

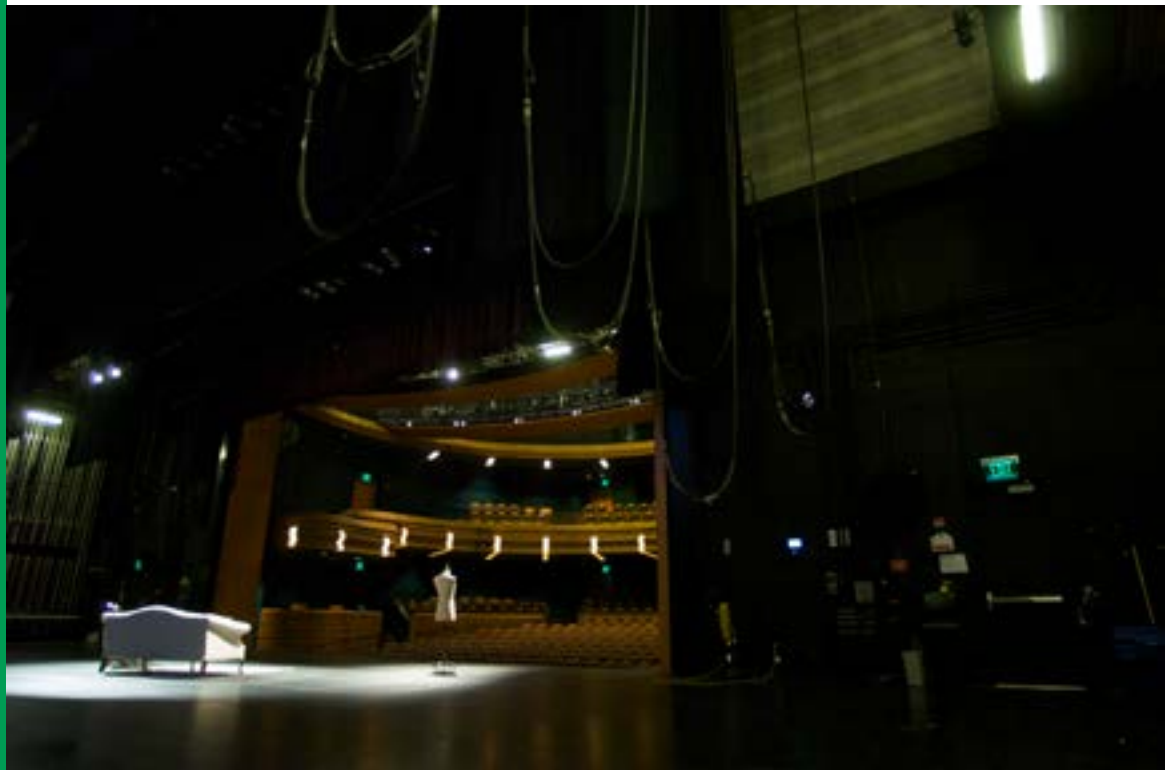
2024-2025

TECHNICAL INFORMATION PACKAGE

PATRICIA GEORGE DECIO MAINSTAGE THEATRE

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/>



Connect with the DeBartolo Performing Arts Center:

[Facebook](#) | [Instagram](#) | [Twitter/X](#) | [Pinterest](#) | [YouTube](#) | [LinkedIn](#) | [TikTok](#)

DEBARTOLO +
PERFORMING ARTS CENTER



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1. STAFF DIRECTORY

EXECUTIVE

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Executive Director
Office: (574) 631-2725
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(AV, backline)
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Mobile: (574) 250-2300
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Associate Lighting & Production Manager (lights)
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Full Staff Directory
<https://performingarts.nd.edu/staff/>

Event Requests
<https://performingarts.nd.edu/eventrequests>
Email: dpac-events@nd.edu

PROGRAMMING

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TICKET OFFICE AND MARKETING

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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 Patricia George Decio Mainstage Theatre is a proscenium theatre featuring counter weight rigging, a trapped floor, an orchestra pit lift, a motorized fire curtain, catwalks, an adjustable proscenium and a 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.

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.

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.

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 Aenue. 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 Key-word box. In Overlays, click Visitor Parking to see the closest lots to DPAC.

Parking on campus during business hours (Monday-Friday 6am - 4pm) 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. These lots use ParkMobile, offering multiple ways to pay for parking: app, web, text, Google Pay.

Parking is enforced Monday - Friday 6 AM - 4 PM. For more information on how to use ParkMobile, and to familiarize yourself prior to your visit, please visit the University's main [Guest & Visitor Parking](#) page.



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

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 / KITCHENETTE

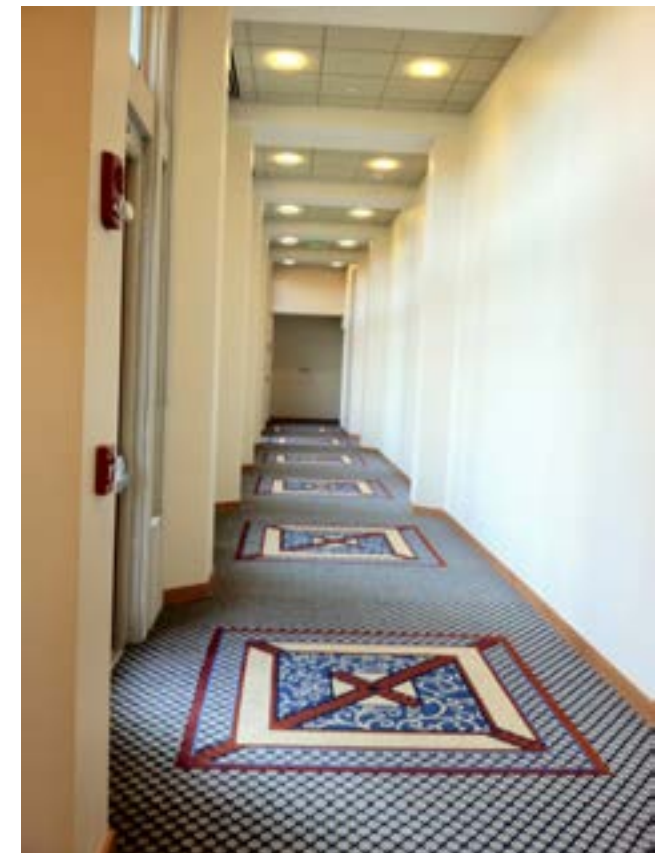
Comfortable 350 square foot green room adjacent to stage with a 60" Smart TV with a venue feed. Adjacent kitchen with microwave, small refrigerator, and a sink,



Adjacent to the green room is a kitchenette with a sink, full size refrigerator and microwave.

HALL / SMITH PROMENADE

This space is often used for tour catered meals; it is adjacent to the green room and stage left.



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 DOCK

Truck dock, height 4’ with loading dock leveler, off Eddy Street/St. Andre Way, close to Holy Cross Drive. See parking map.

Clear door dimensions 9’ wide x 8’-11” tall

The south loading dock bay serves the Decio Mainstage Theatre stage house. There is approximately 20’ between dock and loading door.

The north bay serves the theatre department’s scene shop and is typically not available for touring trucks.



Dock Accessories

Bumper and Leveler - The loading dock has bumpers and a manual leveler.

Fall Protection - The loading dock has a fabric gate to protect from falls. It must be in place at all times, except when actively loading/unloading.

Ramp - If unloading at street level, it is possible bypass the truck dock and roll cases up sidewalk to backstage hallway.

Shore Power - 50 Amp, NEMA 14-50R at loading dock.

ADJACENCIES

The loading doors are 20’ and a wide right angle turn to the stage.



Dock Fall Protection

Dock Shore Power



Dock Bumper



PARKING - TALENT

TALENT PARKING

There are three (3) Reserved Talent 24/7 parking spaces in the restricted "DeBartolo Lot" at the east dock. Make arrangements to use them in advance, include the number and type of vehicles requiring parking.

Please note, that these Talent spots are adjacent to Notre Dame's public playground and despite their signage often get used by playground parents. In order to discourage that use, we often use parking cones to designate that they are reserved for our guests/you.

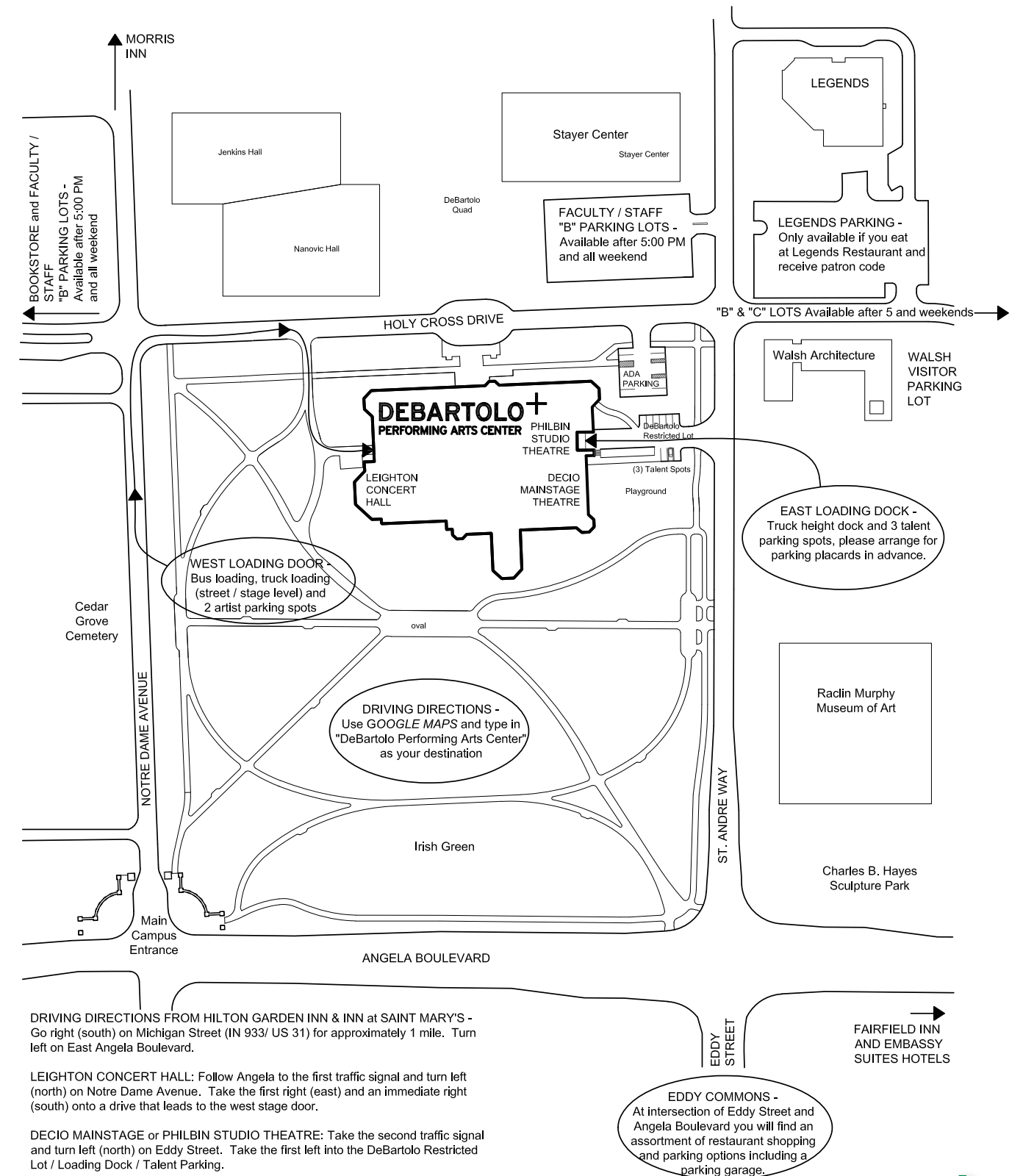
Each approved vehicle must display a placard in the dashboard window when parking in the Talent spaces. Parking placards will be distributed when you arrive and can be thrown away when you leave.

If you need more than three spaces, remote parking arrangements will be made.

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.



TALENT PARKING MAP



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

DPAC production manager must be notified and approval granted in advance of load-in that a flying effect is part of the performance. 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.

STAGE GUARD / GHOST LIGHT

The yellow stage guard net must be in place across the proscenium arch at all times, unless the stage is in active use. The ghost light will be placed in the proscenium opening, out of fire curtain's path at the end of every work/rehearsal call and left illuminated whenever the stage is dark.



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 can be located backstage left or right, with stage video, production intercom, audio, backstage paging and minimal lighting control. We can also set up a lighting console video monitor or control point backstage if desired.

The stage manager may also be located in the Control Booth at the balcony level with lighting and sound operators or alone in the Director's Booth at orchestra level. The Control Booth position has monitors that show audio cues, lighting cues, stage video and stage infrared video upon request only.

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 with lighting control or remote video, production intercom and a paging mic. Please let us know if you intend to use the tech table or not and what equipment is needed in that location.



Stage Manager's station in control room

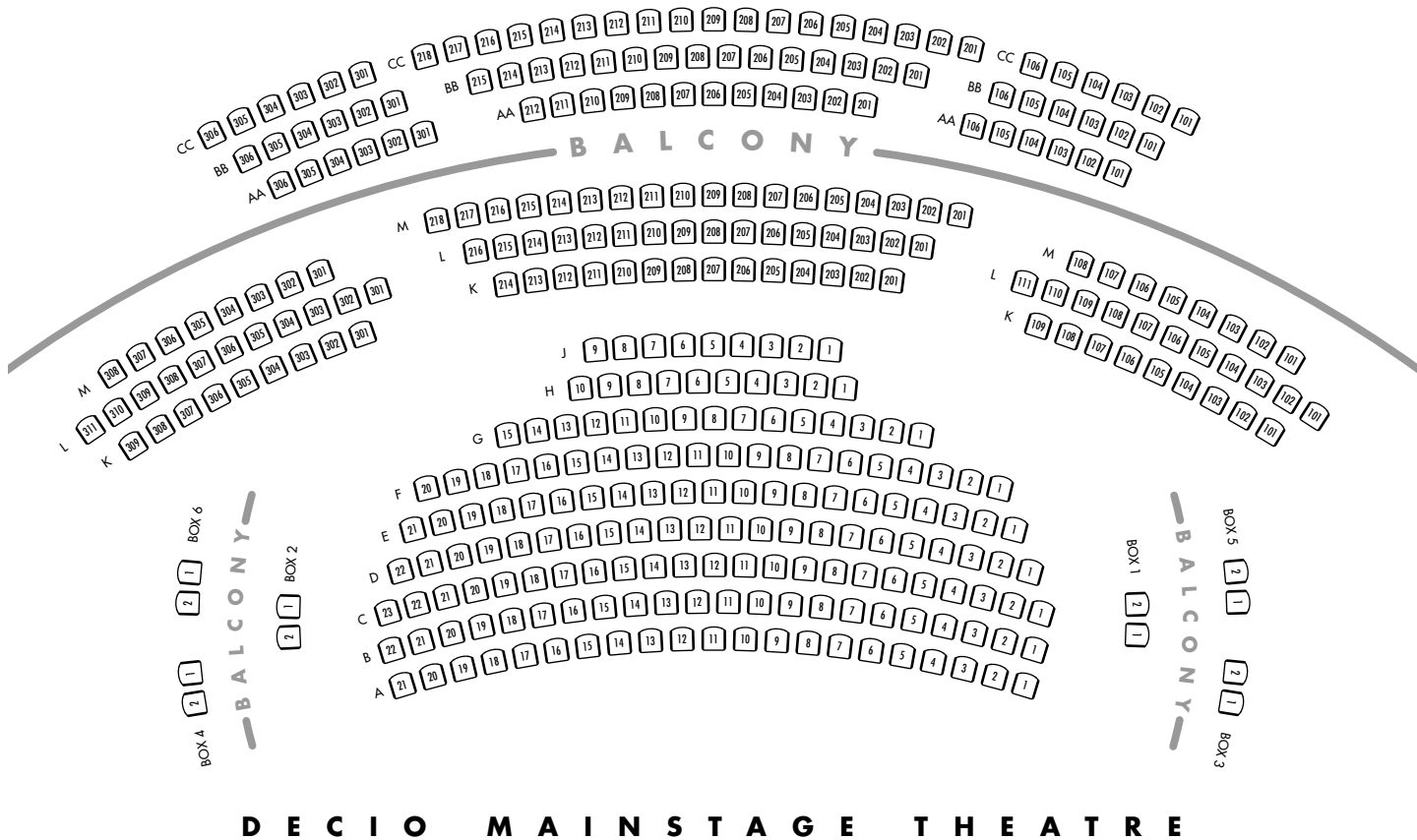


Stage from center parterre section/ Director's Booth

4. CARPENTRY

SEATING

SEATING CHART



CAPACITIES BY SECTION

SECTION	
BALCONY	79
BALCONY LEVEL BOXES	12
MAIN LEVEL BOXES	4
ORCHESTRA	256
TOTAL FIXED SEATS	360

HOUSE HOLD TYPES

HOLD TYPE	
WHEELCHAIR LOCATIONS	8
COMPANION SEATS	24
HOUSE HOLDS - MAIN LEVEL	2
LATE SEATING HOLDS - UPPER LEVEL	8
TOTAL HOUSE HOLDS	18

