

Koger Center for the Arts
The University of South Carolina
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Technical Information

| | |
|-----------------------|---------------------|
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For maps of the area surrounding the Koger Center,
visit the following Internet links:

www.koger.sc.edu/map1.html

Columbia Metropolitan Area

www.koger.sc.edu/map2.html

City Center

www.koger.sc.edu/map3.html

Koger Center Block

Auditorium

The auditorium utilizes continental seating at all levels. There are no aisles. Access to seating is through side doors, with each door accessing three rows of seats. The auditorium is not carpeted.

Seating

All seats are fold up, padded and fabric covered. The total seating capacity is 2,254 saleable seats, which includes 16 seats in the handicapped sections.

Orchestra Level, Seating

1107 floor mounted seats. (includes orchestra lift of 80 seats.) In addition, there are also special handicapped sections on each side of the orchestra level that will seat a total of 16—eight wheelchair patrons plus their companions.

Grand Tier, Seating

844 Riser mounted seats.

Balcony Level, Seating

289 floor mounted seats.

There are two elevators, on the right side of the orchestra lobby, in addition to the staircases, for access to the Grand Tier and Balcony levels.

A **seating chart** is available in pdf format at www.koger.sc.edu/

Orchestra Pit

The orchestra pit will hold up to 80 Musicians. The pit is 48' long at its longest point, 20' wide at the sides, and 28' wide at the centre. Its operating depth is variable, and can be operated from the stage left bay or from the pit itself, with the operator being able to see it move from either position. It is equipped with flush mounted electrical sockets for music stand lights, of which, we have 80 plus a conductors rostrum and stand, and 40 lights. We have 110 orchestra chairs, 130 padded folding chairs. Musicians can enter the pit from either side, on the lower level of the theatre. The musicians dressing rooms are on this level, conveniently located one each side of the pit, near the entrance to the pit.

Dressing Rooms

Stage Level

Two Star Dressing Rooms. These will seat up to two people.
Eight other rooms at stage level, each of which will seat up to four people comfortably.

Lower Level

Two Chorus rooms, each of which will hold approximately thirty people. Two Musicians rooms, one each side of the orchestra pit, which will hold approximately forty five people.

All Koger Center dressing rooms have mirrors, chairs, lights, sinks, tables, costume rails, telephones, toilets, and showers.

There is a small, separate wardrobe room on stage level. There is a washer and dryer located in a room adjacent to the dock.

Green Room

The entrance to the Green Room is opposite the Star dressing rooms at stage level. It is equipped with closed circuit and cable TV plus programme sound. It is available for members of the visiting company to meet guests after the performance and as a relaxation area prior to and during the performance. Because of its size this facility is offered for use, only when the production has a cast of eight or less. The Technical Director will discuss other options for greeting guests with a visiting company's management prior to arrival.

The green room cannot be used as an extra dressing room.

Security

Visitors, including family, are not allowed in the backstage area. The Green Room is available for members of the performing company to meet guests, provided the cast does not exceed eight members. However, all guests must have a backstage pass, or some other acceptable arrangements must be made, in order to gain admittance to the Green Room.

The visiting company is responsible for providing backstage passes and copy of the pass MUST be delivered to the House Manager, or the Security Director, no later than 90 minutes prior to the performance.

For security reasons, the Koger Center requires that a list of company members be provided, to the Security Director, at least one week prior to the company's arrival at the theatre. The security list should include the names of ALL personnel who will require access to the theatre. Any staff that require access to the Front of House prior to, or during the performance, should be identified on the list, and have an appropriate pass.

Whilst the above may seem to be very restrictive, fire and insurance regulations make it a necessity. Additionally, it is done to protect the artist and their personal items, as well as the stage equipment used in the theatre.

Rehearsal Rooms

Capacities determined by the City of Columbia Fire Marshall.

The **Large Rehearsal Room** can accommodate 150 Guests, plus caterers for a sit down meal. For a stand up, buffet style event this number increases to 200 including the caterers. A maximum of 225 guests can be accommodated in a theatre style setting.

The **Small Rehearsal Room** can accommodate 60 Guests including caterers at a stand up event and 30 guests at a sit down event. We can seat 60 Guests in a theatre style setting.

