

Quannapowitt Players Stage Managers Guide

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This guide assumes that you, as a Stage Manager, know the basics of running rehearsals, performances, etc. and instead focuses on QP-specific duties of Stage Managers. If you have any questions about any of this do not hesitate to reach out to your Production Manager, the House Manager, the Technical Director, or any of QP's Board of Directors.

Contacts

Make sure you have contact information for the House Manager and Technical Director. The Production Manager for your show should have this information, as would any member of the QP Board of Directors. If you have any trouble reaching people, the entire Board of Directors can be reached via email at bod@qpthheater.com.

Theater Access

There is a lock box mounted to the front door of the theater that contains a key to the door inside it. The combination for the lock box can be provided by any of the contacts mentioned above. Any time the door is unlocked or locked the key should be returned immediately to the lock box so that it is not lost.

To open the lock box punch the buttons that correspond to the code then push the rectangular black lever in the middle of the two rows of buttons down. While holding the lever down pull the entire front of the box away from the door. Once the lever is released you will need to re-enter the code and depress the lever again in order to replace it back onto the door.

There is a light switch immediately to the right side of the theater door so you can turn the porch light on and off when it is dark.

Fire Alarm System, Fire Extinguishers, and other Safety

The theater has a commercial fire alarm system with smoke detectors, pull handles, and horns/strobes located throughout the building. The fire alarm control panel is located in the main lobby directly across from the front door.

In the event the fire alarm is triggered or a fault is discovered with the system it will call out to a monitoring service which will then contact members of the QP Board of Directors and, if necessary, the fire department.

If the fire alarm is triggered then you must evacuate the building and wait for the fire department to arrive. They will disable the alarm once they arrive and determine the cause of the alarm.

In the event that the fire alarm control panel is beeping when you arrive at the theater please contact the House Manager or other QP Board members and let them know.

If your production plans to make use of any hazers, foggers, or other atmospheric effects they must be tested beforehand to ensure it does not trigger the fire alarm system. To do this, arrange for a time when the Technical Director and/or House Manager can be there to temporarily disable the alarm before any testing is performed.

Fire extinguishers are located throughout the theater. The House Manager can show you where they are located.

There are fire sprinklers located only in the two larger basement rooms located immediately off the left and right at the bottom of the back stairs. Care should be taken when moving any props or other materials in these rooms to avoid hitting the sprinkler heads.

All four exits from the theater itself are considered emergency exits by the Reading Fire Department. While they can be utilized as parts of the set, they must remain accessible at all times, and nothing must block the path from those doors to the building exits in the front and back lobbies. So ensure no large props, etc. are stored in the way of the exits. The Exit signs may also not be hidden or otherwise obscured.

AED

QP has an AED (Automated External Defibrillator) located in the office immediately off the front lobby. It is located in a clearly marked box on the wall next to the door leading towards the stage and stairs to the booth. It is a Philips HeartStart OnSite AED, which is extremely easy to use (even if you have never used one before). You simply open the AED and follow the verbal instructions. This short video demonstrates how to use it:

<https://www.qptheater.com/AED>

The QP Board of Directors strongly urges all production staff, especially stage managers and crew, to familiarize themselves with the location of the AED and how to use it. Please do not hesitate to contact the Board of Directors or your Production Manager if you have any questions.

Production Timeline

In general, your production is considered to have the first right to use the space immediately following strike of the previous production and until the last performance

and strike of your production. There may be exceptions, including previously scheduled general meetings, etc. but in general any other requests for use of the space should require approval of you, your director, your Production Manager, etc.

If the timing is appropriate your cast may be asked if they would be willing to perform a scene or other cutting at a QP general meeting. This is by no means required or expected, and depends fully on the rehearsal schedule, the date of the general meeting, actor availability, etc.

Your cast and crew are responsible for keeping the theater, dressing rooms, green room, etc. clean.

QP typically strikes a production immediately following the final performance. It is expected that cast & crew, along with other QP members, will strike the set and clean the green room and dressing rooms one last time. A wrap party typically occurs once the set is struck and the dressing rooms are clean.