TOTAL SOLD OUT CAPACITY: 330

STAGE DIMENSIONS AND PLANS

STAGE AREA

- 4200 Square feet
- Stage depth from plaster line to upstage wall: 40'-3"
- Plaster line to downstage edge, not including pit lift): 4'-4"
- Centerline to off stage walls: 48'-10" (counterweight rigging is on stage left wall)
- Pinrail gallery on stage left, upstage and stage right at 25'-0" AFF

PROSCENIUM

- Proscenium Width: adjustable 32'-0" and 42'-0"
- Sliding Tormentor in cherry stained maple
- Proscenium Height: 24'-0"
- Apron: (pit lift at stage level) DS edge of lift to PL on center: 11'-0"

WING SPACE

- Stage Right = 27'-10"
- Stage Left = 24'-0"
- Stage Depth: Plaster Line to upstage obstruction: 40'-3"

GRID HEIGHT

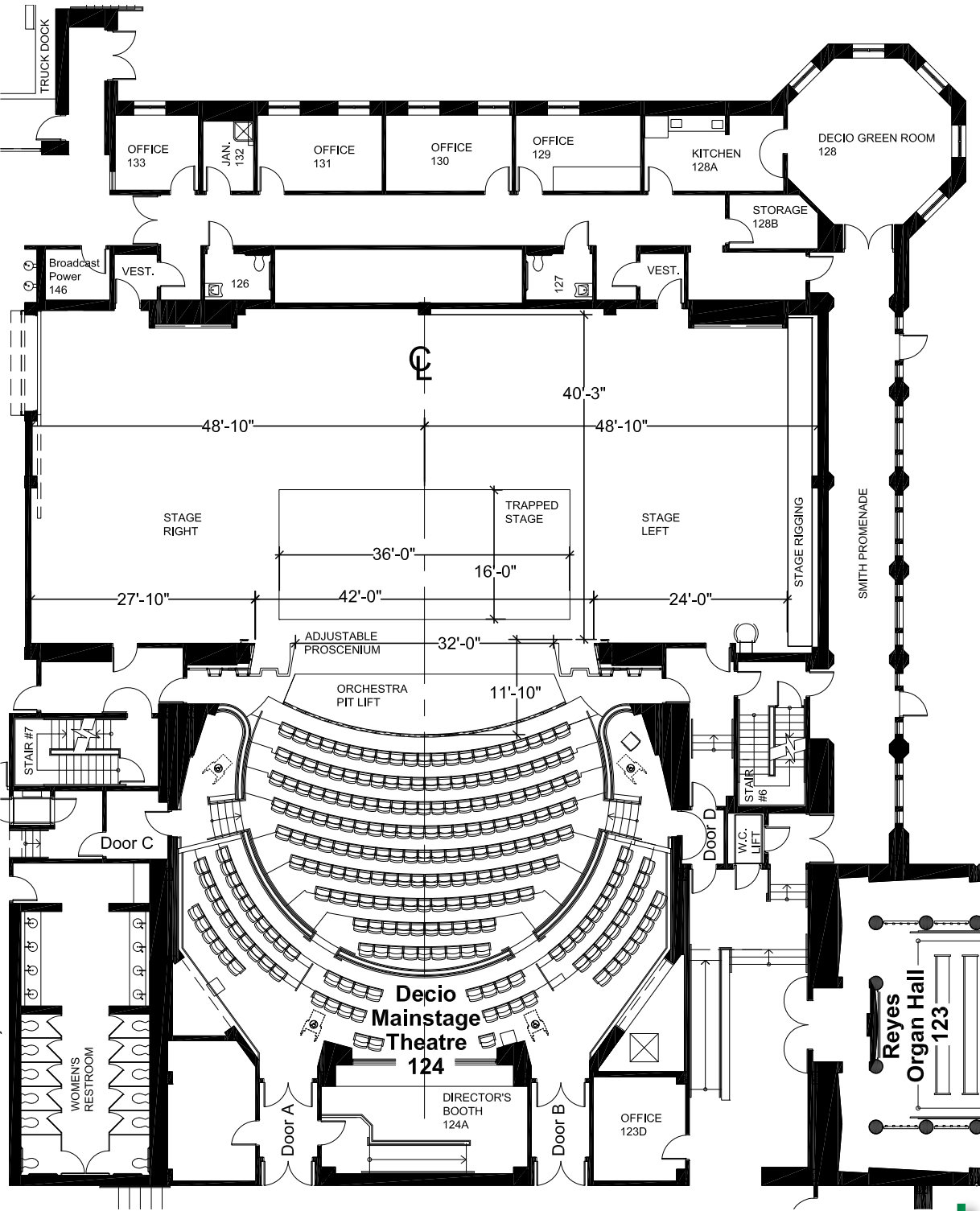
- Height to underside of grid iron: 65'-10"
- Height to underside of roof deck: 76'-0"



