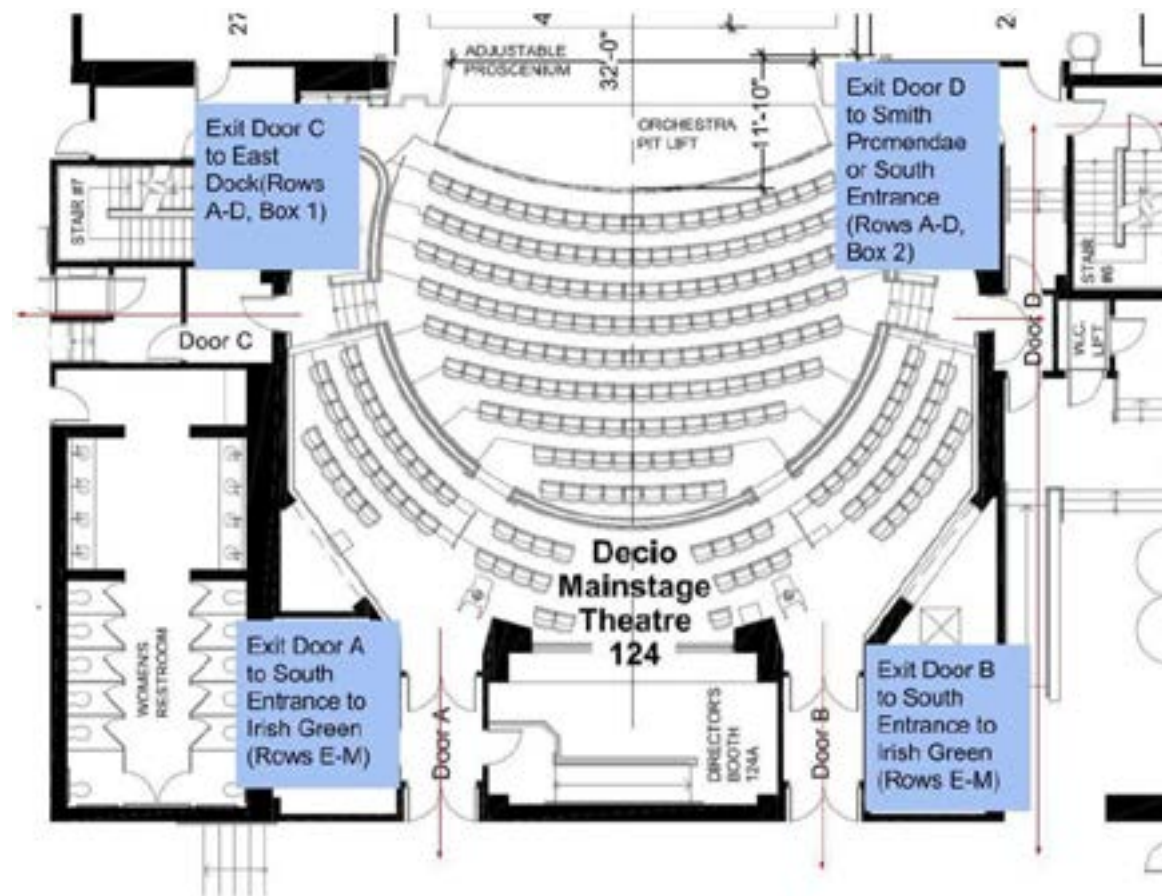


*Leighton Concert Hall - Main Level*

*Leighton Concert Hall - Upper Level*

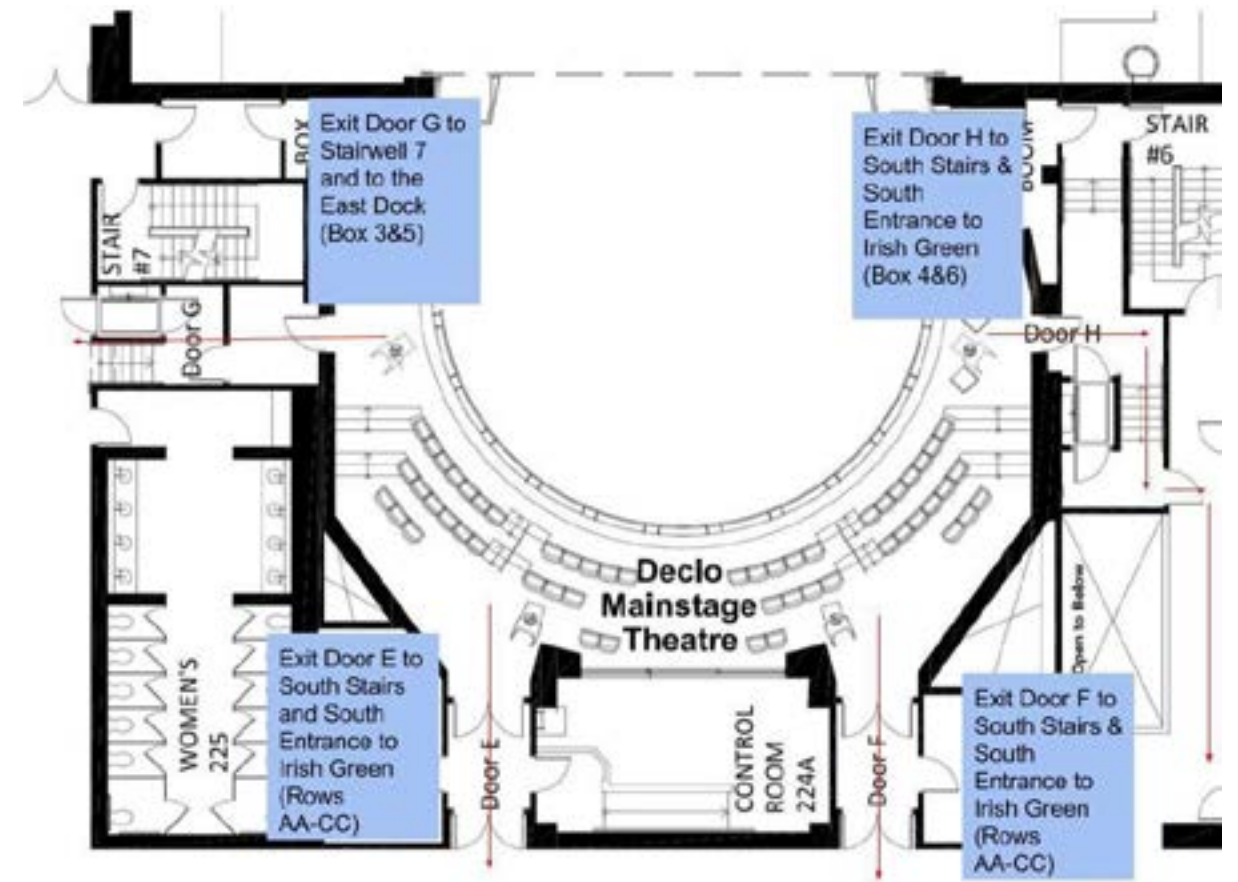


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*Decio