Depending on the production that is scheduled immediately before yours, your director and/or set designer may wish to save part (or all) of the previous productions set in order to reuse it. Make sure your director and set designer is aware of this and encourage them to attend the previous productions strike to ensure any components they wish to reuse are saved.

General Theater Guidelines

During rehearsals, and particularly while the set is being built, QP covers most of the theater seats with drop cloths to keep them clean. Please make every effort to ensure that unused seats remain covered.

Your cast and crew are responsible for keeping the theater clean throughout the run of the production. Ensure no food is left out in the theater, green room, or dressing rooms. Any food must be stored in the refrigerator, the microwave, or in other closed containers.

If you use food as props in your production feel free to store it in the refrigerator, but make sure to label it as show props so other people don't think it's there for general consumption.

If trash cans are full then please empty them into the trash cans outside the back lobby door. Trash bags can be found under the counter in the green room kitchenette.

Trash is picked up Monday mornings, so please arrange with the House Manager to ensure trash is placed out on the street curb Sunday nights if you have rehearsals then. Note that only "household" trash and recycling should be placed out for pickup. Set construction waste (wood, etc.) should be left by the back door for later disposal.

There are shelves located in both the front and back lobbies. These can be used for storage of props, etc. They are also routinely used for storage of construction tools, etc. but those can be moved downstairs once set construction is substantially complete. The office that is immediately off of the front lobby (and serves as a passthrough to the booth) can also be used for storage of large props, for actors to perform quick costume changes, etc.

There are 5 thermostats throughout the building. Each is programmed to switch to 55 degrees multiple times a day and limit how high they can be turned up. See the following theater diagrams for precise locations. The approximate locations are:

- In the front lobby on the same wall as the fire alarm control panel. This controls the main lobby area.
- In the upstairs women's restroom right by the door. This controls both upstairs restrooms.
- In the theater just outside the stairwell up to the booth. This controls the theater.
- Downstairs in the green room near the sliding doors to the storage area. This controls the green room.
- In the room to the left as you come down the back stairs (combination costume storage & larger dressing room). It is mounted on a support column in the middle of the room and covers only this room.

If the theater is cold when you arrive it is best to immediately turn up the theater thermostat so that the theater starts to warm up. During performances you should also turn up the lobby & restroom thermostats as soon as you arrive.

In the event power goes out somewhere there are three circuit breaker panels located in the theater. The main circuit breaker panel is located in the booth at the very far end. It feeds two other panels that are both located in the basement. One is located at the end of the middle isle in the tool/paint/storage room and the other is located in the costume/mens dressing room. Feel free to contact the House Manager or Technical Director if you need help troubleshooting a power failure.

There is a "beehive" style LED floodlight that is typically hung from the lighting grid to provide additional light during rehearsals and set construction. This is typically turned on/off by a switch located above your head on the bottom step of the stairs leading up to the booth.

Under absolutely no circumstances are live flames of any sort allowed in the theater. This includes, but is not limited to the use of lighters & matches, real lit cigarettes, lit candles, flash paper, etc. If items like these are required in your production then the Technical Director can provide suggestions for alternatives. Electric alternatives to each of these sorts of props are readily available.

Air Circulation (Guidelines for COVID-19, etc.)

There are two paddle fans over the “big side” seats. The controls for these are located in the booth on the far wall next to the circuit breaker panel. Feel free to turn them on as needed, however during performances it is best not to turn them to full (turn them up 3 of 4 “clicks”).

There is an exhaust fan in the middle of the theater ceiling, and also circulating fans that bring in air from outdoors that can help when the theater is hot. The central exhaust fan should not be used during performances due to how loud it is. The circulating fans can be used during performances to circulate fresh air into the theater, however in the winter time this can cool the theater off quite rapidly. The controls for all these fans are near the light switches for the theater (see below).

QP has 4 HEPA air purifiers. One is located in the lobby near the front door and three are located in the theater. These should be turned on during productions and other times we have large groups in the theater (auditions, etc.). The filters in the theater are covered during set construction so make sure they are uncovered before they are turned on. The covers can be put on the shelves in the back office. To turn the filter in the lobby on simply plug it into the outlet that it is next to. The filters in the booth are controlled by a switch in the booth. While standing in the booth and looking out the window towards the stage, look to the right of the window (near the top) for a switch labeled “AIR FILTER”. This will turn all 3 filters in the theater on and off.