UPSTAGE WALL

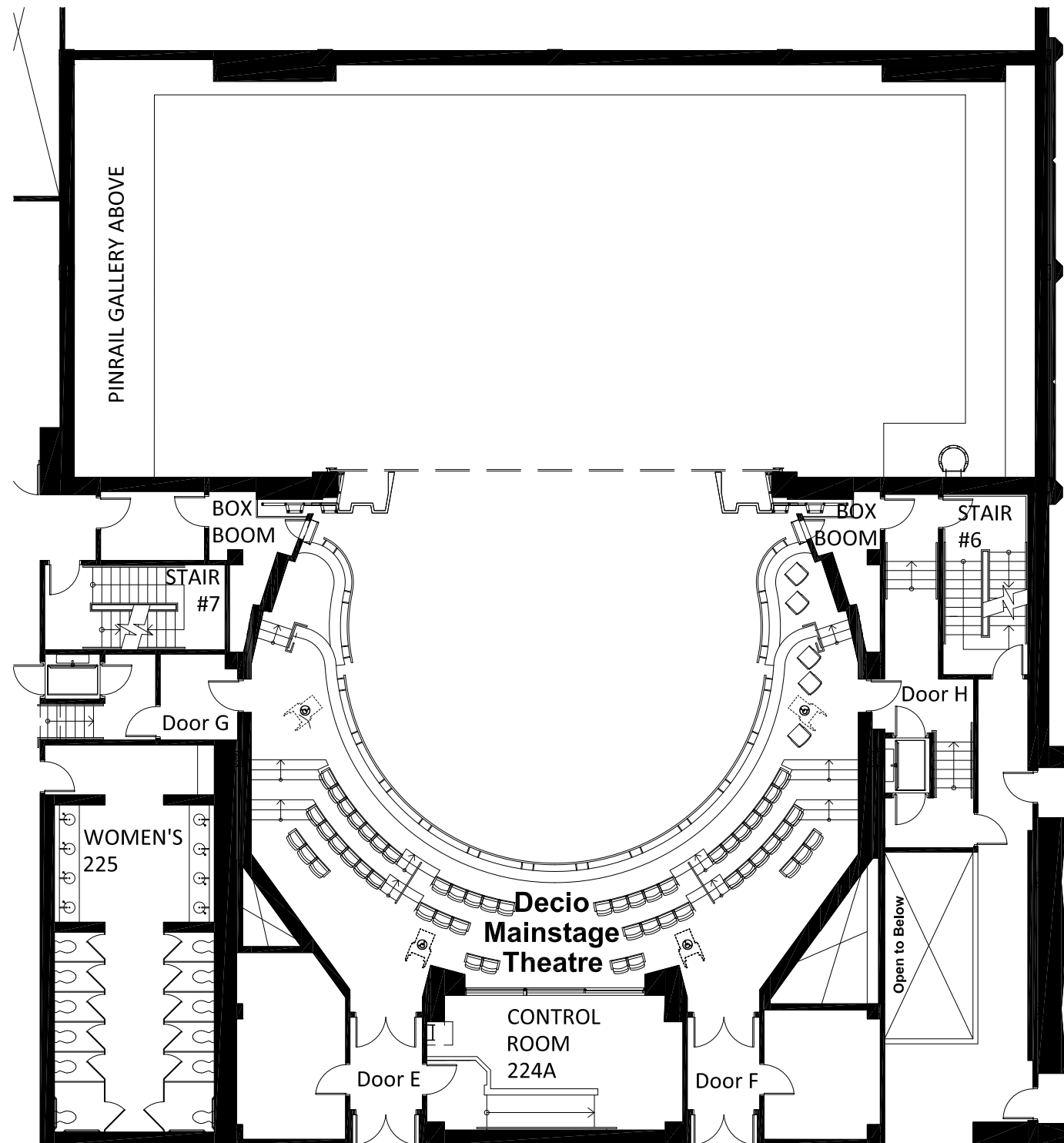
MAIN LEVEL PLAN

Not to Scale



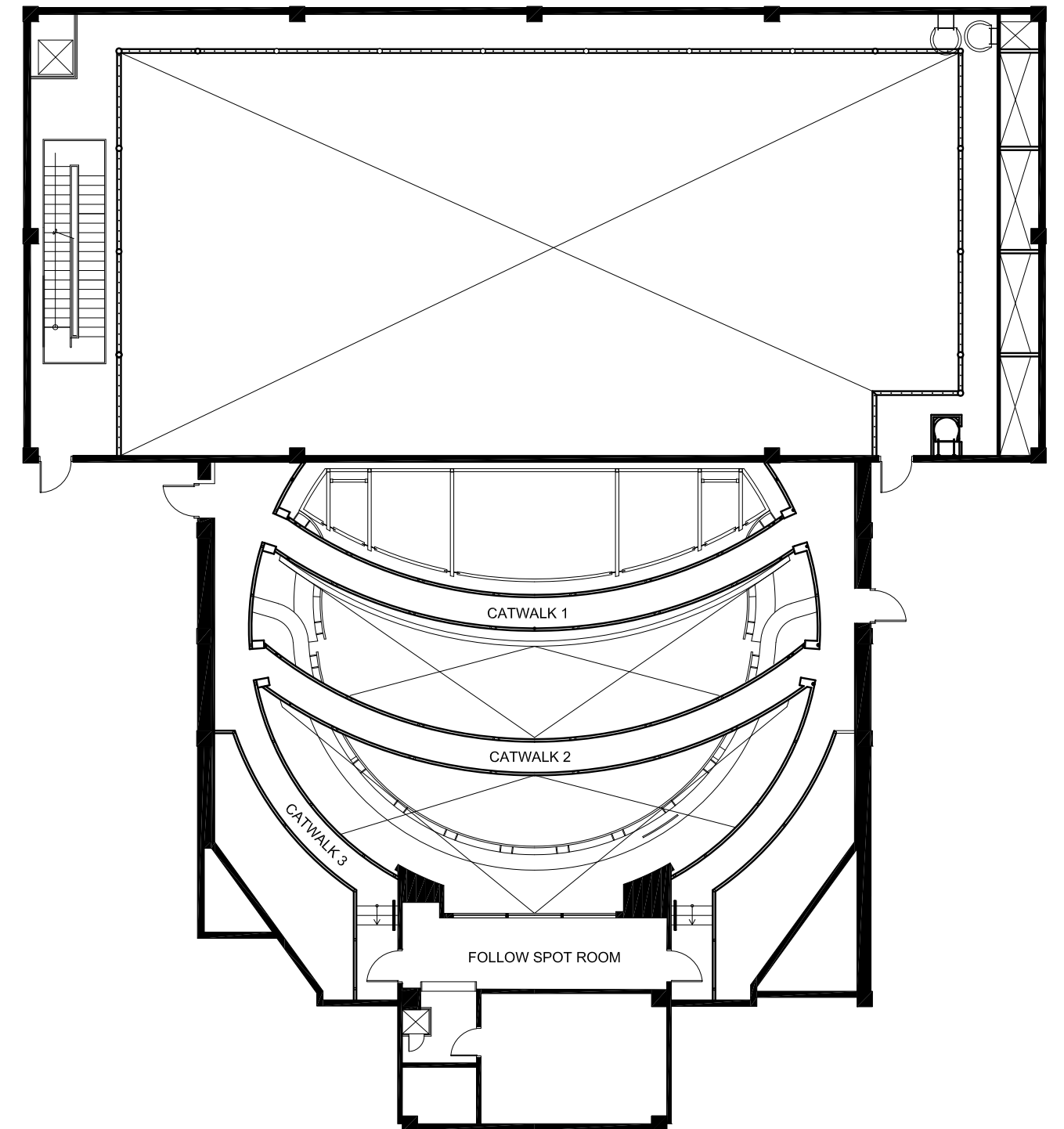
BALCONY LEVEL PLAN

Not to Scale



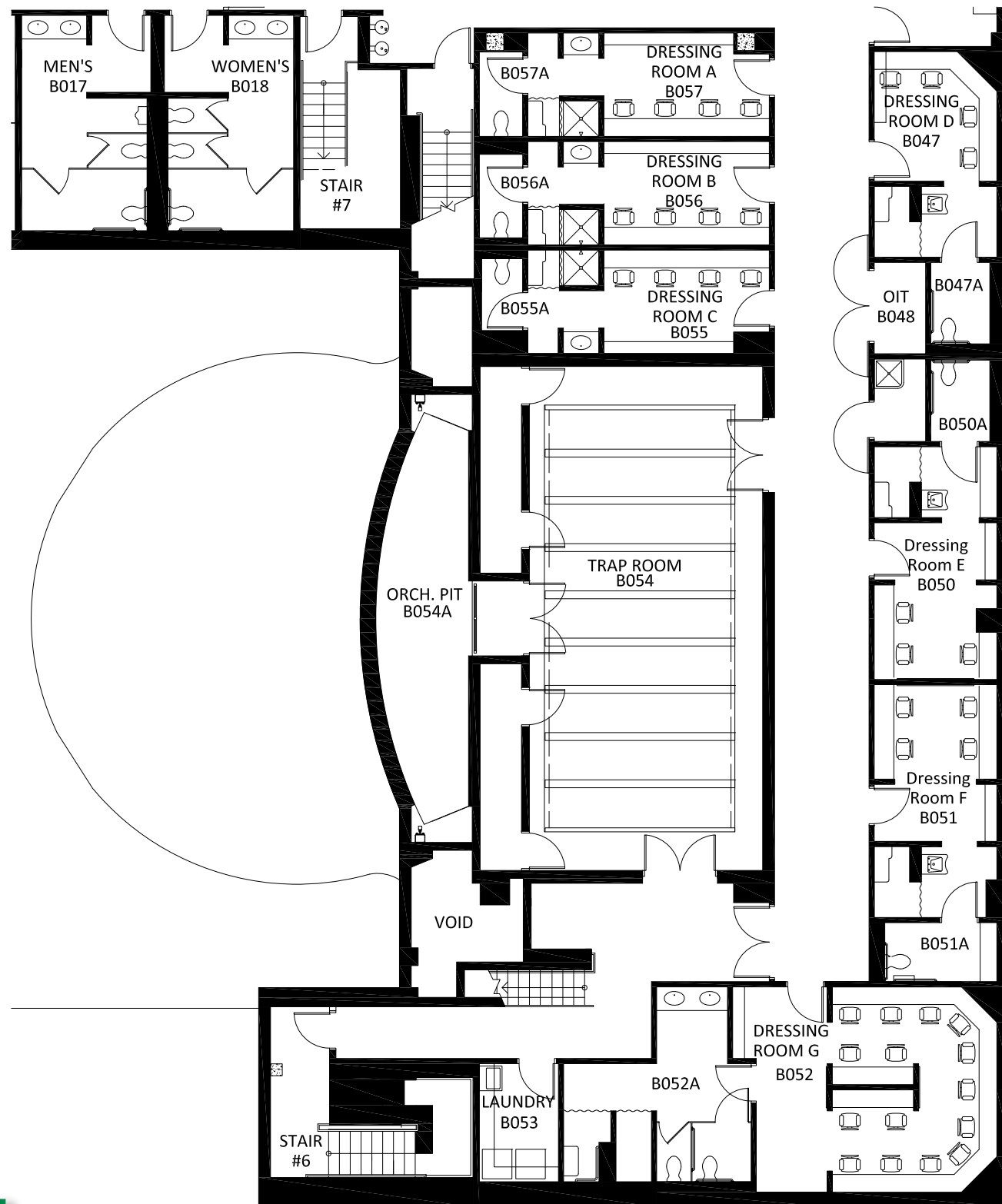
CATWALK LEVEL PLAN

Not to Scale



LOWER LEVEL PLAN

Not to Scale



COUNTERWEIGHT RIGGING

The manual counterweight rigging system has underhung head blocks and loft blocks mounted to steel loft beams above the gridiron. The single purchase lines sets are on 6" centers. Operation of system is stage left, typically at deck level, with the option of operating at pinrail level (25'0" above the stage floor).

Any user of the rigging system must go through DPAC's venue specific counterweight rigging training. Training is available upon request, allow 1 hour for operator training.

ARBOR CAPACITY

1,750 lbs. per pipe
Maximum arbor capacity = 98 weights

AVAILABLE WEIGHT

(2000) 18 lb. 1" thick weights totaling 36,000 lbs.
(56) 36 lb. 2" thick weights, totaling 2,000 lbs.
(Mostly used for pipe weight)

BATTENS

(50) 56'-0" long, 1 1/2" schedule 40 steel pipe,
(6) Lift lines, on 10'-0" centers, splitting center line
120' extra bottom pipe, threaded and coupled 1/2" conduit in 10' sections
(20) Batten extensions, typically placed on electrics and downstage legs

LOADING GALLERY

Stage left, approximately 61'-0" AFF
Access via straight ladder, or staircase stage right
Fall restraint system use is required
Harnesses are available at loading gallery
Loading weight requires completion of house training program, schedule time in advance if operation is desired.

PIN RAIL

Pin rail wraps around stage left, up stage and stage right
SL has optional operating rail for counter weight rigging
Height: 25'-0" above stage level
Accessible via SL and SR or straight ladder USL

WORKING HEIGHT OF BATTENS

High Trim: 63'-6"
Low Trim: 4'-0" above stage floor
Travel: 59'-6"



HOUSE DRAPERIES

HOUSE CURTAIN

- Manual counter weight with fly and draw operation
- Location 14” upstage of PL, line set HC
- Color: Plum; Fullness: 200%

LEGS

- (5) Sets of legs in house plot, 12’ wide x 27’ tall
- Locations per house hang, line sets: 2, 17, 30, 44, 58
- Color: Black; Fullness: Flat, with bottom pipe
- Additional 16’ wide tabs may be available upon request

BORDERS

- (4) Borders available 56’ wide x 8’ tall
- Locations per house hang, line sets: 16, 29, 43, 57
- Color: Black; Fullness: Flat, with bottom pipe

FULL STAGE BLACKS

- (1) Mid stage traveler, 30’ wide x 27’ tall
- Location is set at 17’-0” upstage of plaster line, DO NOT MOVE
- Color: Black; Fullness: 50%
- (2) 32’ wide x 27’ tall flat panels on the same pipe, make up a DS blackout panel/black border
- Location per house hang, line set 1
- Color Black; Fullness: Flat
- (2) 32’wide x 27’ tall 50% fullness panels make up a full stage black
- Location per house hang, line set 61
- Color Black, Fullness 50%

SCRIM

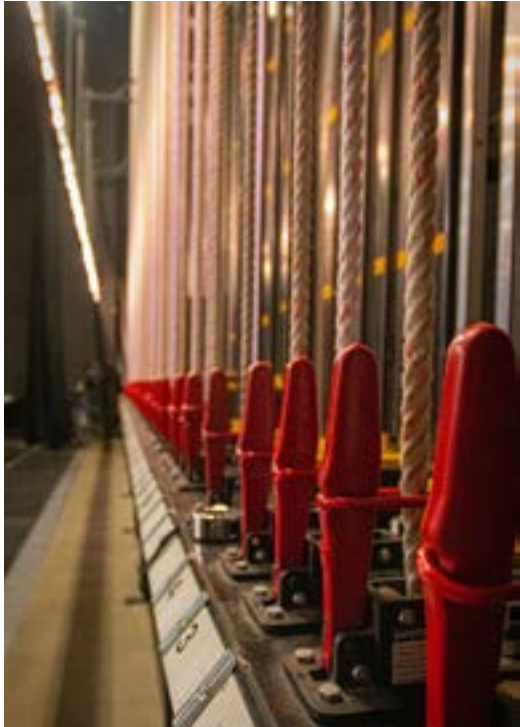
- (1) Sharkstooth scrim, 52’ wide x 29’ tall
- Location per house hang: line set 60, 31’-6” upstage of plaster line
- Color: Black; Fullness: Flat, with bottom pipe

CYCLORAMA

- (1) Seamless leno filled scrim, 52’ wide x 29’ tall
- Location / House Hang: line set 63, 33’-0” upstage of plaster line
- Color: White; Fullness: Flat, with bottom pipe
- (1) Plastic rear projection screen with vertical seams, 52’ wide x 29’ tall
- Location / House hang: line set 72, 37’-4” upstage of plaster line
- Color: White; Fullness: Flat, with bottom pipe

TABS

- Transverse masking is hung below the pinrail gallery on both sides of the stage,
- (2) 16’W x 23’H panels on each side. Stage left’s, at the rail, is on a track, stage right’s is dead hung



LINESET SCHEDULE

Excel version available upon request

SET #	HOUSE HANG	Show Hang	US OF PLASTER LINE	CURTAIN SIZE	FULL NESS	BATTEN LENGTH	ARBOR CAPACITY
FC	FIRE SAFETY CURTAIN		0'-3"	46-11"Wx29'-0"H	FLAT	(2) 46'-11"	NA
HC	HOUSE CURTAIN		1'-0"	29'-6"Wx28'-0"H	100%	56'-0"	1750#
1	FLAT BLACK PANELS		1'-6"	(2) 32'W X 27'H	FLAT	56'-0"	1750#
2	LEGS #1		2'-0"	(2) 12'W X 27'H	FLAT	56'-0"	1750#
3	UTILITY #1		2'-6"	N/A	N/A	56'-0"	1750#
4	UTILITY #2		3'-0"	N/A	N/A	56'-0"	1750#
6	1st Electric		4'-0" DO NOT MOVE	N/A	N/A	56'-0"	1750#
8	UTILITY #3		5'-0"	N/A	N/A	56'-0"	1750#
9	UTILITY #4		5'-6"	N/A	N/A	56'-0"	1750#
10	UTILITY #5		6'-0"	N/A	N/A	56'-0"	1750#
11	UTILITY #6		6'-6"	N/A	N/A	56'-0"	1750#
13	UTILITY #7		7'-6"	N/A	N/A	56'-0"	1750#
15	PROJECTION SCREEN		8'-6" DO NOT MOVE	N/A	N/A	56'-0"	1750#
16	BORDER #1		9'-0"	56'W X 8'H	FLAT	56'-0"	1750#
17	LEGS #2		9'-6"	(2) 12'W X 27'H	FLAT	56'-0"	1750#
19	UTILITY #8		10'-6"	(2) 32'W X 27'H	FLAT	56'-0"	1750#
20	UTILITY #9		11'-0"	N/A	N/A	56'-0"	1750#
21	UTILITY #10		11'-6"	N/A	N/A	56'-0"	1750#
23	2nd Electric		12'-6" DO NOT MOVE	N/A	N/A	56'-0"	1750#
25	UTILITY #11		13'-6"	N/A	N/A	56'-0"	1750#
27	UTILITY #12		14'-6"	N/A	N/A	56'-0"	1750#
29	BORDER #2		15'-6"	56'W X 8'H	FLAT	56'-0"	1750#
30	LEGS #3		16'-0"	(2) 12'W X 27'H	FLAT	56'-0"	1750#
31	UTILITY #13		16'-6"	N/A	N/A	56'-0"	1750#
33	MID-STAGE TRAVELER		17'-6" DO NOT MOVE	(2) 30'W X 27'H	50%	56'-0"	1750#
36	UTILITY #14		19'-0"	N/A	N/A	56'-0"	1750#
38	3rd Electric		20'-0" DO NOT MOVE	N/A	N/A	56'-0"	1750#
40	UTILITY #15		21'-0"	N/A	N/A	56'-0"	1750#
41	UTILITY #16		21'-6"	N/A	N/A	56'-0"	1750#
43	BORDER #3		22'-6"	56'W X 8'H	FLAT	56'-0"	1750#
44	LEGS #4		23'-0"	(2) 12'W X 27'H	FLAT	56'-0"	1750#
45	UTILITY #17		23'-6"	N/A	N/A	56'-0"	1750#
46	UTILITY #18		24'-0"	N/A	N/A	56'-0"	1750#
49	UTILITY #19		25'-6"	N/A	N/A	56'-0"	1750#
50	UTILITY #20		26'-0"	N/A	N/A	56'-0"	1750#
52	UTILITY #21		27'-0"	N/A	N/A	56'-0"	1750#
53	4th Electric		27'-6" DO NOT MOVE	N/A	N/A	56'-0"	1750#
56	UTILITY #22		29'-0"	N/A	N/A	56'-0"	1750#
57	BORDER #4		29'-6"	56'W X 8'H	FLAT	56'-0"	1750#
58	LEGS #5		30'-0"	(2) 12'W X 27'H	FLAT	56'-0"	1750#
60	BLACK SCRIM		31'-0"	52'W X 29'H	FLAT	56'-0"	1750#
61	BLACK PANELS w/ FULLNESS		31'-6"	(2) 32'W X 27'H	50%	56'-0"	1750#
62	UTILITY #23		32'-0"	N/A	N/A	56'-0"	1750#
63	WHITE CYCLORAMA		32'-6"	52'W X 29'H	FLAT	56'-0"	1750#
64	UTILITY #24		33'-0"	N/A	N/A	56'-0"	1750#
66	5th Electric		34'-0"	N/A	N/A	56'-0"	1750#
68	UTILITY #25		35'-0"	N/A	N/A	56'-0"	1750#
69	UTILITY #26		35'-6"	N/A	N/A	56'-0"	1750#
70	UTILITY #27		36'-0"	N/A	N/A	56'-0"	1750#
71	UTILITY #28		36'-6"	N/A	N/A	56'-0"	1750#
72	WHITE RP BOUNCE		37'-0"	52'W X 29'H	FLAT	56'-0"	1750#
SRT	SR TRANSVERSE MASKING		Hung below SR pinrail	(2) 16'W X 23'H	50%	Dead Hung	NA
SLT	SL TRANSVERSE MASKING		US - DS Track below SL Pinrail	(2) 16'W X 23"H	50%	33' Track	NA

Notes: > Restore house hang after every show, unless special arrangements are coordinated
> The flat black panels on Lineset 1 function as the first border and/or a fullstage curtain. Therefore, Border #1 is found on LS 16.
> The 5th Electric (Cyc Electric) is not notated on the schedule. It can change from show to show. Usually lives between 64 to 71.

ORCHESTRA PIT

Pit play level is 8'-0" below stage level
Pit play area: 425 Square Feet
Width at widest point at play level: 31'-0"
Depth at widest point at play level: 12'-0"
Conductor platform is available upon request

[Gala Systems Inc.](#) electric Spiralift orchestra pit lift has presets at:

Stage, Audience, Orchestra Play and
Trap Room levels

Orchestra play level is accessible from lower level via:

Stairs stage left and stage right and
a wheelchair lift stage right

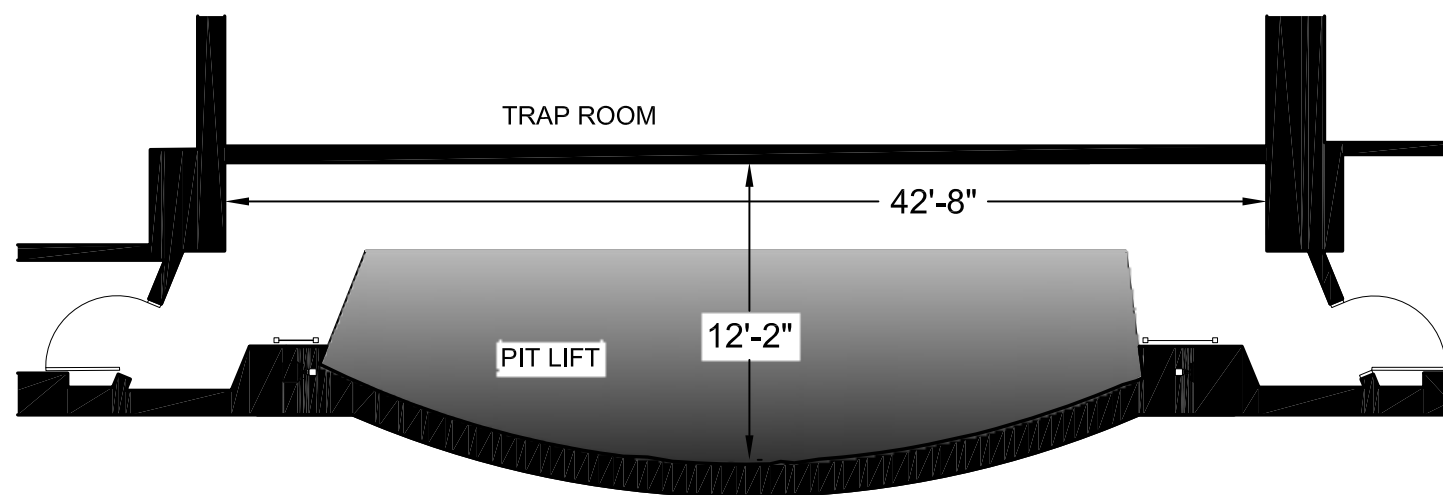
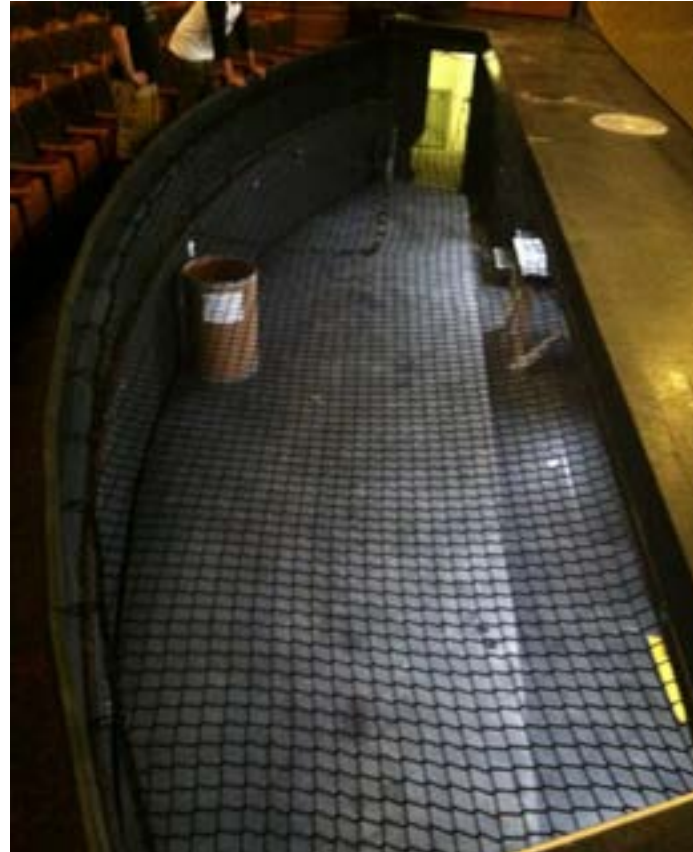
All productions using the pit below audience level must use the pit guard, netting.