Stage Loading Dock Facilities

The loading dock is at stage level, and can accommodate two tractor-trailers simultaneously. The exterior doors are 10' wide and 14' high. The dock doors open at 90 degrees to the Upstage Stage Left bay, through two steel fire doors 10' wide X 14' high. The dock itself measures 25' wide, 26' long.

Other Spaces

Receptions and meetings can be held in the Donor Room at Grand Tier level. The **Donor Room** can accommodate 70 Guests plus caterers at a sit down meal or 150 Guests including caterers at a stand up reception. We can also seat 100 Guests in a theatre style setting. If work tables are required as part of a meeting the number of guests is restricted to 70.

For meals held on the **Grand Tier Crosswalk** we are limited to 16 round tables, six chairs to a table.

Stage

A. Stage Floor.

The stage floor is level and constructed of tongue and groove Fir, suspended on neoprene resilient pads, and cross-hatched 1' X 6" timber, and painted black. Nails and screws can be used to secure things to the stage floor. A black Harlequin dance floor is available. There are six pieces in all that cover the whole stage.

Datum line is the US edge of the fire curtain pocket.

Setting line to back wall Upstage 42'

Setting line to apron edge Downstage 16'

Backstage width wall to wall, clear 112'

Centre line to Stage Left clear 56'

Centre line to Stage Right clear 56'

Each bay is 28' X 42'.

Proscenium height is 27' to acoustic clouds and 40' to arch.

Proscenium has a maximum width of 56'.

Furthest Upstage lineset is 38' 1" from setting line.

Crossover is located Upstage of the last lineset, and is 4' wide.

There is no crossover when the acoustic shell is in use.

Height of the stage above audience level is 3' 6".

The smallest door leading to dressing rooms & elevator and rehearsal halls is 4'w X 7'h.

Stage cont.**B. Flyrail & Rigging**

The height from the stage to the loft beams is 80'. The effective flying height is 76'. Access to the beams is via a catwalk system that runs parallel to the five main beams. The middle beam is over the centerline of the stage. These beams are 16' apart and run up and down stage. Rigging from the beams is accomplished with in-house, custom designed beam clamps that have a 2,000 lb capacity.

The flying system is a single purchase counterweight system, with under hung loft blocks. The flyrail is located on the stage left at a height of 40'.

There are 40 line sets, 37 of which can be cleared, plus two house electric battens. The pipes have a length of 70', with an outside diameter of 1 15/16", and can be flown in to a height of 4' to 5' from the deck.

The loading gallery is 65' above the stage floor.

**PIPE PLOT
KOGER CENTER, COLUMBIA, SC**

| Pipe # | Depth Form Proc |
|-----------------------------------|-----------------|
| 1 (TEASER) | 4" |
| 2 (House Tabs) | 1' 2" |
| 3 | 1' 10" |
| 4 | 2' 6" |
| House ELX 1 | 4' |
| 5 | 5' 6" |
| 6 | 6' 2" |
| 7 | 6' 8" |
| 8 | 7' 2" |
| 9 | 8' 2" |
| 10 | 8' 8" |
| 11 | 9' 2" |
| 12 | 9' 8" |
| 13 | 10' 8" |
| 14 | 11' 8" |
| 15 | 12' 8" |
| 16 | 13' 8" |
| House ELX 2 | 15' 4" |
| 17 | 17' 2" |
| 18 | 17' 8" |
| 19 | 18' 2" |
| 20. | 18' 8" |
| 21. | 19' 2" |
| 22. (Mid-Stage Traveler-moveable) | 22' 8" |
| 23. | 22' 2" |
| 24. | 22' 8" |
| 25. | 23' 2" |
| 26. | 23' 8" |
| 27. | 24' 2" |
| 28. | 24' 8" |
| 29. | 25' 2" |
| 30. | 26' 2" |
| 31. | 27' 2" |
| 32. | 28' 2" |
| 33. | 29' 10" |
| 34. | 31' 2" |
| 35. | 32' 7" |
| 36. | 33' 7" |
| 37. | 35' 1" |
| 38. | 36' 1" |
| 39. (Cyc.) | 37' 1" |
| 40. (Full Stage Black) | 38' 1" |