During Performances

Cast and crew should not park in the theater parking lot so that the lot can be used by patrons. Harrows, located at 126 Main Street (Route 28) allows our cast & crew to park behind their building, and unless there is a lot of snow it is easy to walk from the lot directly to Hopkins St. Cast & crew can also park along Milepost Road, a right turn out of the theater lot and a few doors down the street.

Handicapped parking cones should be located immediately outside of the front door. They must be placed along the front of the theater before the house opens, and should be returned back to the front door after the performance has ended.

The House Manager and/or Board members should know if we are expecting wheelchair bound patrons well ahead of a performance. Depending on requirements, etc. we may opt to remove one or more seats from the front of the “big side” of the theater to accommodate these patrons. This will be managed by the House Manager but should also be communicated to the Stage Manager. These patrons may opt to enter the theater through the back entrance, so the back lobby must be kept clear enough to allow for it.

During the winter the House Manager will ensure the parking lot is plowed of any snow and the walkways are cleared. Ice melt should also be available by the front door or on the back staircase landing. Use it as needed to ensure the walkways are free of ice.

If snow is forecast for during a performance then then you should consult with the House Manager and Director to determine whether the performance should be postponed or canceled.

A Volunteer Coordinator will ensure that we have people ready to staff the box office, sell refreshments, usher, and help patrons park cars. A schedule should be made available prior to each performance. Let ushers know if there are any special show requirements, such as actors using isles, sitting in specific theater seats, etc. Remind ushers that they should help pick up discarded programs, candy wrappers, etc. after the performance.

Check with the box office person starting approximately ten minutes before curtain to see how reservations are progressing. It is up to the Stage Manager to determine whether to hold the start of the show if there are still significant outstanding reservations.

The Booth

Access to the booth is via the staircase that can be reached by the office immediately off of the front lobby. The stairwell has light switches at both the bottom & top of the stairs. A switch on the ceiling at the top lets you flip between a white light and a blue light in the stairwell.

When standing on one of the bottom steps of the stairs to the booth there are two stitches just above your head on the wall that adjoins the theater. These provide dedicated power to circuits over the lighting grid, and one is typically used for the LED “beehive” light mentioned above. If one or both of these circuits are required by effects during performances then the Lighting Designer or Technical Director should notify you ahead of time.

As you enter the booth there is a ladder/staircase that leads up to the attic. The attic is used mainly for storage, so you likely will never need to go up there. It is also where the stage light dimmers are located. Light switches for the booth, the attic, and the stairwell, are located immediately to the right, behind the booth door, as you enter the booth from the stairs.

At the far end of the booth is a door with “No Exit” signs that is typically barred. Depending on the set this doorway either leads out into space or can be used as an entrance to part of the set. On the floor next to this door is a trap door that leads down to the walkway underneath the booth. This can be opened and used by actors if necessary and also serves as a secondary emergency exit from the booth if it is ever needed.

At the far end of the booth, just before the “No Exit” door, is a power strip mounted to the wall. This power strip provides power to the ClearCom intercom system. Make sure the power strip is turned on prior to performances. The ClearCom should never be turned on/off from its own power switch as it’s difficult for some people to reach.

Also at the far end of the booth, near the circuit breaker panel, are three switches that provide dedicated power used by special effects, projectors, etc. when productions call for them. If a designer indicates that any of those switches are in use then make sure to turn them on/off before and after the performance.

Typically, the Stage Manager sits in the middle of the booth when running shows, with the sound operator to the right and the lighting operator to the left. The ClearCom intercom system is mounted on the ceiling directly over the Stage Managers position.

The ClearCom intercom serves multiple purposes:

- It provides the booth with an audio feed from the theater (via a microphone mounted over the audience, stage left).
- The audio feed is also relayed to ClearCom stations located in the main lobby, the green room, and the dressing rooms.
- There is a “god” mic that allows you to speak to the theater by pressing the “Stage Announce” button. See the ClearCom diagram on the wall of the booth for its location.
- There are jacks in both the front and back lobbies where ClearCom belt packs can be used to speak to stagehands in those positions if necessary. Belt packs and headphones should be located in the booth on a shelf underneath the sound equipment.