Maximum occupancy is 27 people, actual fit will be dependant on instrumentation.

ORCHESTRA PIT PLAN

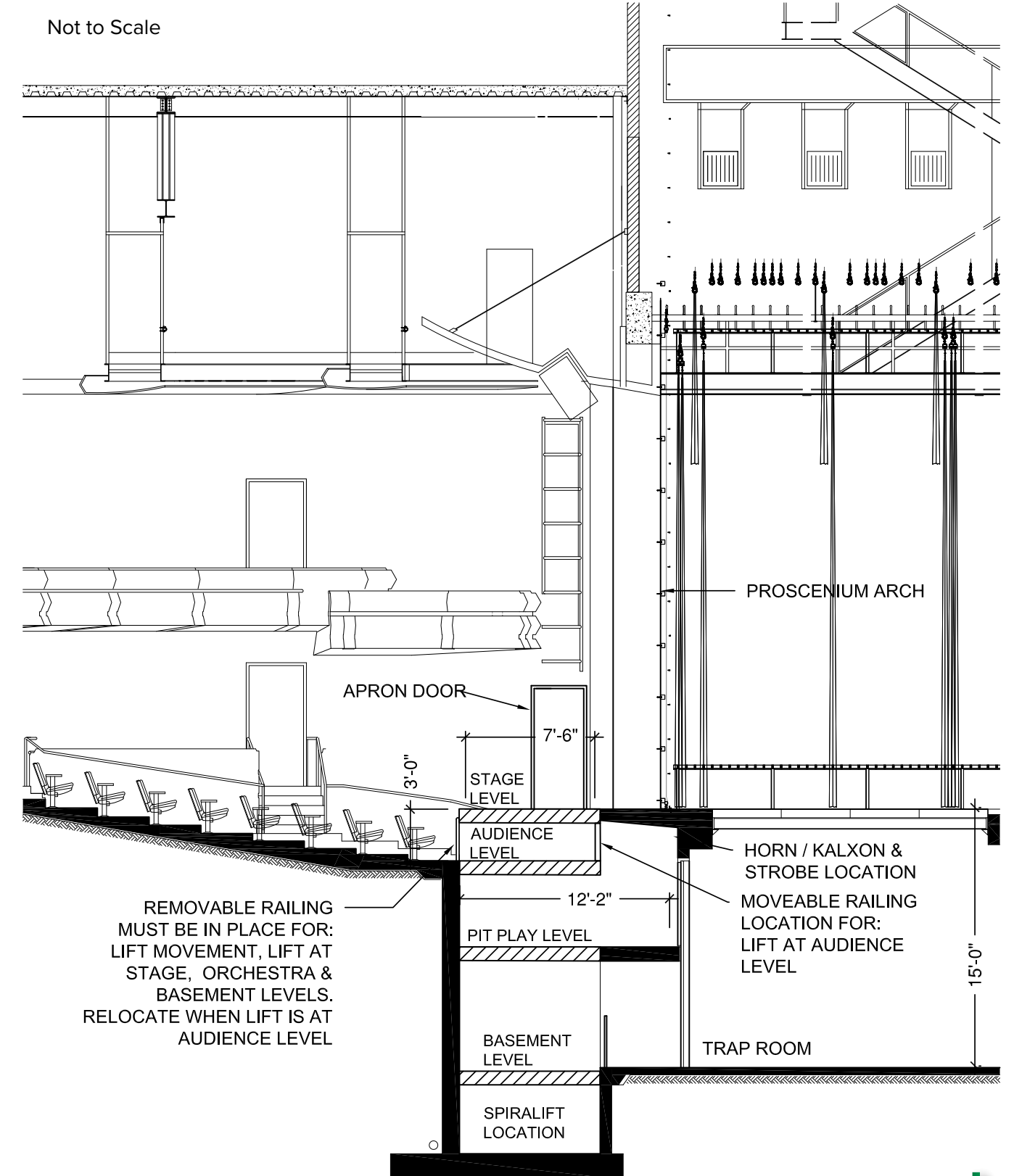
This plan shows the pit lift at the "Play" level, used when an orchestra is in the pit. The shaded area designates the pit lift (not the entire play area).

Not to Scale



ORCHESTRA PIT SECTION

Not to Scale



FIRE SAFETY

FIRE EXTINGUISHERS

The Decio Mainstage Theatre stage has fire extinguishers mounted on the walls DSL, DSR, USR as well as in the upstage vestibules and backstage crossover. More are strategically located throughout the catwalks, pinrail, control rooms, etc.

The University of Notre Dame Fire Department manages regular inspections of the extinguishers.

FIRE CURTAIN

The Decio Mainstage Theatre has a motorized fire curtain. It is operable from a panel on the DSR proscenium wall. The lineshaft hoist is designed to descend via gravity at a rate of 12.4 inches per second, with the final 8'-0" taking 7.2 seconds. Emergency automatic activation of the fire curtain is achieved by separation of fusible links that release tension on the release line, which in turn activates the descent of the curtain. Emergency manual release of the fire curtain is accomplished by pulling either of the clearly marked manual release stations on the proscenium wall.

The fire curtain must be able to form a seal between the audience chamber and stage house, so scenery and props must not cross the line at any time, unless accommodations allow the seal to be made around the set piece.

The fire curtain has a battery backup that will hold the curtain in place for a minimum of 15 minutes, in case of power failure. If power is lost for longer than that it is likely the curtain will descend.



STAGE FLOOR

Resilient (sprung) floor, covered in black painted Masonite

Trapped in 4' square sections 36' wide by 16' deep, starting 7' upstage of the stage edge, see floor plan.

Resiliency is compromised at the trap intersections.

The stage floor is rated for 150 PSF on both the stage and traps. This number represents an evenly distributed live load over the entire floor area. 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 installed on both the stage edge and the pit lift, only set is on at a time. They are illuminated all of the time, unless a show requires dark cues that are compromised by the lights. They can be programmed into the lighting console. Center light is red.



SUPPORT AREAS

CROSS OVER

There is a 6' wide hallway outside of the stage on the upstage wall; accessible via doors with light locks both stage right and stage left.

STAGE

There are doors with light and sound locks on the four (4) corners of the stage, as well a 12' wide x 17' tall loading door up stage right.

DRESSING ROOMS

Seven dressing rooms are located in the lower level, accessible via loading elevator at dock, or staircases downstage left and down stage right.

GREEN ROOM

Green room with a smart TV with venue feed and attached kitchenette is located at stage level, up stage left.

SMITH PROMENADE

A wide and pleasant hallway, often used for catered meals, is located adjacent to the green room on the stage left wall. See photo page 17.

SHOP AREA

The resident theatre department has a fully stocked scene shop, directly across from the stage loading door. Access to it is not allowed, as it is a working shop and often in the midst of production. Contractors to the University of ND are prohibited from using shop equipment.

(3) Compressed air outlets are available onstage for pneumatic tools (100 PSI max)



STORAGE

Storage is limited to what can be stored backstage during the show. It is common to have to back load trucks with empty cases to accommodate the venues limited space.

NOTES

It should be noted that the Decio Mainstage Theatre is second 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 faders

Operating system – most recent

Remote focus iPad available

(2) 24" touch screen monitors

Keyboard and mouse

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

Gateways/nodes are shared across venues, check availability

CONTROL ROOM

Lighting operator's position does not have an operable window.



FIXTURES AND ACCESSORIES

STAGE LIGHTS

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

(2) 5°, (8) 10°, (47) 19°, (84) 26°, (48) 36° (30) 50°

(57) ETC 575w, PARs with complete lense kits

(30) STRAND 1500w, 8" Fresnels

(8) ALTMAN 500w, 3 compartment Focusing Cyc lights

(8) L&E 75w, 4 circuit MR-16 8'-0" strip lights

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 ColorSource PAR Deep Blue](#)

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

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

FOLLOW SPOTS

(2) Lycian 400w, Super Arc 400 HMI Follow spots

[Telrad](#) sights available

Note: beam is obstructed in the back half of the stage, by a catwalk

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

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 you have specified works in the locations you need.

DIMMERS

(384) Electronic Theatre Controls (ETC) Sensor D20E 2.4 kW stage light dimmers

(32) 2.4 kW house light dimmers

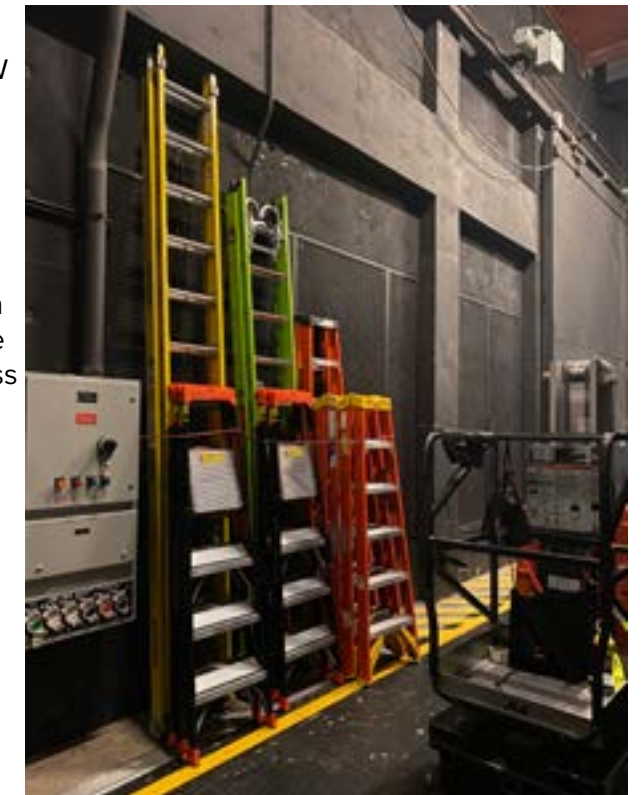
HOUSE LIGHTS

Electronic Theatre Controls Paradigm control system. Touch screen control stage right, wired remote touch screen stage left, and touch screen control in the control booth. A wireless handheld can be available for tech table use, if requested.

All house light circuits and work light relays controllable via lon console.

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 crews, if requested.



LIFT / MOBILE ELEVATING WORK PLATFORM (MEWP)

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.



LIGHTING POSITIONS

Lightwright 5 paperwork available upon request.

1ST CATWALK

25' throw to 6' high on the Plaster Line (PL) at 55°, 30 circuits

2ND CATWALK

35' throw to PL at 35°, 42 circuits

3RD CATWALK

50' throw to PL at 25°, note not available at centerline, due to follow spot booth, 6 circuits

ELECTRICS

All circuits in the stage house are flexible, however we have designated 4 line sets as "semi-permanent electrics" with circuits and cable management.

FOLLOW SPOT BOOTH

51' throw to PL, at 25°: note second catwalk blocks upstage shot, catwalk blocks upstage shot, 2 circuits



BOX BOOM / TORMENTOR

Just downstage of proscenium at apron, angle may not work if adjustable proscenium is closed in. Ladder has eight 22" rails spaced 24" apart, the lowest is 8'-2" above stage level.
12 circuits each side

BALCONY RAIL

Wraps around balcony and boxes, 12'-7" above stage level, 18 circuits

FLOOR

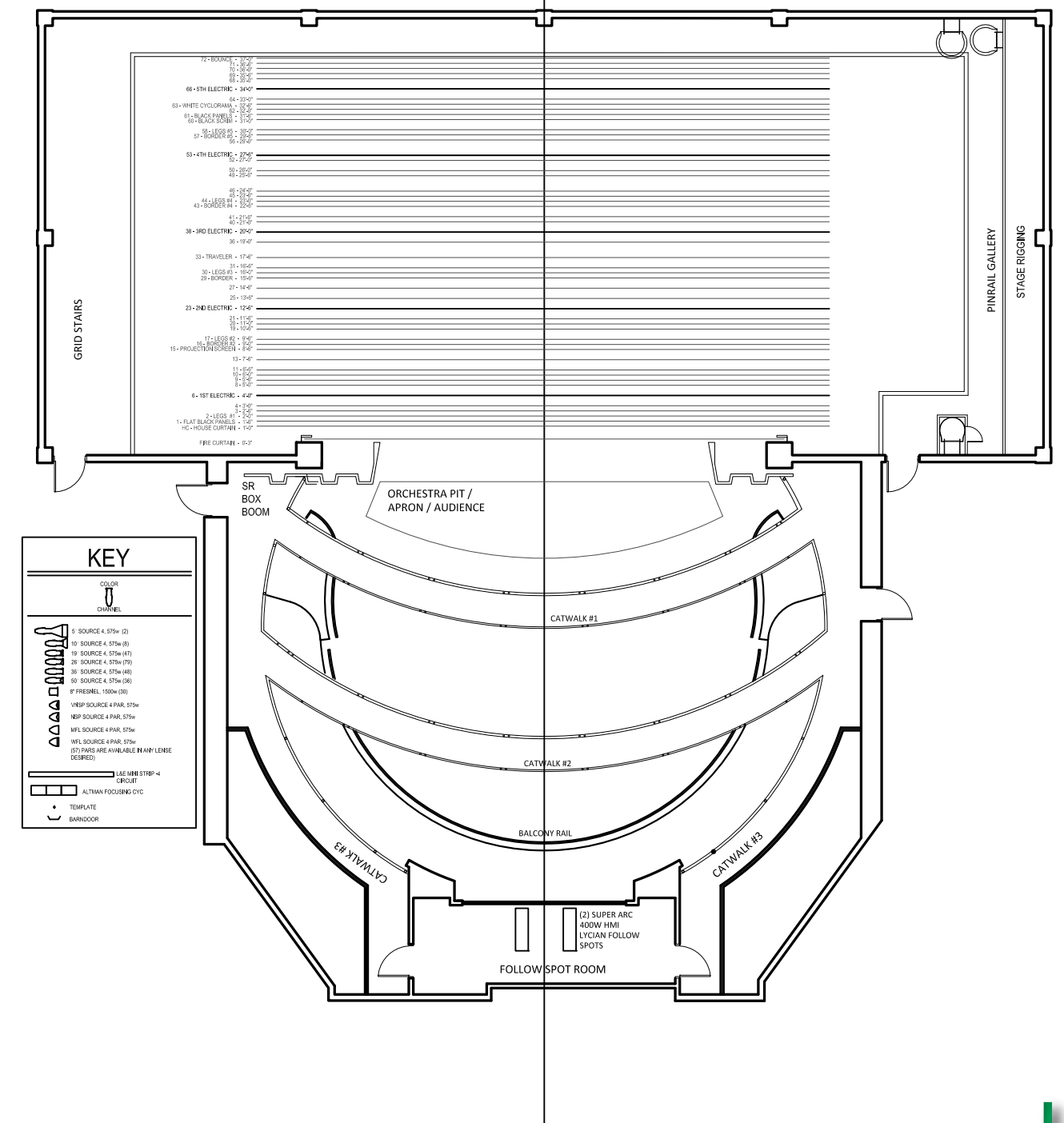
In boxes on deck DSL, DSR and (4) on the upstage wall there are a total of 72 circuits