Audio Technical Information

MICROPHONE CABLES SPEAKER CABLE

Length X Number Total Feet Cable Type Number Length

10' 30 300 EP-4 (FX Cable) 10 35

25' 50 1,250 EP-8 4 50

50' 40 2,000 EP-8 2 100

100' 15 1,500

Totals: 135 5,050

MICROPHONE STANDS

Type Quantity

AKG Straight Tripod 10

AKG Small With Boom Arms 20

AKG Desk Top 4

AMPLIFIERS / CROSSOVERS

Type Quantity Power Ω (Ohms)

JBL 6260 2 300 Watts 4 Ω

JBL 6290 2 600 Watts 4 Ω

JBL 5235 (2 Way X-Over) 4

QSC 3200 Series Three 18 140 Watts 4 Ω

QSC 3500 Series Three 6 450 Watts 4 Ω

EQUALIZERS/LINE DELAYS

Type Quantity

Klark Technic DN 360 1

UREI feedback Suppressors 1

Industrial Research / Transversal 5

Industrial Digital Line Delay 4

MIXERS EFFECT PROCESSORS

Type #Channels Quantity Type Quantity

DDA 32 X 4 X 2 1 Yamaha SPX-90 II 1

JBL 5330 8 2 DBX 160 Compressor 2

TAPE DECKS / COMPACT DISC

Type Quantity

Otari 5050 Reel To Reel 1

Tascam 122 mk II 2

Tascam 122 1

JVC Compact Disc CDP-710 1

Sony PCM 2500 DAT Machine 1

INTERCOM SYSTEM

Type Quantity

Clear Com Main Station MS 400 A 1

Clear Com Remote Stations 4

Belt Packs RS 501 12

Headset PH-7 (Double Muff) 3

Headset 240 B (Double Muff) 4

Headset CC 75 B (Single Muff) 6

Handset HS-6 (Telephone) 4

Mic PT-4 (CB Mic Type) 2

The intercom system reaches the Lighting, Audio, and Projection booths, as well as the FOH Follow Spot positions, Flyrails, Orchestra Pit, both sides of the stage, and House Managers office.

MICROPHONES

Type Quantity

AKG 460 C (Condenser Microphone) 8

AKG CK 22 (Omni Condenser Capsule) 8

AKG CK 1 (Cardoid Condenser Capsule) 8

AKG D 330 BT (Dynamic) 5

Beyer M 500 N (Dynamic) 8

Beyer MCE 5.11 (Lavelier) 1

C-ducer Piano Pick-Up 1

Countryman Direct Boxes 4

Crown 6 FS (PZM) 2

Isomax Z-C (Lavelier) 2

Sennhieser 441 (Dynamic) 4

Sennhieser 421 (Dynamic) 6

Shure SM 58 (Dynamic) 10

Shure SM 57 6

Shure Beta 57 2

Shure Beta 58 4

Shure 819 PCC 2

Crown PCC 160 3

Neumann KA100 (Preamp) 4

Neumann KA 160 (Cardoid Capsule) 4

Neumann KA 140 (Omni Capsule) 4

Neumann TLM 170 4

MONITOR SYSTEM

DDA 16 X 8 X 2 Monitor Console 1

Biamp Mixes 4

Full Range Mixes 2

Biamp mixes have individual 31 band EQ's. Four compressors available for mixes. Alesis 3630 compressors as well as Alesis Quadaverb.

Types Of Speakers Power Ratings

JBL 2204 H 12" Speaker 300 Watts At 4 Ω

JBL 2344/2425 H Horn 70 Watts At 16 Ω

There are a total of six monitors. Each monitor is loaded with One JBL Horn and One JBL Speaker

FLOOR FILL SPEAKERS

Types Of Speakers Power Ratings

JBL 2225 H Speakers 800 Watts At 4 Ω

JBL 2380 Horn 150 Watts At 16 Ω

There are a total of four of these cabinets. Each one of these cabinets contain the following speaker configurations, Two JBL Speakers and One JBL Horn.

CABLE ACCESSORIES

Item Name Quantity

C-16 Multi-Trunk 10' 8

C-16 Multi-Trunk 25' 2

BM-16 Multi-Trunk / Box 50' 2

C-16 Multi-Trunk 50' 2

C-16 Multi-Trunk 100' 1

F-16-M Fan Out 4

M-16-F Fan Out 4

16 XLR-F Stage Boxes 2

The theatre is equipped with a PA system that will relay programme sound and paging to the backstage area. There is also a system that allows announcements to the public areas of the building.