Mainstage Theatre - Main Level*

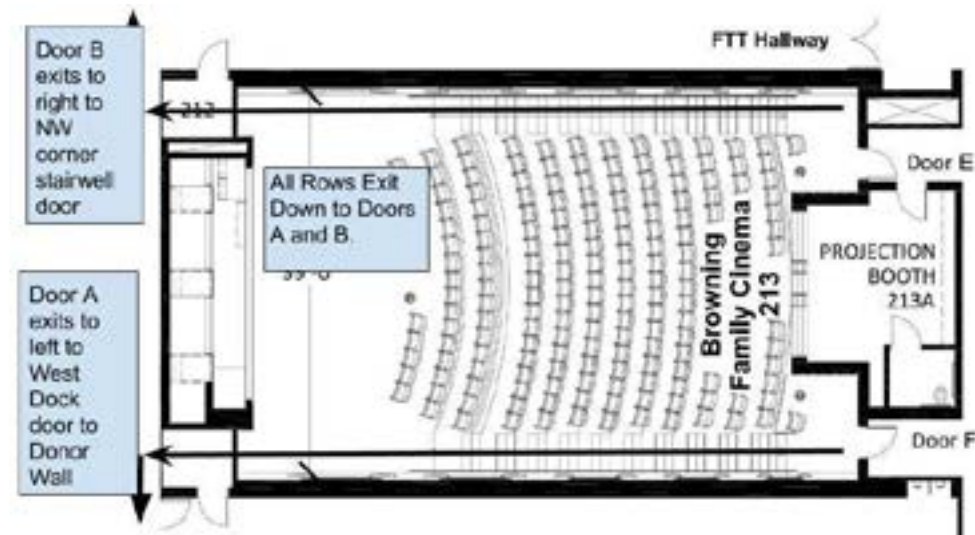
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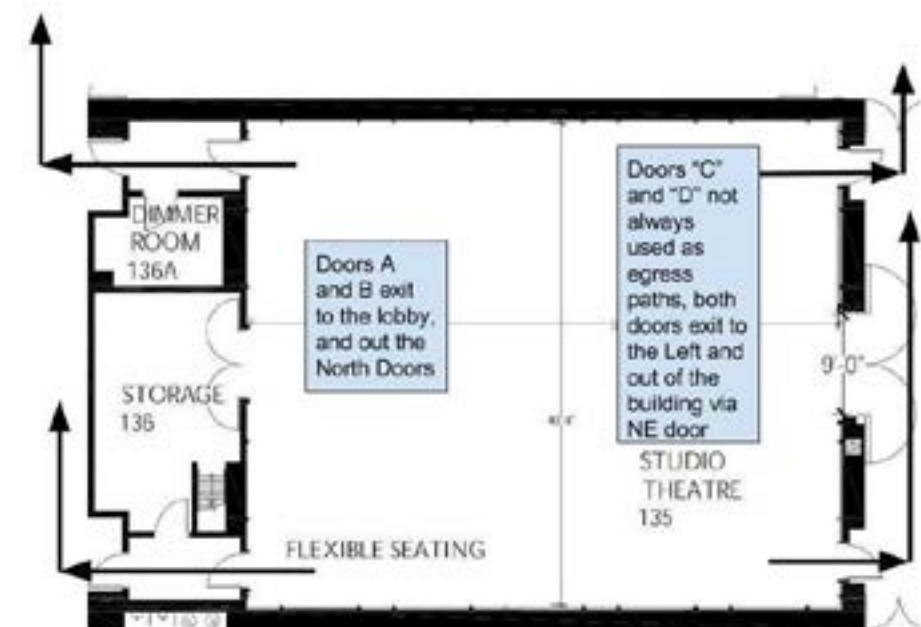
*Decio Mainstage Theatre - Upper Level*