LIGHT PLOT

AutoCAD available upon request

Not to Scale

House does not maintain a rep plot



SPARE POWER

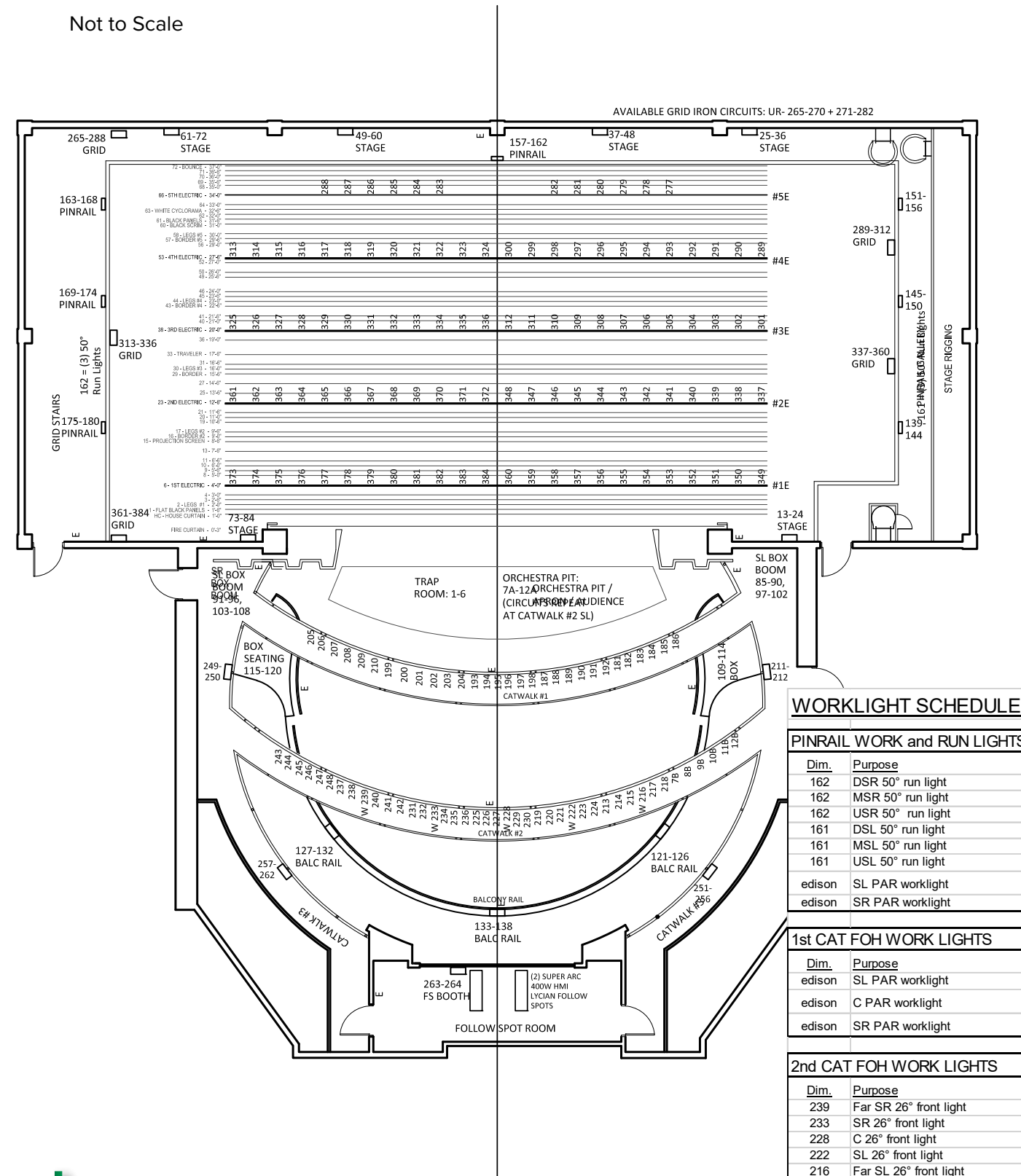
BROADCAST POWER

Sequential interlock Posi-Lok E0200 connectors

PASS THROUGHS

SHORE POWER

50 Amp, NEMA 14-50R at loading dock



STAGE POWER

(3) 400 Amp 3Ø company switches

With sequential interlock Posi-Lok E0400 connectors.

2 neutrals on each switch

2 are located on the stage right wall downstage and 1 on the stage left wall, upstage.

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.

(3) 100 Amp, 600 Volt A-C, Horsepower rated company switches

1 located at the pin rail gallery upstage right

1 located in the catwalks stage right

1 located in the grid iron

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



6. AUDIO

AUDIO EQUIPMENT INVENTORY

MIXING CONSOLE

[Allen & Heath SQ6](#) digital console.

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

Local Inputs

(24) mic/line inputs & (2) 1/4" tip ring sleeve (TRS) stereo inputs
MADi USB 32 Inputs

Local Outputs

(14) XLR line outputs
AES outputs (2 channels)
(32) outputs via USB MADi
(8) FX processors, (8) groups, (4) EQ Bands, (12) Aux sends

FIXED SPEAKERS

(9) Renkus-Heinz Trap 40K 3 way flown L, C, R (1-15", 2-6.5", 1-1")
(14) JBL 8340A surround and FX speakers located throughout house
(1) Renkus Heinz DR18-1 subwoofer located above the eyebrow at the proscenium, control via aux send

PORTABLE SPEAKERS

(6) [Electro-Voice QRx 115/75](#) stage monitors may be available
(3) Tannoy V12 floor monitors available backstage
(2) Tannoy i8 AW passive booth speakers are available in the booth
(2) JBL Axys U-14 Front Fills may be available

MICROPHONES

(1) Earthworks TC30K omni recording mic, installed at 2nd catwalk for room monitoring
(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/ SM58 Capsule
(4) Countryman E6 Headworn Microphones. Inquire about availability.

*DPAC wireless band widths use G50 470-534 MHz

All other mics are shared across venues, let us know what you need and we will see if it is available, or check the LEIGHTON - Tech Info Package.

PLAYBACK

Mac mini with M1 chip, 8 core CPU, 16-core Neural Engine, 16 GB unified memory, and
512 GB SSD Storage

[QLab5](#) with audio (8 outputs) & video licenses available

SIGNAL PROCESSORS

BSS London Soundweb London BLU-160 and London BLU-BOB - optimized for best performance of house equipment and cannot be changed

AMPLIFIERS

[Crown Macro-Tech 1202](#) amplifiers, (10) dedicated and (8) patchable, located in amp room, upper level stage right

CABLE

Lots... We will make sure the equipment you have specified works in the locations you've designated.

AUDIO NOTES

Venue acoustics designed for spoken word. Reverb time .75 seconds

Additional loose equipment is shared across 5 venues; availability must be discussed with audio engineer during advance process.

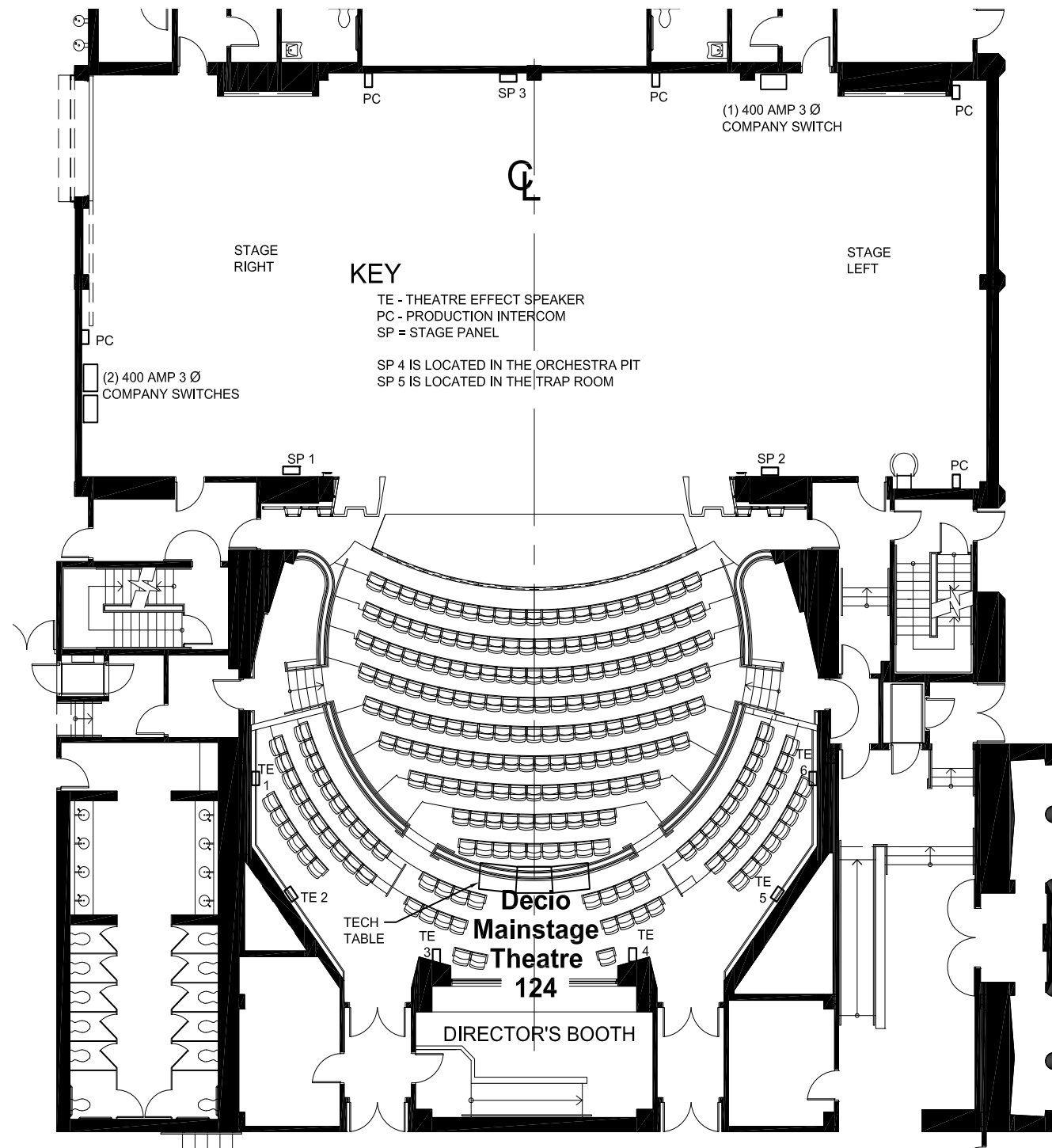
4 wireless microphones maximum are available at a time per venue, w/o rental.