The ClearCom has two channels (A and B). Channel A includes the stage monitor feed, while Channel B does not. All the stations in the lobby, dressing rooms, and green room should always be on Channel A, while communication with stagehands should likely always be on Channel B.

There are two video cameras in the theater that provide alternate viewing angles of the stage, which can be very helpful especially when part of a set obscures sight lines from the booth. The cameras operate well in bright and low/no light so they can also be helpful for monitoring scene changes, actors moving in the dark, etc. There is a computer monitor under the ClearCom intercom that shows these camera angles. Mounted to the back of the monitor is a Mac Mini computer. Reach over the top of the monitor and push the power button on the Mac to start it up. It should automatically boot into displaying the two camera feeds. To turn the Mac off, use the mouse to click on the Apple icon in the upper left corner of the monitor then click on “Shut Down...”

The sound system consists of a Windows computer running SCS (Show Cue System). The sound system and its amplifiers should always be turned on in numerical order (1 through 5) and off in reverse order (5 through 1). All the power switches on the sound equipment are clearly labeled. The sound operator should be fully trained on the use of the equipment.

The lighting console is an ETC Express console and lighting operators should be fully trained in running shows on it.

There are two light switches in the booth that are important when it comes to running performances. Immediately to the left of the booth window, partially obscured by the ladder to the attic, is a brown light switch labeled “work lights”. Turn this switch off before a performance to turn off the “work” lights which are mainly located over the stage floor. Immediately to the right of the booth window, near the sound equipment is a white switch plate for the house lights labeled “production” and “work”. In the “work” position the theater houselights are controlled by the light switch by the main lobby entrance. In the “production” position the houselights are controlled by one of the lighting console dimmers. You will want to ensure the work switch is turned off and the house switch is switched “production” prior to the house opening, then switch them back after the performance has ended.

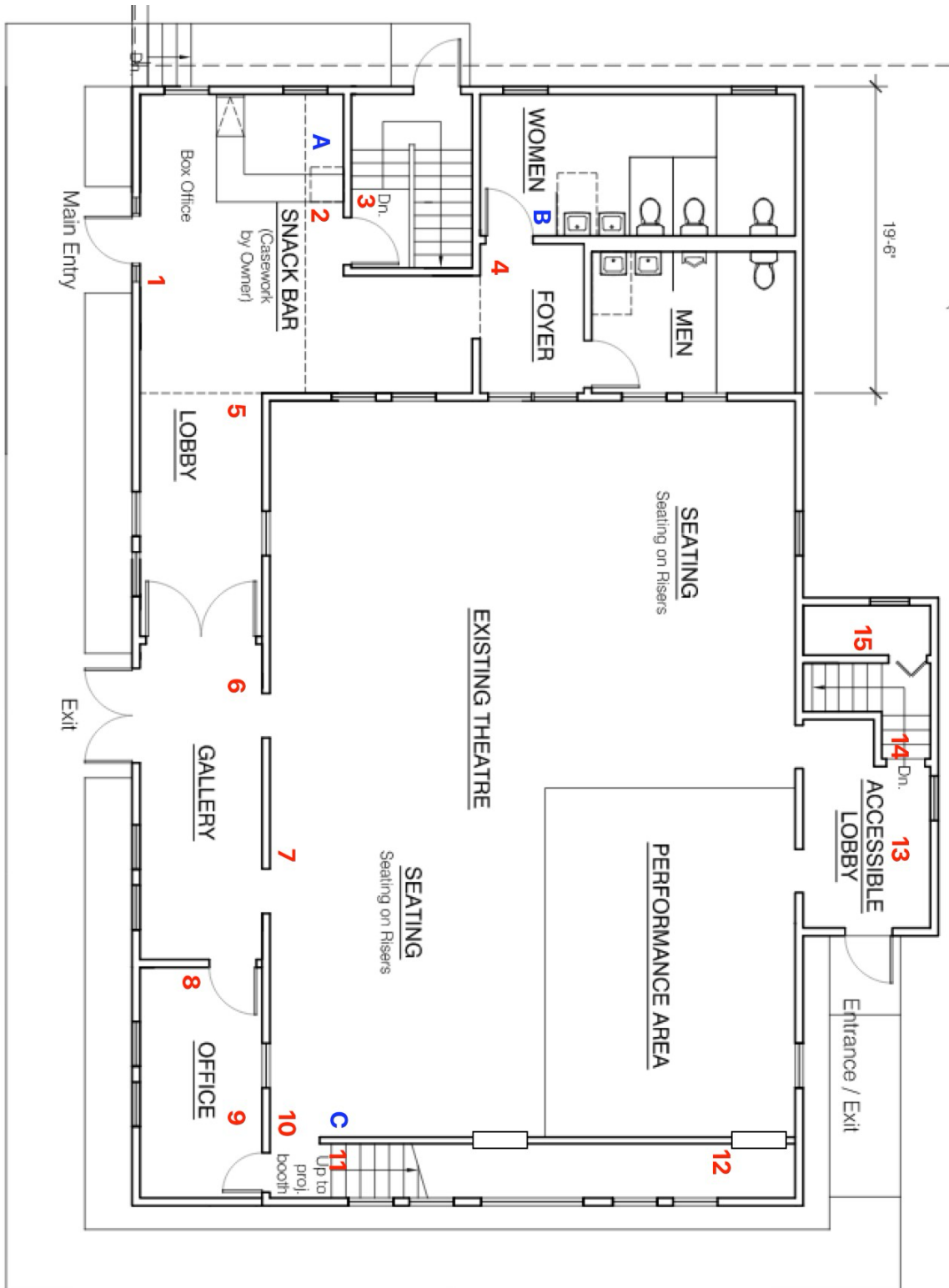
There is a very old air conditioner unit in the booth, and although it doesn’t put out a lot of cold air it can be helpful if the booth gets hot. The switch is high up on the back wall behind where the sound operator sits.