Stage Lighting

Light Board

The House has an ETC Expression 3 light board. There are 510 x 2.4K dimmers, 71 of which are dedicated to houselights, and the board has 500 memory presets. Road show access is via an ETC Node on stage right, stage left, and in the lighting booth.

The road panel is located in the upstage, stage left electrics room. The total number of circuits on the road patch panel is 40 (30 FOH, 5 in each box boom).

Stage Floor Pockets: Three per side and two upstage with three to five circuits in each.

House Electrics Battens: Two (power operated) with 30 circuits on each.

The F.O.H Bridge: Thirty road sockets and fifty-six house sockets.

F.O.H Slots: Five road sockets and Six house sockets on each side.

Flyrail: Six drop-boxes each side with 12 circuits each.

Stage & Audio Electrical Supply

400-amp 3-phase AC supply in USL electrics room.

50-amp shore power receptacle on the loading dock.

200-amp 3-phase AC supply on the loading dock

100-amp 3-phase supply on the loading dock.

There is an isolated 100 amp 3 phase AC supply in the USL electrics room.

Stage Lighting Equipment cont.

70 x 20°, 30°, 40° 1K Colourtran ellipsoidal with conversion kits to make up to 50 in any one type of field angle.

28 x 10° 1K ellipsoidal.

40 x 6x9 1K ellipsoidal.

3 x 4.5x6.5 ellipsoidal.

10 x 8" 1K Fresnel (10 Colourtran, 12 of various types).

60 x 6" 1K Fresnel (Colourtran).

3 x 150w 3' Fresnel.

23 x 1K Par 64s. (Wide, Medium, & Narrow angles are available).

14 x 6' Groundrows. (12 compartments. 4 circuits. 300w R40FL).

5 x 1K four circuit cyc lights.

2 x Lycian modal 1279 2.5K followspots. (located on rear balcony bridge).

19 x 8' barndoors.

32 x 6' barndoors.

Front of house lighting is permanently mounted in place. There are 6 source 4s lanterns in the near box booms on either side of the auditorium and they are arranged in pairs, from top to bottom 2 x 19°, 2 x 26°, 2 x 36°. There are 6 x source 4s (19°) lanterns in the far upper box booms on either side of the auditorium and three source 4s (19°) in the far lower box booms.

These instruments cannot be removed for use elsewhere and, for safety reasons, we will not

add additional instruments to the side arms in these positions. The lighting bridge is permanently

mounted with Four 20° ellipsoidal lanterns, 28 x 10° ellipsoidal lanterns, four 19° Source 4s, two 20° Source fours and 3 x 8" fresnals that can be used as curtain warmers. WE WILL NOT CHANGE THIS CONFIGURATION.

A DMX to CMX converter box is available for use by outside companies.

The back wall of the theatre is 80' from the stage. The lighting booth, projection booth, and

sound booth, are all located behind this wall and enjoy an unobstructed view of the stage.

The intercom system reaches the lighting, audio, and projection booths, as well as the FOH

followspot positions, flyrails, both sides of the orchestra pit, and the house manager.

Stage Equipment

Ladders

- 1 x 6' A Frame
- 2 x 8' A Frames
- 2 x 16' A Frames
- 1 x 32' A Frame (rolling)
- 1 x 12' Rolling stairs.
- 2 Hand trucks.
- 4 x four-wheel dollies.

Soft Goods

- Five sets of black legs & tormentor set. 30' h x 14'w.
- Four sets of black borders 14'h x 70w.
- Black house teaser 56'w.
- One black scrim 28'h x 56'w.
- One light blue scrim 36'h 70'w.
- One non-permanent white cyclorama.
- One full stage black that can be used as a traveler.
- Six rolls of black Harliquin dance floor. 2m x 20m (6' x 60').
- House tabs are on a traveler track and can also be flown. Manual operation.
- ONE traveler track that can be used on any lineset.

Risers

- 11 x 8" platform.
- 9 x 16" platform.
- 9 x 24" platform.
- 9 x 32' platform.
- 6 set choral risers with 18" treads.
- 6 sets of choral risers with 14" treads.