Audio Operator position in Control Room

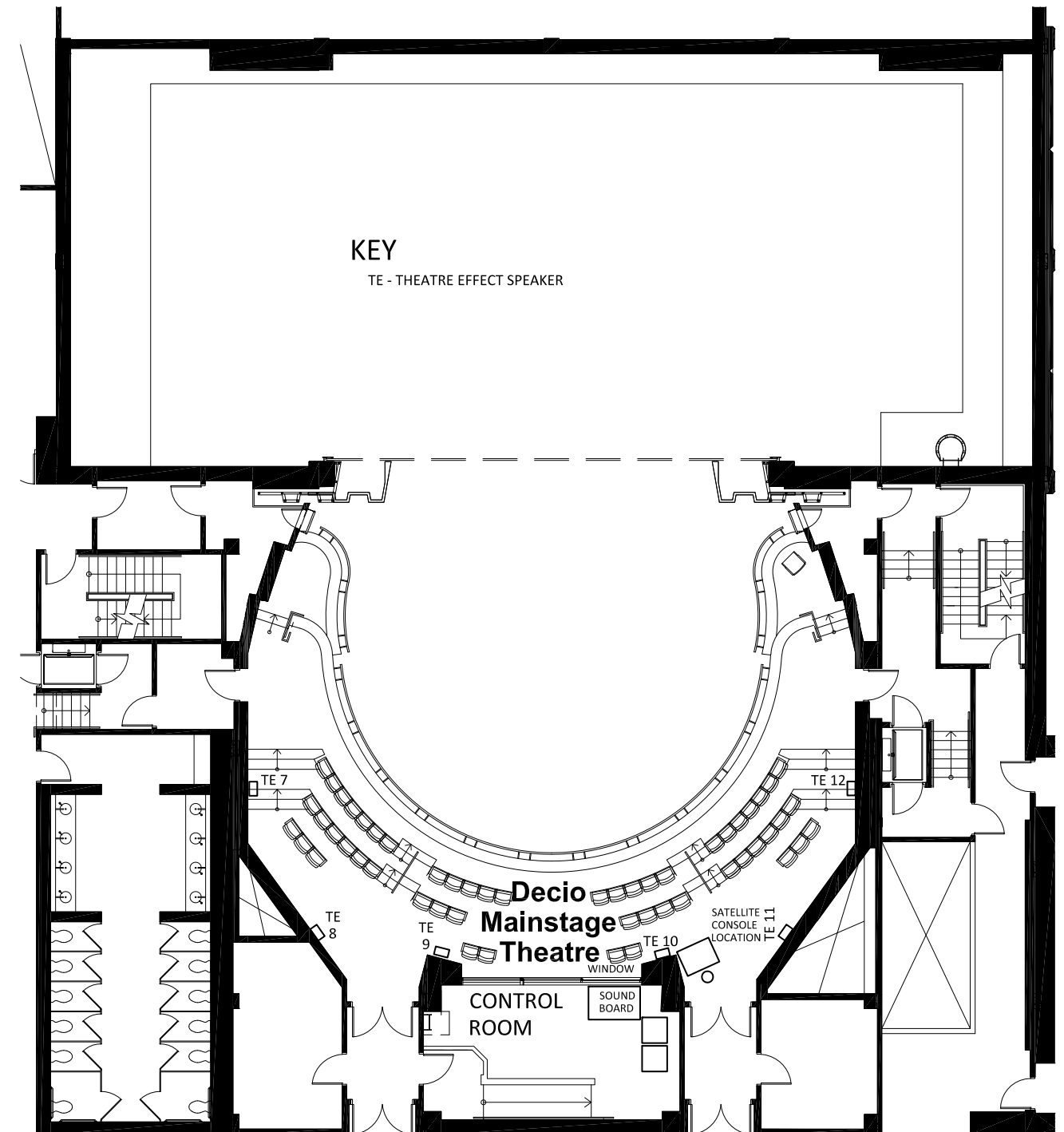
SPEAKER PLOT MAIN LEVEL

Not to scale



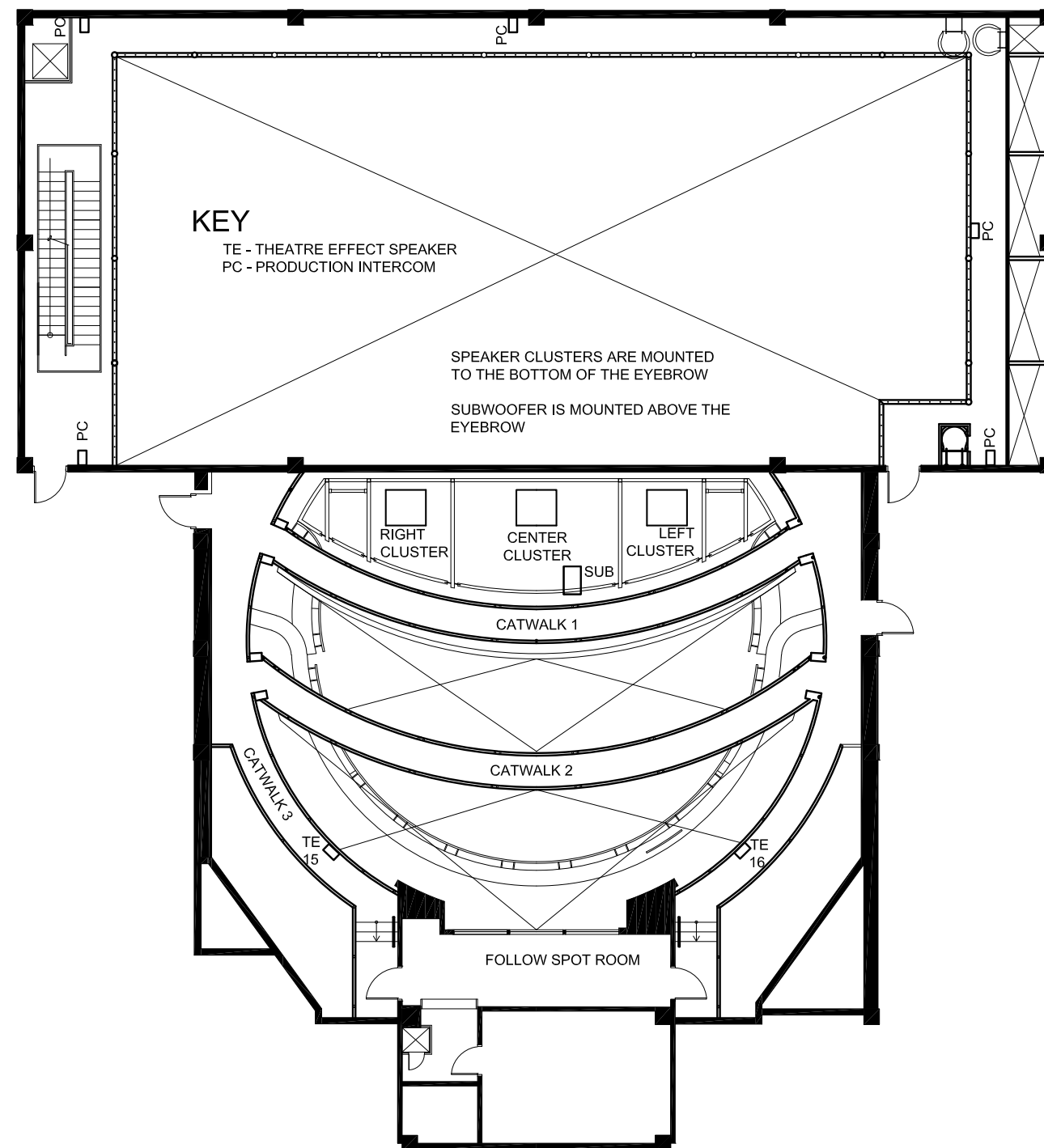
SPEAKER PLOT BALCONY LEVEL

Not to scale



SPEAKER PLOT CATWALK LEVEL

Not to scale



CONTROL LOCATIONS

Control room is located on balcony level. Control room is enclosed with one operable window in front of audio console. There are some, not ideal, options for mixing outside of the booth, discuss if needed.

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 all dressing rooms and control areas.

PRODUCTION COMMUNICATIONS

Clear-Com production intercom, wired stations available throughout venue

(4) Freespeak-II wireless beltacks available

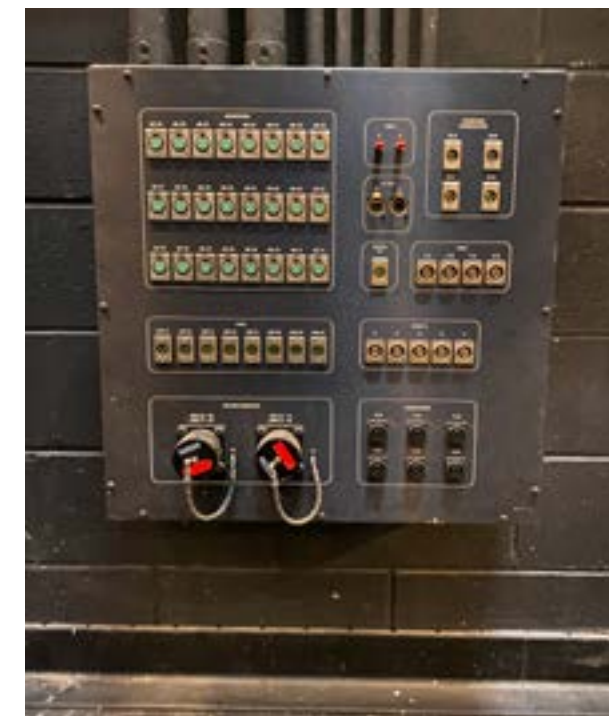
Paging available from SM position and wireless packs, upon requested

SPARE POWER

See LIGHTING section

WIRING

Audio, Video and Com I/O panels, as shown in photo, are located downstage left, downstage right, upstage center and in the orchestra pit.



7. VIDEO

SCREENS

Permanently rigged Da-Lite 81326 Dual Vision screen, truss mounted, 16:9 format

Location: line set 15, 9'-0" upstage of the plaster line.

Viewable dimensions: 17'-9" wide x 10' tall

Overall dimensions: 18'-9" wide x 11' tall

Additional screens may be available, including:

- 8' Front projection tripod screen
- 9x16 Rear projection Da Lite truss screen (16:9 format)
- 52" LG LCD TV on cart
- 65" Samsung LED TV on cart
- 80" Sharp LCD 3D TV on cart
- (2) 27" LG TVs installed backstage to view stage



PROJECTORS

A [NEC NP-PX-1005 QL-B](#) 11000 lumen laser projector with shutter, and NP19ZL-4K (2.20-3.67:1) Lens is dedicated to this space

Additional projectors may be available, including:

- [SHARP NEC NP-PA1004UL-B-41](#) HD 11000 lumen LCD laser projector
- Long throw lens – NEC [NP43ZL](#) (2.88 - 5.93) Zoom Lens
- Short throw lens – NEC [NP41ZL](#) (1.30-3.08:1) Zoom Lens
- [NEC NP-PH1000U](#) HD 11000- lumen projector
- Long throw lens – NEC NP28ZL (2.56 - 4.16:1) Zoom Lens
- Short throw lens – NEC NP26ZL (1.39-1.87:1) Zoom 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 an [AJA HELO H2.64](#) one touch video recording and streaming device. 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) (5) Strips of black rollout vinyl flooring, 40'x 6'-7" Harlequin "Cascade" marley,
Covers a stage area 40'w x 33'deep, 1,317 Square Feet
Please specify if you prefer gaffer's tape or vinyl dance floor tape, and color.

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

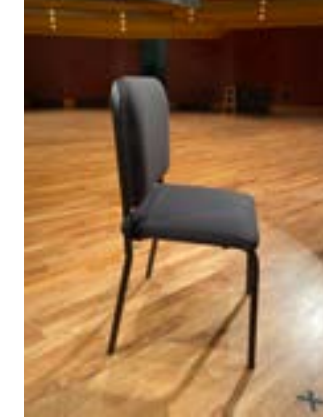
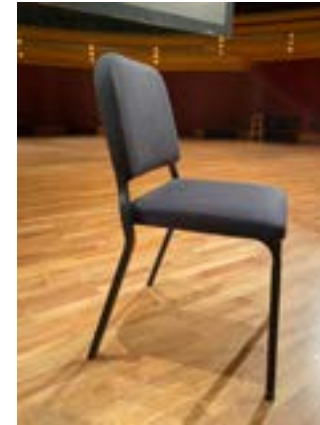


(1) Small dark lectern

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) [Gocuent Rechargeable LED Music Stand lights](#)

ORCHESTRA SHELL

None available in house.

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"

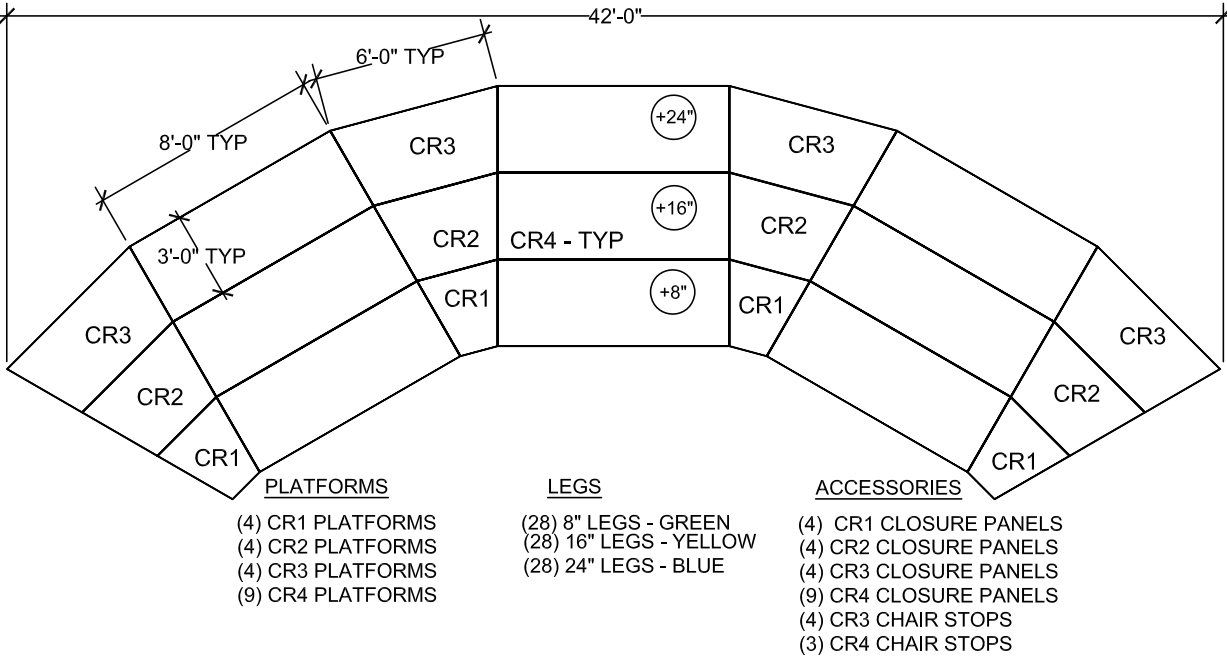
STUDIO THEATRE SEATING / STAGING RISERS

- (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"

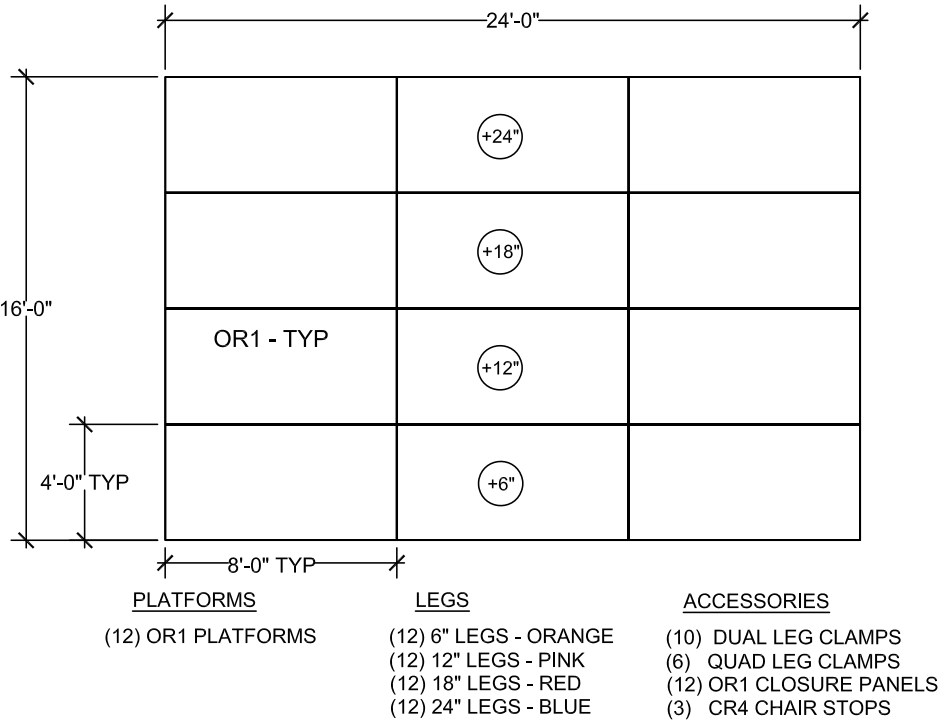


Notre Dame Glee Club on choral risers

RISER DIAGRAMS



PORTABLE CHORAL RISERS



PORTABLE ORCHESTRA RISERS

9. WARDROBE

DRESSING ROOMS

(4) 4-PERSON DRESSING ROOMS (A-D)

Located below the stage each with lighted mirrors, chairs, permanent clothing racks, 14' x 8'. Adjacent restroom with sink, toilet and shower.

One is updated to meet ADA 2010 standards

(2) FLEXIBLE DRESSING ROOMS (E, F)

Located below the stage, each with lighted mirrors, permanent clothing racks. 10' x 8'. Adjacent restroom with sink, toilet and shower.

Often E is used as a wardrobe room.

(1) 15-PERSON DRESSING ROOM (G)

Located below the stage with (15) individually lighted mirrors, permanent clothing racks, 20' x 17'. Adjacent restroom with (2) sinks, (2) toilets and (2) showers.



Dressing Rooms A-C

Dressing Room E

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, a dressing room is often re-purposed for this use, and the hallway is wide and can accommodate, racks, hampers and even a sewing machine if necessary. The resident theatre department has a fully equipped costume shop on the same level. If it is needed, the costume staff may be employed, pending availability and scheduling. The theatre department's costume shop is not available without the costume shop staff's involvement.

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

One set available in laundry room on lower level, near dressing rooms.

RACKS AND HANGERS

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

Please indicate approximately how many hangers you anticipate needing.