Locations of Light Switches and Thermostats

While not exhaustive, the following diagrams show the locations of most of the light switches and thermostats that you are likely to care about.

Both the upstairs & downstairs bathrooms and some of the storage areas have motion activated lights. They will shut off automatically after a few minutes.

Ground Floor Plan



Ground Floor Lights

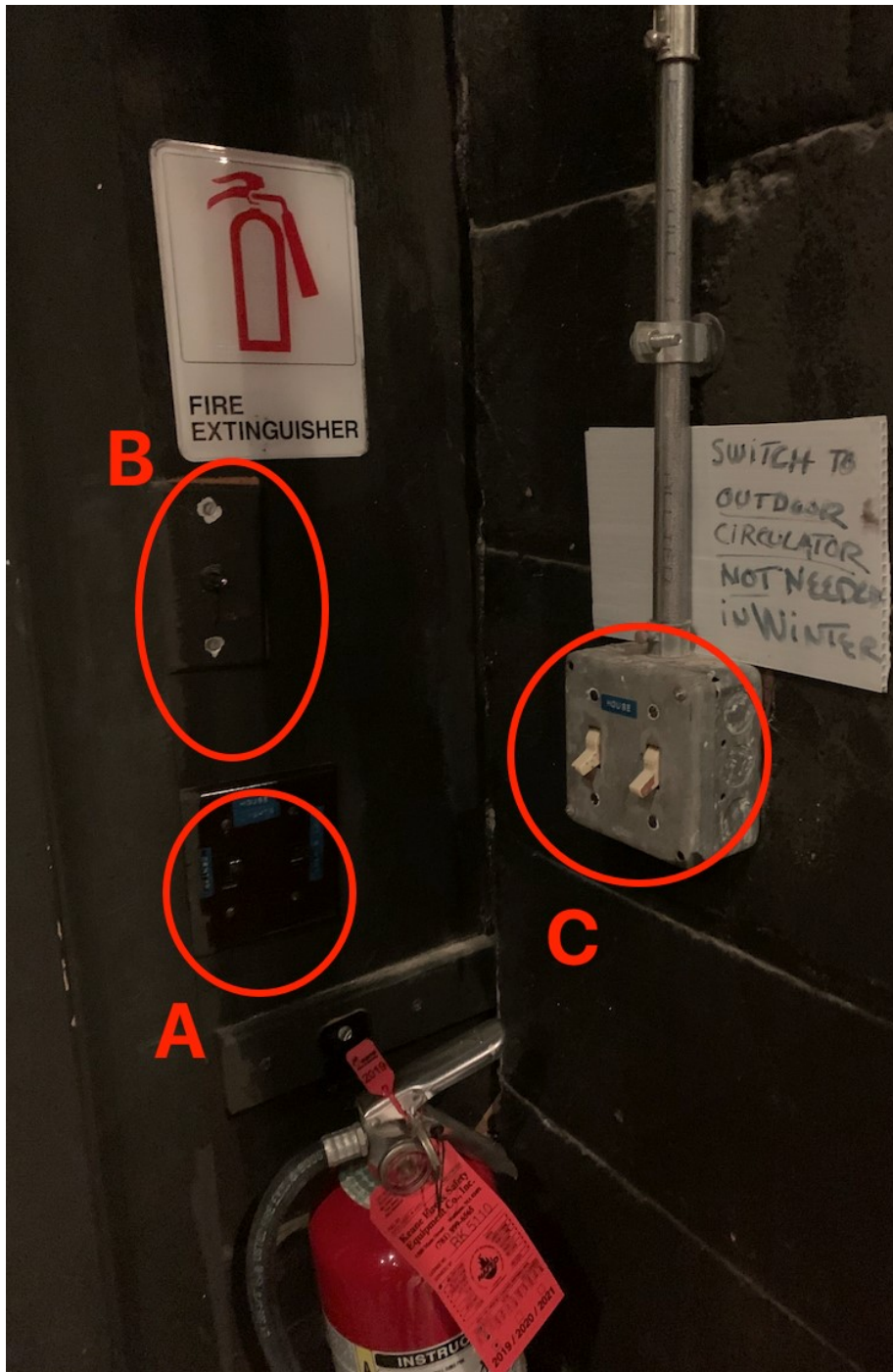
1. Main lobby lights and outdoor lights. The right-hand switch operates a high intensity floodlight for the parking lot that is typically only used during performances. It requires a special key to operate, which is kept immediately above the switches. There is also a light switch directly outside on the porch for the porch light to make it easier to lock/unlock the door at night.
2. Additional lobby lights located next to the fire alarm control panel.
3. Rear stairwell lights
4. Bathroom vestibule lights.
5. Additional lobby lights
6. Additional lobby lights
7. Main theater lights, including fans. The image on the following page shows the position of the switches:
 - A. "House" and "Work" light switches
 - B. Ceiling exhaust fan. Up for high, down for low, center is off.
 - C. Outdoor air circulation fans
8. Office light
9. Office light and blue light
10. Vestibule light
11. Light in stairwell to booth. Immediately overhead of the stairwell light switch are two switches that provide power to circuits on the lighting grid. One switch is often used for the LED "beehive" light that hangs from the grid for rehearsals and set construction.
12. Lights for the walkway underneath the booth
13. Two pull chains for lights in the back lobby. One white and one blue.
14. Lights for the back lobby stairs down to the green room and the green room.
15. Light for the storage area off the back stairway landing.