Pianos

- 1 x 9' Steinway concert grand.
- 1 x 7' Steinway.
- 1 Emerson upright piano with original Emerson sound board.

Music Stand etc.

- 158 music stands.
- 62 clip-on music stand lights.
- 1 conductor's podium.
- 1 cello podium.

Building Operations Policies

The Koger Center is a **NO SMOKING** building. The only smoking permitted in the building is that associated with the plot of the production, and is confined to the stage only.

Tickets for events at the Koger Center can be purchased at the Carolina Coliseum Box Office from 9:00 a.m. - 5:00 p.m. Monday through Friday. The Carolina Coliseum is located at the corner of Assembly Street and Greene Street. Access to the box office is from the Greene Street side of the building.

The ticket booth in the Koger Center lobby is only operated on the day of a performance. Box office personnel are stationed at the ticket booth one hour prior to the start of each performance.

Food and Drink are not allowed in the stage area or in the auditorium and rehearsal rooms unless it is part of the action of the play. However, drinks in sports bottles are acceptable at rehearsal only.

Photographic Equipment, of any type, or tape recorders are not allowed in the auditorium without proper written permission of the artist and theater management. It is essential that this information is passed along to parents. In the event that a building user elects to allow the use of cameras etc., the Koger Center management must be informed prior to the event taking place. Video equipment is restricted to the handicapped sections and, should it be necessary, will be removed to accommodate wheelchair patrons.

Late Seating is determined by the artist and enforced by Koger Center staff. Patrons arriving late are requested to remain outside the auditorium until directed by Koger Center staff to enter at the designated time.

Security at the Koger Center is designed for the benefit of people using the building, as well as for the protection of their personal items. Security staff do their best to be accommodating, but they cannot remember everyone who uses the building no matter how many times a person may have been here. If someone challenges you, please remember that it is a necessary part of our security procedures.

The Koger Center has no facilities available to securely keep ladies handbags and other valuable items during a performance. Any such items should be locked in the trunk of their cars.

A water cooler is located in the large rehearsal room, and toilet facilities are available in the hallway outside the large rehearsal room. Priority is given to the performance on stage. Organizations using the rehearsal rooms while a performance is taking place are asked not to use the hallway beyond the toilet facilities, because this becomes a distraction to the artist appearing on stage.

Except for the auditorium, where the houselights are dimmed for the performance, all public areas of the building are to remain fully illuminated when members of the public are present in the building.

Parking is available in the lots along Park Street, including those behind the Coliseum. Only Handicapped parking is available at the Koger Center and towing is enforced when vehicles are parked in a Handicapped space without displaying a proper decal.

The Loading Dock area is for unloading only. There are occasions when semi-tractor trailers and busses are parked there, but this is not a parking area for private cars. It is possible to unload at the dock but cars must then be removed to a properly designated parking space. This applies to Koger Center staff as much as it does to any other building user. Koger Center staff will not make any attempt to find the owner of a car that is improperly parked. We assume that people who park illegally do so knowingly, and are prepared to take the risk of being towed. Guests are reminded to allow extra time when a rehearsal or performance coincides with an event scheduled at the Carolina Coliseum or the Carolina Center, because parking becomes a premium.

Sponsor displays, signs and notices etc. No sponsor displays may be erected inside or outside the Koger Center, without the written consent of the Koger Center management. Additionally, no items may attached, permanently or otherwise, to the walls, windows, or doors of the Koger Center. When the auditorium is in use, no lobby displays of any kind may be placed along the red wall. Sponsorship banners may not exceed eight (8) feet wide by six (6) feet high and must be equipped with a minimum of three brass grommets. The Koger Center Management shall at all time have the final decision on the placement of all display materials, signs, notices, and banners etc.

No tables, chairs or lobby display may be placed in such a manner that it blocks or restricts the path to an exit.

Helium balloons are not permitted in the Koger Center.

Naked flames, other than Sterno dish warmers, are not allowed in the Koger Center.

Electrical cables in the lobby areas cannot be taped to the carpets or walls, or across areas where Guests will walk over them.