10. DPAC FLOOR PLANS



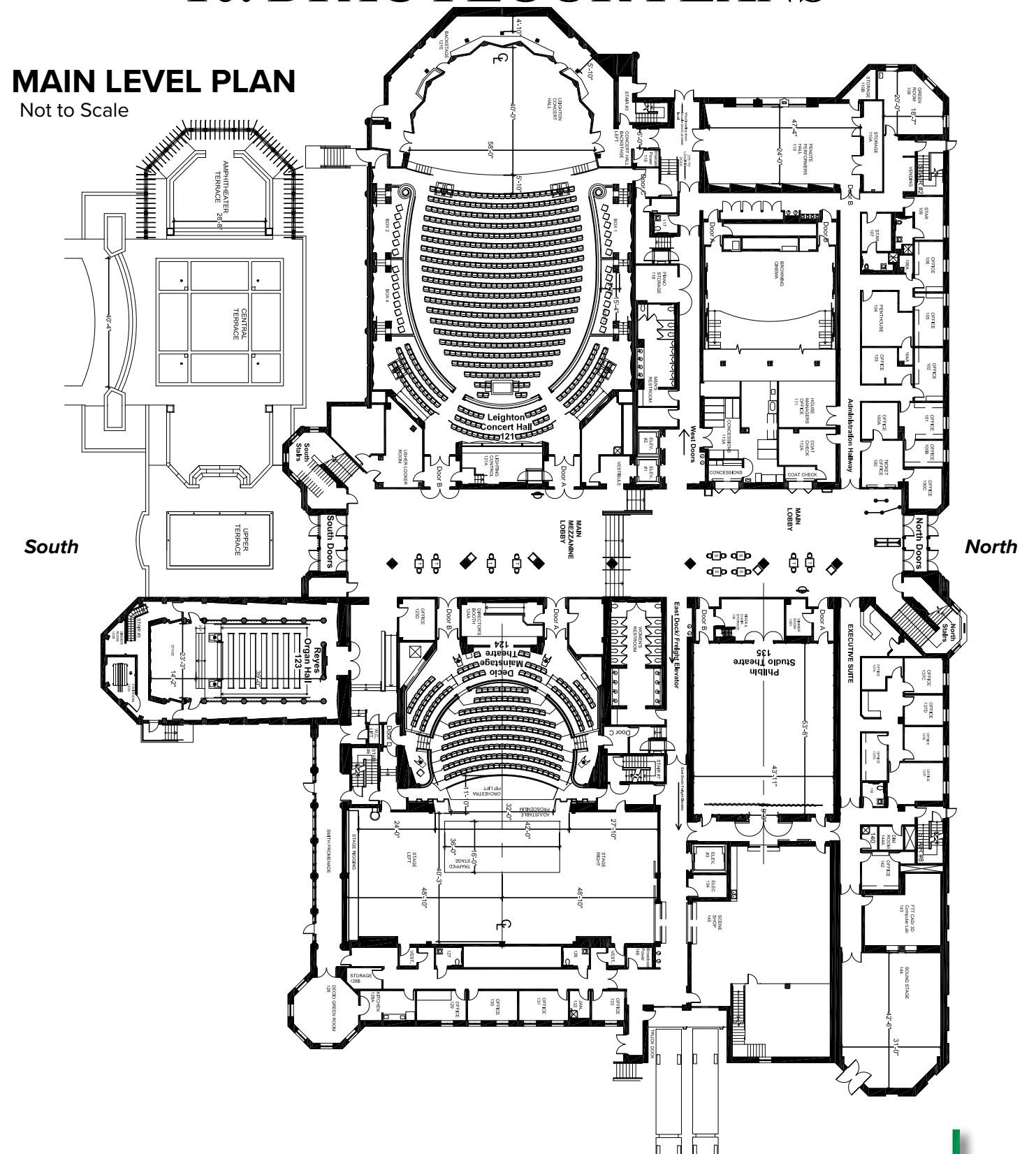
DeBartolo Performing Arts Center, looking south towards South Bend



DeBartolo Performing Arts Center, looking north towards campus

MAIN LEVEL PLAN

Not to Scale



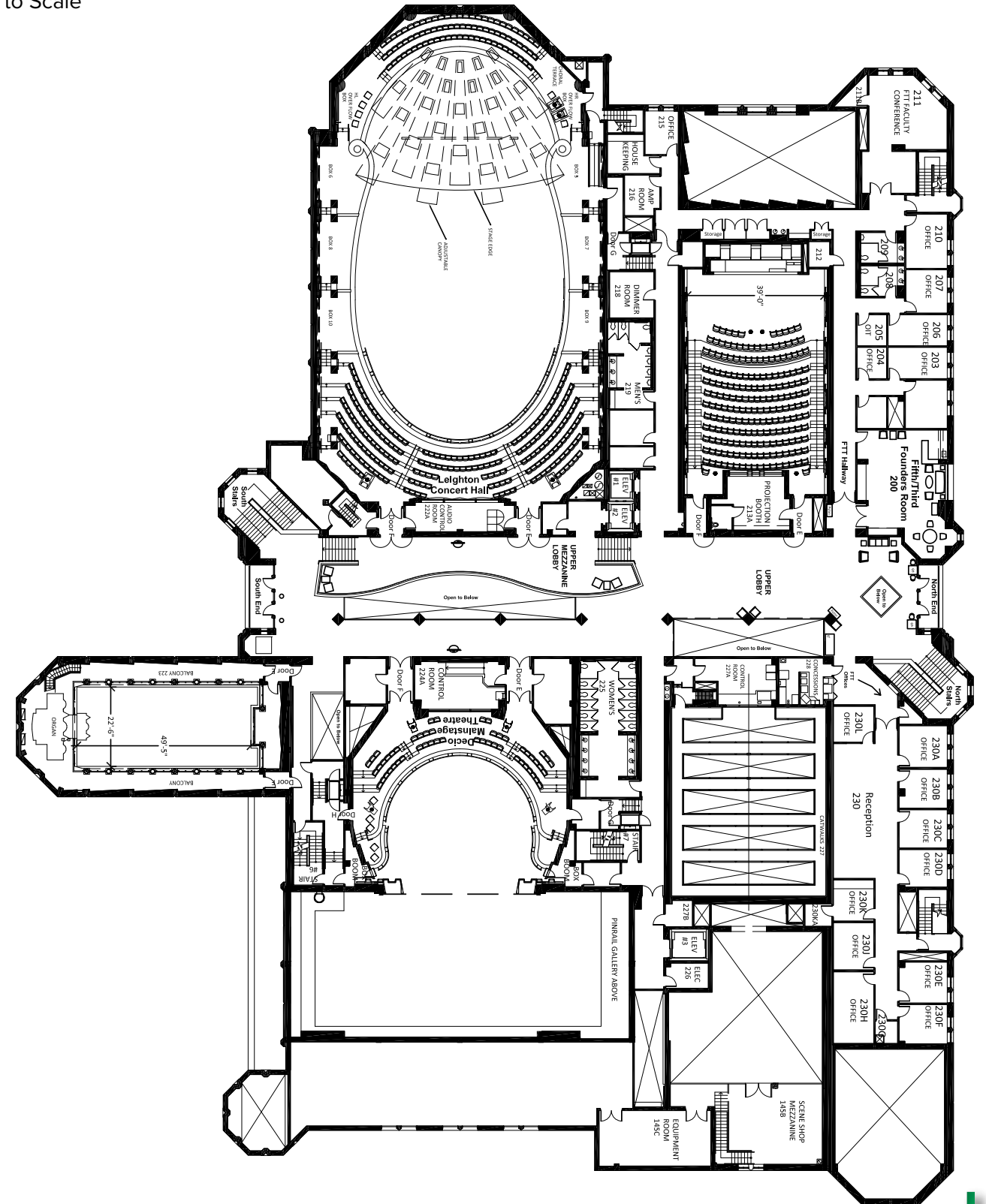
DPAC LOWER LEVEL PLAN

Not to Scale



DPAC UPPER LEVEL PLAN

Not to Scale



11. DPAC EMERGENCY ACTION PLAN

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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

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 manage 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

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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.

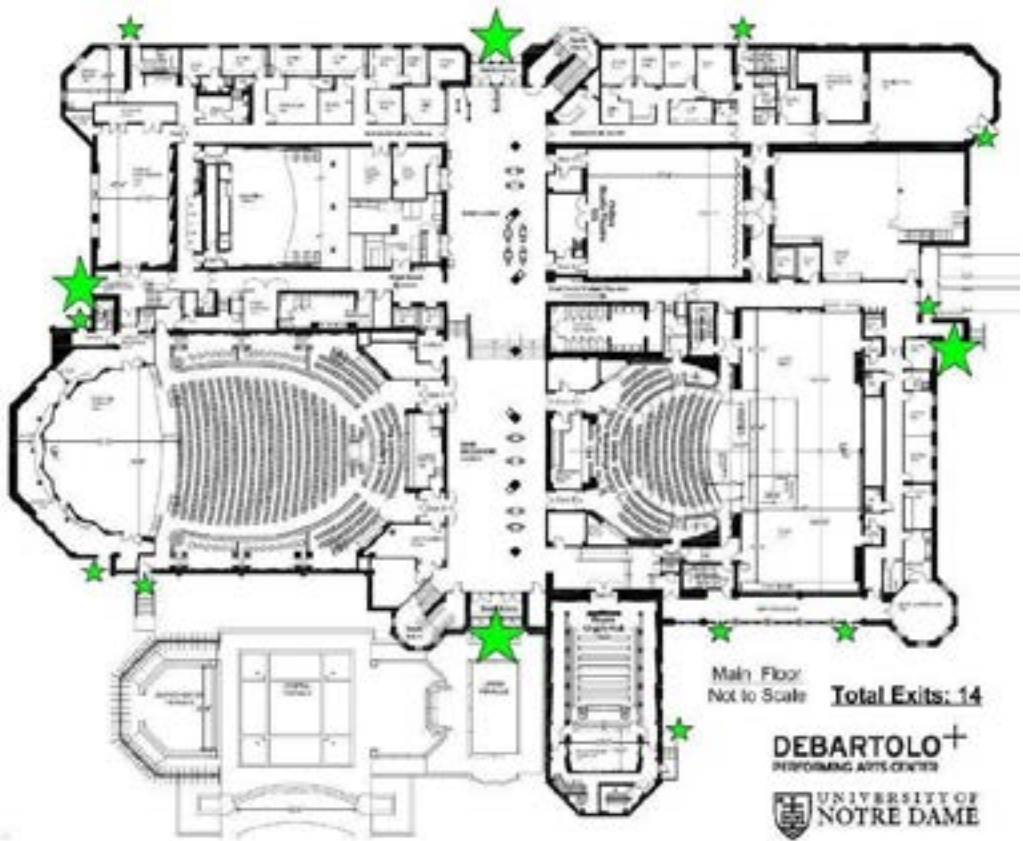
VII. MEDICAL EMERGENCY PROCEDURES - DURING PERFORMANCE

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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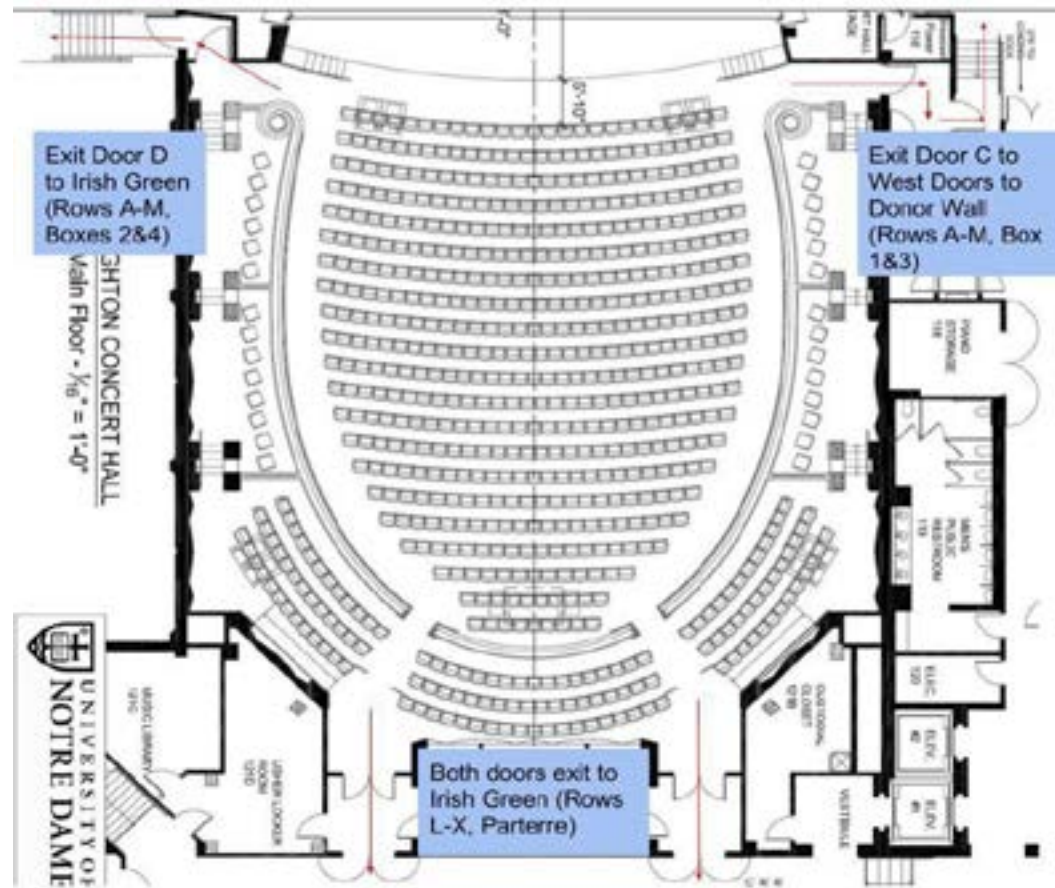
6. Venue Layout with Exits Starred



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7. Venue-Specific Evacuation Plans