Ground Floor Thermostats

- A. Main Lobby
- B. Women's rest room

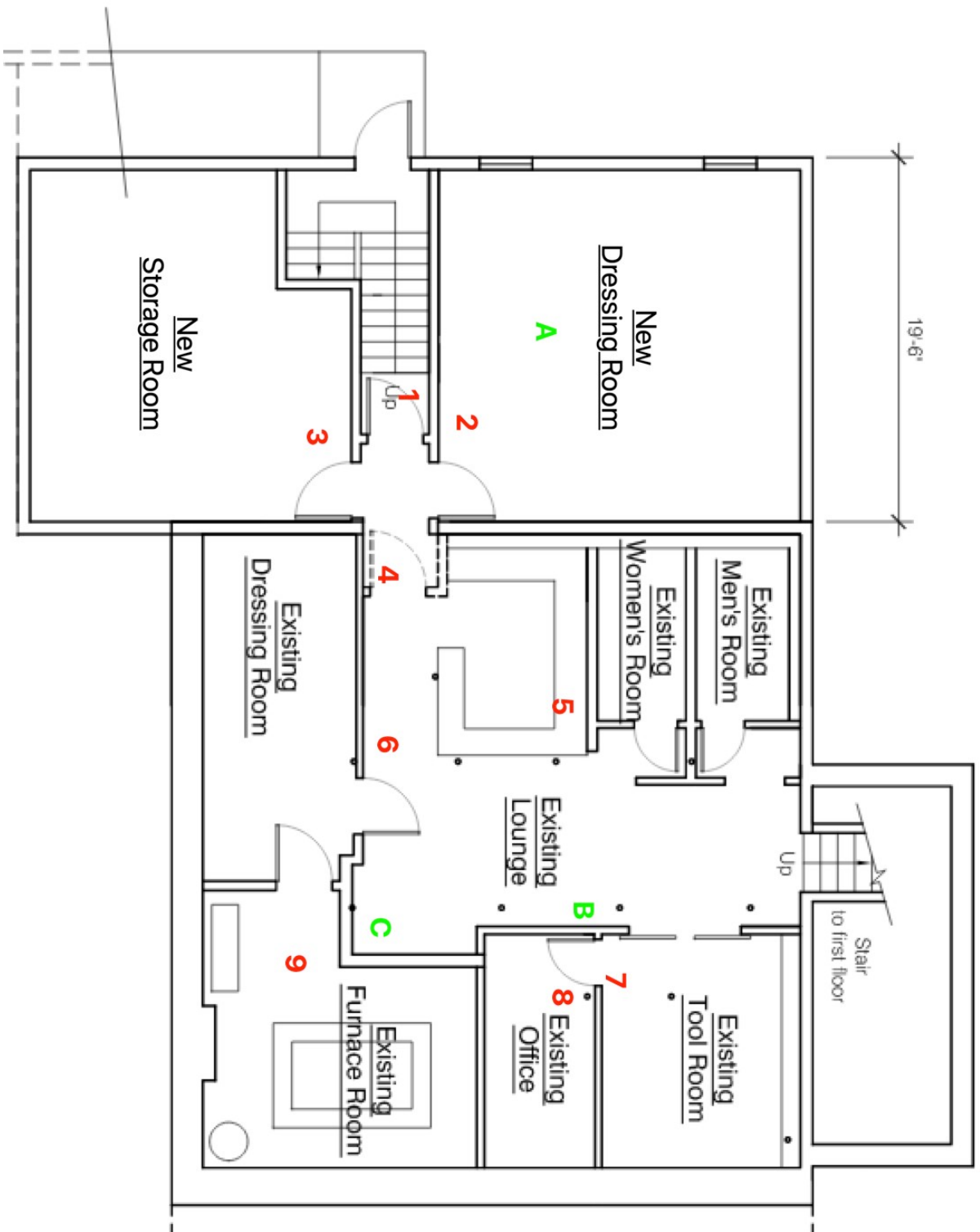
- C. Theater

Location of main theater light & fan switches:



- A. "House" and "Work" light switches
- B. Ceiling exhaust fan. Up for high, down for low, center is off.
- C. Outdoor air circulation fans

Basement Floor Plan



Basement Lights

1. Stairwell lights
2. Men's dressing room / costume storage
3. Storage room (note: motion sensor activated, will turn off automatically)
4. Green room lights
5. Additional green room lights plus women's dressing room lights
6. Switches for electric outlets in women's dressing room
7. Tool & storage room. A switch on the wall to the far right by the doorway turns on some lights. A light in the center corridor near the circuit breaker is motion activated.
8. Old office / storage room (note: motion sensor activated, will turn off automatically)
9. Furnace / storage room. Lights are on a pull-chain run horizontally into the room at head level. Light is also on a motion sensor that should trigger once you take a couple steps into the room.

Basement Thermostats

- A. Located on a support column in the center of the room
- B. Located on the wall immediately to the right of the entry into the tool/storage room. This thermostat controls the overhead heater located at "C" on the floor plan. This heater has a power switch on the side that must be turned on in order for the heater to work.