Unless agreed to in writing beforehand, there is a curfew of 12:00 p.m. on all **receptions** held in the Koger Center. All guests are required to vacate the building at that time. When alcohol is served on a complimentary basis, whether the alcohol is donated or purchased, it must be served by a licensed caterer who carries appropriate insurance coverage. Alcohol which is to be sold, **requires the granting of an ABC license** which **must** be obtained by the lessee. Copies of licence and insurance must be presented to the Koger Center ten (10) days prior to the event.

The **Green Room** may be used only for the purposes of meeting and greeting guest after a performance. The green room is to remain fully illuminated while guests are in the room.

The front of house areas are off limits to performers, during performances & rehearsals. Artists are asked to remain in their allocated place in the backstage area. We ask that artists enter the building via the stage door, not via the front of house.

Every person entering the auditorium during a performance, including babies in arms and small children, are required to have a ticket.

Strollers and baby baskets are not allowed in the auditorium.

Booster seats for small children are available at the house manager's office in the lobby.

Visitors, including family and pets, are not allowed in the backstage area before, during, or after a performance or during a rehearsal. Special arrangements are made when artists wish to greet guests. These arrangements vary, depending upon the nature and size of an event.

The minimum staff call is four hours. After the first four hours, the staff are paid in one hour increments. Staff must receive a one-hour break after working five hours. Breaks are given at lunch time, between two rehearsals, between a rehearsal and performance, or between two performances. No break is necessary between the end of a performance and a load out. Performances and Load Out are two separate four hour calls.

Overtime is charged at a rate of time and a half when staff work more than eight hours of technical work in any one day. However, that does not apply to load outs which is a special call. And, of course, no overtime is charged when performance rates are paid. So, if a staff member works eight hours of technical work during the day plus a performance, a building user would not incur overtime.

As per the standard contract, Koger Center management will determine the staffing needs for performances. While there are no minimum staffing requirements, the Koger Center does require that two staff members are used on the flyrail, one on the controls, one throwing weights, when scenery or lights are being hung. In the event that the production requires that spotlines are rigged from the grid, three riggers will be needed to perform the task. All staff will be supplied by the Koger Center, with the exception that visiting companies are allowed one (1) person each side of the stage to handle show props. Shadow operators must be used when visiting companies bring in and operate their own lighting and sound equipment.

When smoke guns (fog) or dry ice machines are being used in connection with performances, such machines, for safety, must be operated by a member of the Koger Center staff.

Pyrotechnics can be used in the Koger Center. However, a licensed “shooter” must operate pyrotechnic effects. Visiting companies are required to submit the name of the shooter, licence number, a full description of the materials to be used, and a copy of the company's liability insurance to the City Fire Marshal no less than three weeks prior to the performance. A Fire Marshal will be present during the performance, and the cost will be borne by the visiting company. A permit to operate pyrotechnic effects must be obtained from the State Fire Marshal.

Smoke Guns and Dry Ice: Because of the need to have a Fire Marshal in the building when these effects are being used. The Event Manager must be given at least FIVE working days notice of the inclusion of these effects in a production. Failure to obtain a Fire Marshal will necessitate that these effects are excluded. The cost of having a Fire Marshal in attendance during performances will be borne by the visiting company.

Snow dumps, used for the purposes of a joke, are NOT allowed at the Koger Center. They are allowed as part of the action of a play, ballet etc.

Only **Koger Center staff** may operate the house equipment. The houselights and emergency systems in the Koger Center shall at all times be under the control of Koger Center employees.

Front of house stage lighting instruments are permanently mounted in place. There are 6 ellipsoidal lanterns in the near box booms on either side of the auditorium and they are arranged in pairs, from top to bottom 2 x 20 degree, 2 x 30 degree, 2 x 20 degree. There are 6 x 30 degree ellipsoidal lanterns in the far box booms on either side of the auditorium. These instruments cannot be removed for use elsewhere and, for safety reasons, we will not add additional instruments to the side arms in these positions. The lighting bridge is permanently mounted with 28 x 10 degree ellipsoidal lanterns and 3 x 8" fresnals that can be used as curtain warmers.

All requests for technical information and all technical information supplied to the Koger Center must be requested from/presented to the Event Manager, not to other staff members. The Event Manager will then take the appropriate action.

Koger Center policy provides for intermissions of 15 minutes in duration. Please do not request the House Manager or staff to change the policy, they cannot do so.