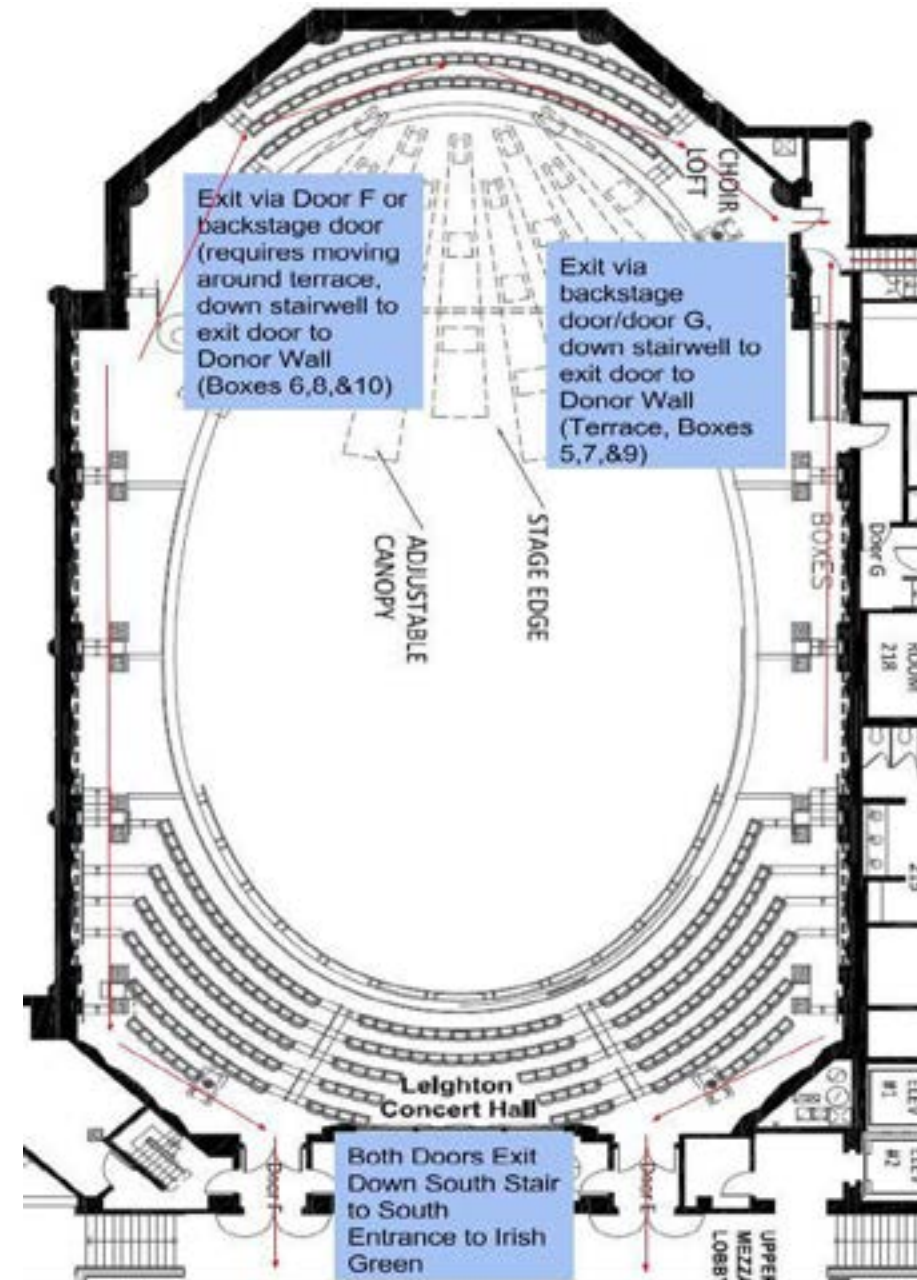


Leighton Concert Hall - Main Level

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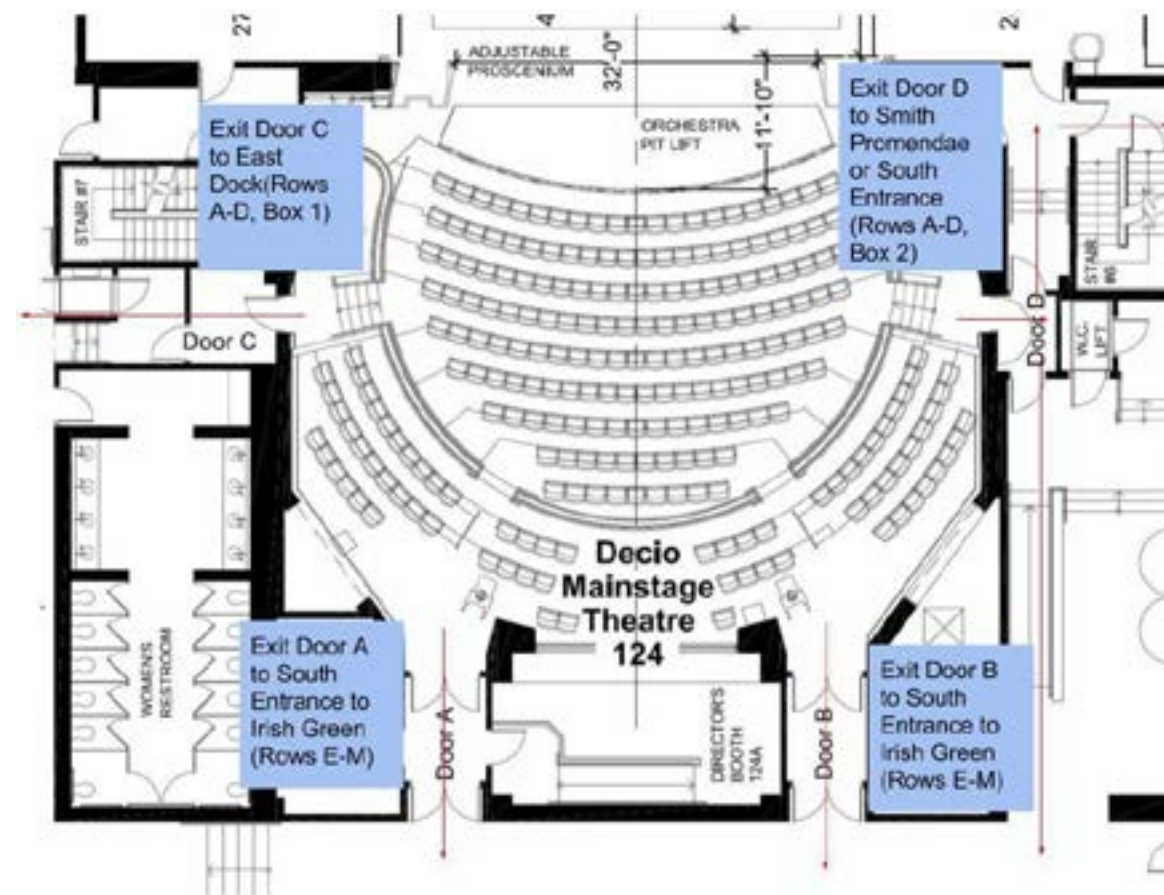
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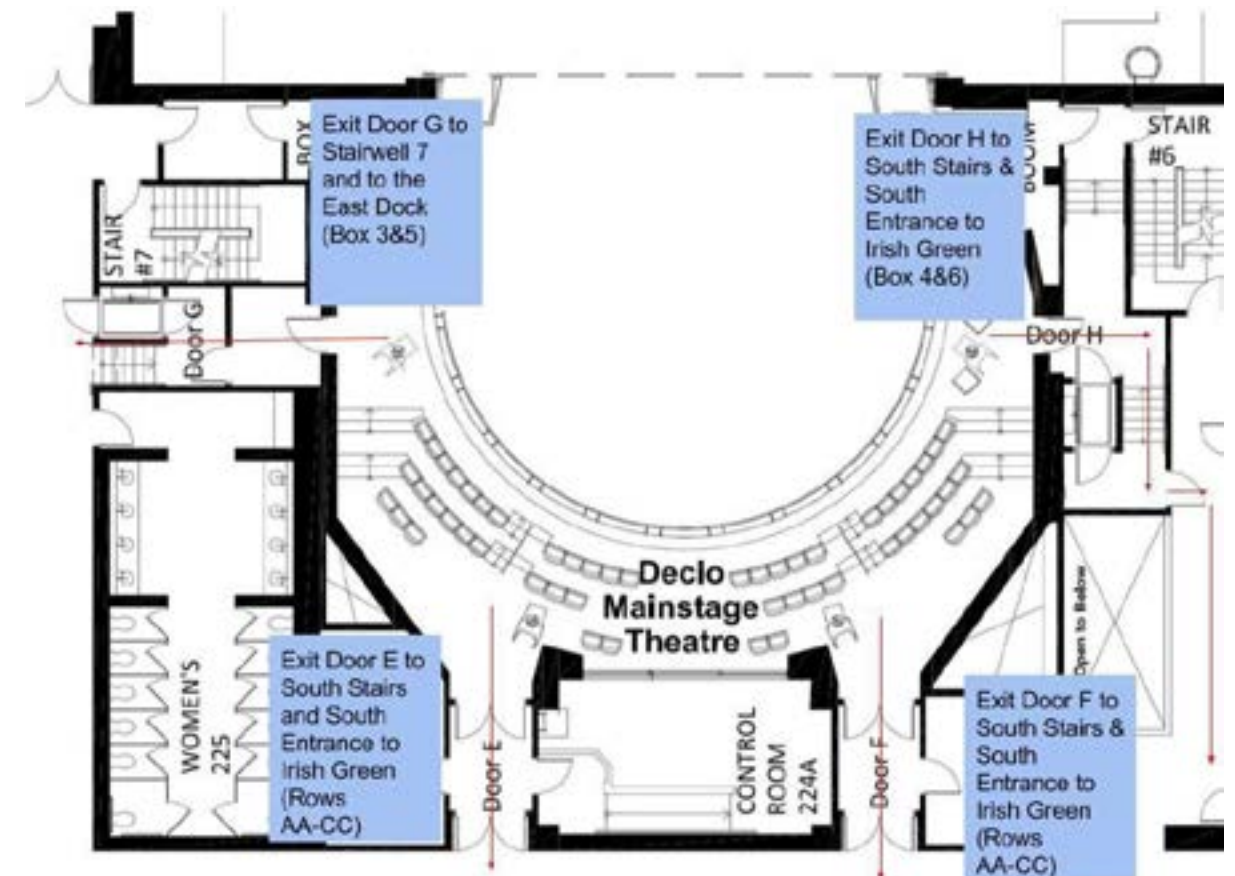


Leighton Concert Hall - Upper Level

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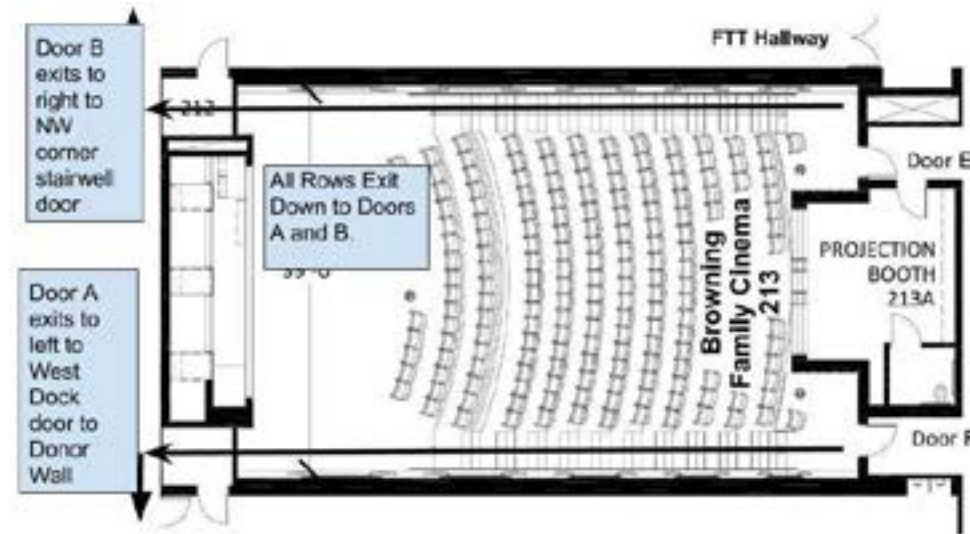


Decio Mainstage Theatre - Main Level



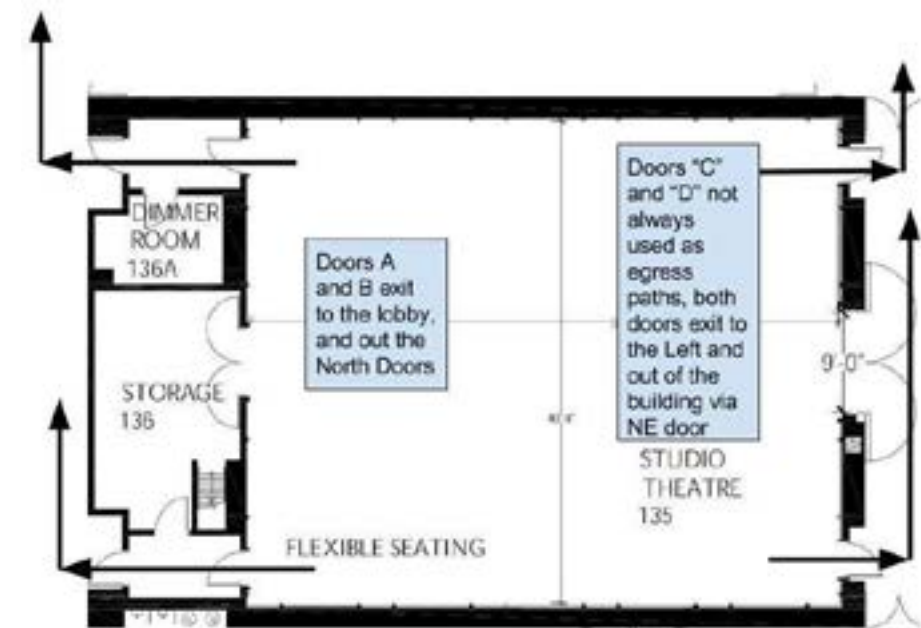
Decio Mainstage Theatre - Upper Level

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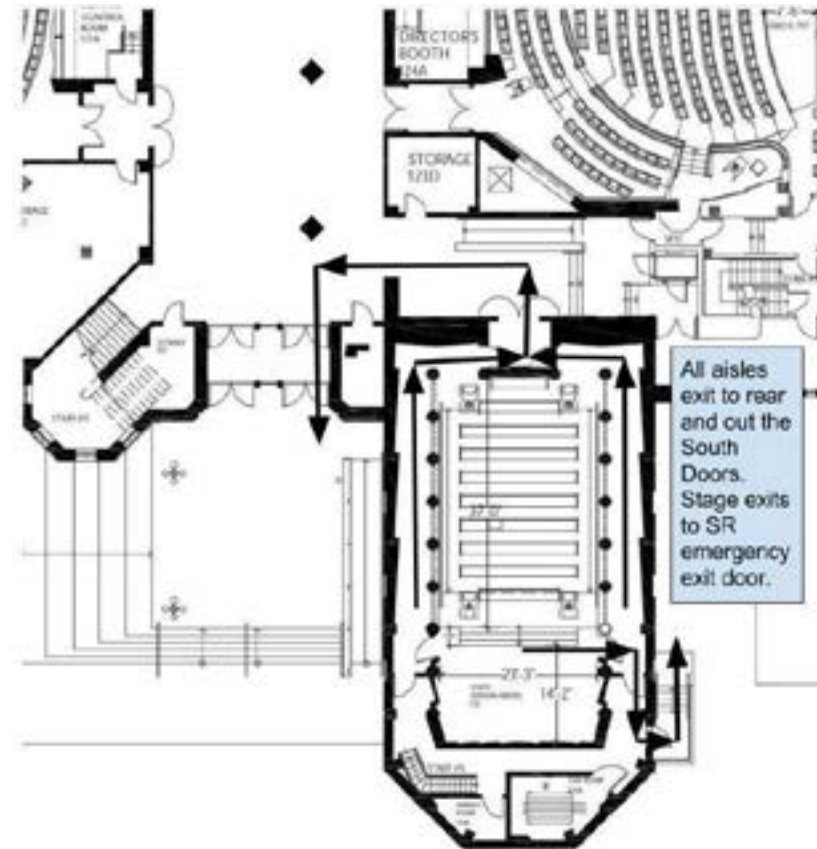
Browning Family Cinema

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Philbin Studio Theatre

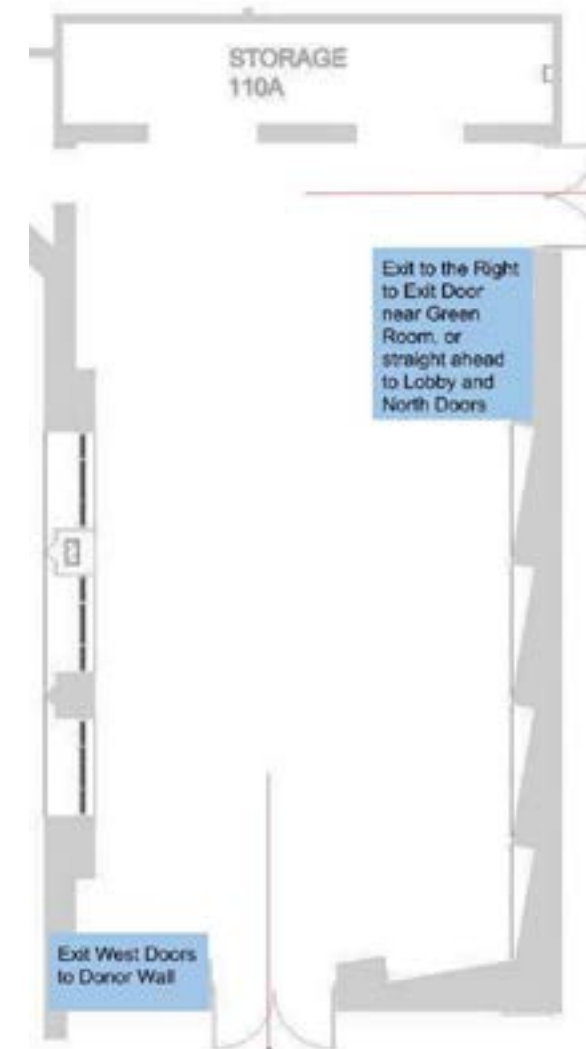
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Reyes Organ and Choral Hall

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Penote Performer's Hall

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