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*Browning Family Cinema*

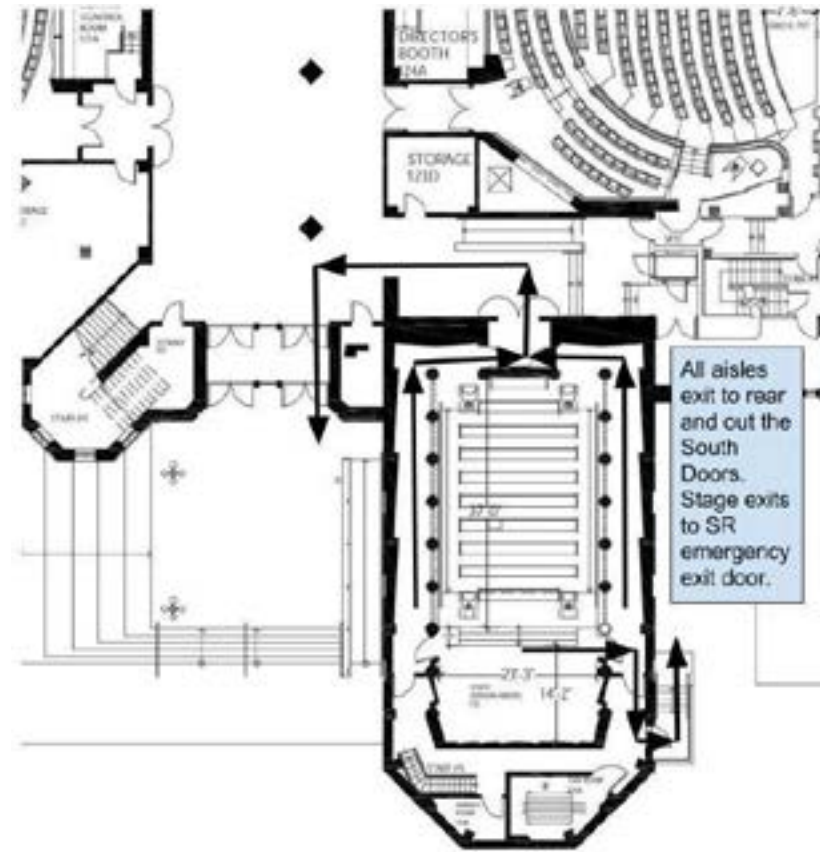


*Philbin Studio Theatre*

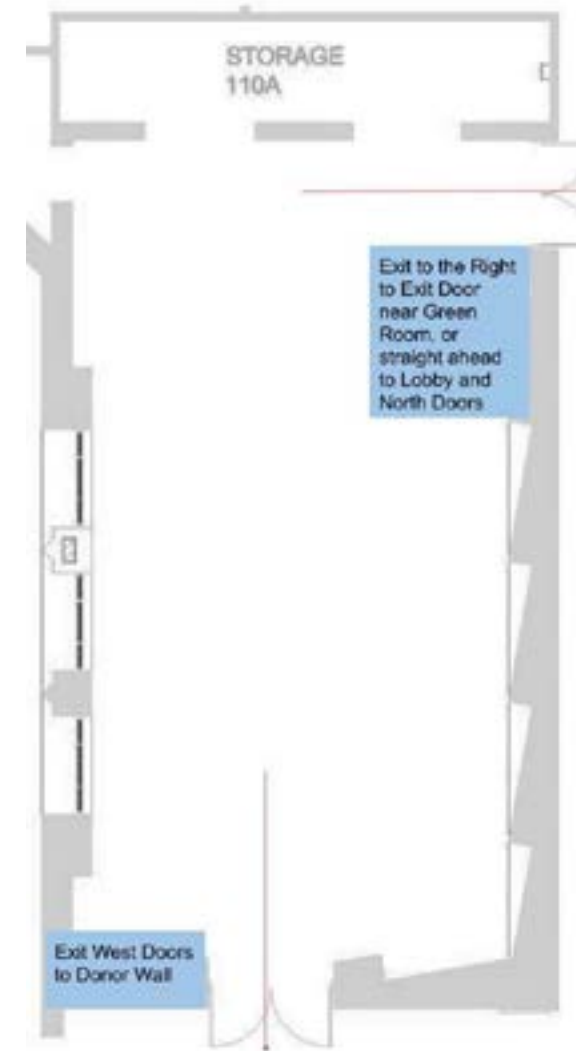


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*Reyes Organ and Choral Hall*



*Penote Performer's Hall*